# **Compare Sheets: Getting Started**

## What is this?

The <u>Compare Sheets</u> tool is part of <u>Ablebits Ultimate Suite for Excel</u> that can help you quickly find and highlight differences between two Excel worksheets, ranges or tables.

°	Help * Options * mate Suite		¢ anage					÷	File Paste	₩ ₽₽	Home Insert Page La - B I U - I - C - C - C - C - C - C - C - C - C - C		Number	Conditional Form: Format as Table * Cell Styles * Styles	atting *	Cells Editir		
4.8	• 1	$\times  \checkmark  f_{\mathbf{r}}$	Mulberries					~			* : × ·	√ <i>f</i> ⊮ Su	gar Apples					
4	A	B	С	D	E	F	G	$\uparrow$	$\overline{\mathbf{T}}$		А	В	с	D	E	F	G	
	Fruit	Package	MSRP	Retail Price				↓	$\downarrow$	1	Fruit	Package	MSRP	Retail Price				
1	Apples	Bag	1.58	1.82				>	<	2	Sugar Apples	Bag	1.58	1.82				
	Blueberries	Tray	2.04	2.35				>	<	3	Blueberries	Tray	2.04	2.35				
	Cranberries	Tray	1.76	2.02				×	×	4	Cranberries	Tray	1.76	2.02				
	Grapefruits	Bag	2.17	2.50				4	4	5	Grapefruits	Bag	2.19	2.51				
	Key Limes	Bag	2.97	3.42				5	5	6	Lemons		2.81	3.23				
	Mango Spears	Tray	2.63	3.03				3	C1	7	Key Limes	Bag	2.97	3.42				
I.	Mulberries	Film	1.84	2.17						8	Mango Spears	Tray	2.63	3.03				
	Oranges	Bag	1.26	1.44						9	Mulberries	Tray	2.29	2.63				
5	Peach Slices		2.31	2.66						10	Oranges	Bag	1.26	1.44				
1	Pears	Film	2.43	2.79						11	Pears	Film	2.43	2.79				
2	Prunes	Film	1.63	1.88						12	Red Grapes	Bog	1.89	2.17				
3										13								
4										14								
5										15								
6										16								

Compare Sheets can detect differences in values, formulas, and cells formatting, mark different cells with fill, font, or border color and display them in a convenient way. With this tool you get a well-organized workflow that makes working with found differences and merging your worksheets comfortable and time-saving.

## Before you start

Please read carefully this part before you start working with the add-in.

### Save all your changes

Before running Compare Sheets, save all changes in all open workbooks and close all Excel files except for those that you are going to compare. If your task is to compare sheets from the same workbook, leave open only this book.

### Xlsx/xlsm only

The supported workbook formats are .xlsx and .xlsm. The tool won't process files of any other format, so be sure to save your workbooks as xlsx. or .xlsm.

### Backup copies

We care about your books and always create backup copies of your files. By default, we store the backups for 14 days.

### Cells formatting

Compare Sheets marks differences with background color, bottom border, or font color replacing your original coloring, fonts, or cell borders. But you won't lose them forever: as you review the differences, the tool automatically restores your original formatting.

### Protected workbooks

Protected workbooks are not supported, because we simply won't be able to mark differences in them :)

### Merged cells

Worksheets containing merged cells are not supported.

### What is ignored

Some differences are not shown: row height, column width, worksheet and workbook options and properties, all embedded objects including charts, pivot tables, images, shapes, controls, etc. Compare Sheets is designed only to compare one sheet with another. Your worksheets should have the same layout and structure including grouping, filtering, and sorting. For example, we consider the rows order when comparing sheets, so sheets with different sorting order will be most likely perceived as completely different.

### Volatile functions

Please do not try to compare sheets that contain volatile functions, because every time Excel opens or recalculates the workbook, these functions return new values. The volatile functions are: NOW, TODAY, RAND, RANDBETWEEN, OFFSET, INDIRECT. Also, INFO and CELL can be volatile depending on their arguments.

## **Running Compare Sheets wizard**

To run the tool, find the Compare Sheets button on the Ablebits Data tab and click it.

	AutoSave 💽 Off 🛛 🚆							Prices.xls	x - Exce							Eugene	Starostin	æ		٥	
	le Home Inse	ert Page Layo	out Formula	s Data R	eview \	/iew De	veloper	Ablebits Da	ita A	blebits To	ols	♀ Tell me v	vhat you	ı want to do						Ŕ	} Shi
¢	) Help • <sup>9</sup> Options • <sup>1</sup> Merge Two Table			te Copy Merg Sheets * Cells	e Vlookup	Compare Sheets		te Quick C r Dedupe Dedupe				A Add A Extract A Remov Text	: :::::::::::::::::::::::::::::::::::::	Convert Split Text Split Names	Workbool Manager	Column Manager Mana	Naterr	marks			
1	3 * : )	$\times \checkmark f_x$					re Sheets \		- 1												
4	A	В	с	D	E	Review	and manag n two work	je difference: sheets.		J		к	L	м	N	0	Р	Q		R	
	Fruit	Package	MSRP	Retail Price																	
	Apples	Bag	1.58	1.82																	
	Blueberries	Tray	2.04	2.35																	
	Cranberries	Tray	1.76	2.02																	
	Grapefruits	Bag	2.17	2.50																	
I	Key Limes	Bag	2.97	3.42																	
	Mango Spears	Tray	2.63	3.03																	
	Mulberries	Film	1.84	2.17																	
	Oranges	Bag	1.26	1.44																	
	Peach Slices	Tray	2.31	2.66																	
	Pears	Film	2.43	2.79																	
	Prunes	Film	1.63	1.88																	
	2017	2018 🤆	÷									4									
10	dy 🔠															=			1	+	- 10

The first window displays the limitations and requirements discussed above. Please do not turn it off until you get comfortable with the Compare Sheets tool.



#### Click the Agree button.

### Select worksheets and ranges

In the list of open workbooks, choose the sheets that you are going to compare. If the needed workbook is not in this list, open the book by clicking the *Open Workbook* button.

Secompare Sheets - Step 1 of 4			×
Select sheets and (optional) ranges			()
Dpen Workbook			
✓ 🛱 Prices.xlsx			
2017		\$A\$1:\$D\$12	<b>.</b>
2018		\$A\$1:\$D\$12	<b>.</b>
Sheet1: [Prices.xlsx]2017			
Sheet2: [Prices.xlsx]2018			
Ablebits ~	< Back	Next >	Cancel

By default, the tool compares the used ranges of the sheets. If you need to compare other ranges, click the *Select Range* icon and select the desired ranges.

,	AutoSave 💽 Off						Prices.xlsx	- Excel						Eugene	Starostin	<b>B</b> –	ø	×
	ile Home In	sert Page Lay	out Formulas	Data Revi	ew View	Developer	Ablebits Data	Able	bits Tools	♀ Tell me								
ò	P Help * Options * Help * Merge Two Tab		erge Consolidat licates Sheets Merg	Sheets - Cells -			ate Quick Co er * Dedupe Ta Dedupe		Trim Change paces Case		ct 📰 S	onvert plit Text plit Names	Workbook Manager		N Waterm	arks		^
A	3 * 1	$\times  \checkmark  f_x$																v
1	A	В	С	D	E	F G	н	1	J	к	L	м	N	0	Р	Q	R	L A
1	Fruit	Package	MSRP	Retail Price														
2	Apples	Bag	1.58	1.82														
3	Blueberries	Tray	2.04	2.35		C	0		×									
4	Cranberries	Tray	1.76	2.02		Compare												
5	Grapefruits	Bag	2.17	2.50		SAS3:SDS	ect a range of co 11	ntiguous c	ells.									
6	Key Limes	Bag	2.97	3.42			OK		Cancel									
7	Mango Spears	Tray	2.63	3.03														
8	Mulberries	Film	1.84	2.17														
9	Oranges	Bag	1.26	1.44														
10	Peach Slices	Tray	2.31	2.66														
11	Pears	Film	2.43	2.79														
12	Prunes	Film	1.63	1.88														
13																		
14																		
15																		
16																		T
	< → 2017	2018 🤅								4								•
Poi	nt 🖽													=		-		► 100%

Compare Sheets scans your worksheets, opens them in two windows, and places side by side. Sheet 1 is always located on the left, Sheet 2 - on the right. If you want to change this order, just uncheck Sheet 1 in the list of sheets on step 1 and then check it again.

Click the Next button.

**Tip**: Click the Ablebits logo to open a pop-up menu. In *Options*, you can change the store time for backup copies and the path to the backup folder.

### Specify the Comparing Mode

When developing and testing Compare Sheets, we carefully selected and tweaked the comparing algorithm. Generally speaking, the comparison of two tables (aka matrices) is a classic task for modern programming. But this is true when the matrices are abstract, just as abstract as ice temperature graphs in Antarctica could be to you – they have nothing to do with your daily life. In case of real workbooks and tables, everything is different. As a result of our research, the algorithm has been fine-tuned for three types of sheets. On this step, you are to indicate what your sheets look like.

Compare Sheets - Step 2 of 4		×
Select comparing mode		()
NO KEY COLUMNS	BY KEY COLUMNS	CELL-BY-CELL
Best for sh	eet-based documents like invoices a	nd contracts.
For partially matching rows, us	e:	
First match (default)	O Best match O Full match only	<i>(</i>
Ablebits ~ Get help	o Kack	Next > Cancel

#### No key columns

The first type is best suited for *sheet-based documents* like invoices or contracts. These sheets may have a different number of rows and include one or even several tables. When comparing such sheets, it is important to preserve the structure integrity and avoid comparing, for example, header rows with the main table rows. You won't find any unique identifiers like SKU or IDs in such sheets, that is why the mode is called **No key column**.

#### By key columns

The second type is for column-organized sheets, where tables contain homogeneous data row-by-row. For example, it can be two price lists that have the same SKU or Product ID columns (identifiers). Usually such columns are called the key columns, hence the comparing mode name: **By key columns**. Such sheets always have the same number of columns but may have different numbers of rows.

#### Cell-by-cell

Finally, the third type of documents is *sheets with the same layout and size*, like balance sheets or year-to-year reports. For such sheets, use the **Cell-by-cell** comparison.

### Select Matching options

Going through line by line, Compare Sheets searches for differences by paring similar rows in both sheets. But there are cases, when one row in Sheet 1 corresponds to several rows in Sheet 2 with full or partial match of their cell values. For such situations, Compare Sheets provides you with the Matching options.

#### First match

If you select *First match* for AAA row in Sheet 1, Compare Sheets will match it to the first row that contains at least one A value. Other rows with A values will be marked as unique.



#### Best match

If you select *Best match* for AAA row in Sheet 1, Compare Sheets will match it to the row that contains the maximum number of A values. Other rows with A values will be marked as unique.



#### Full match only

If you select *Full match only* for AAA row in Sheet 1, Compare Sheets will only mark the AAA row as a match, if any. Other rows with A values will be marked as unique.



### Select key columns

When you choose the *By key columns* comparing mode, Compare Sheets asks you to select the key columns.

			0
Select the key	columns		(!)
Sheet 1 columns		Sheet 2 columns	
🗹 Fruit		Fruit	
Package		Package	
MSRP		MSRP	
Retail Price		Retail Price	
		Mato	ching columns: 1 of

Simply check the key columns in Sheet 1 and notice the corresponding key columns in Sheet 2.

### Check Comparison Options

By default, Compare Sheets searches for differences in values only, but you can change this behavior by selecting other options.

Compare Sheets - Step 4 of 4	X
Select comparison options	
☐ Show differences in formulas ☐ Show differences in formatting ① ☑ Ignore hidden rows/columns	Mark differences with: Background color      Bottom border
Ignore empty rows/columns	O Font color (!)
Add a status column Mark rows with differences with the status Mark differences with color: Rows that exist only in Sheet Rows that exist only in Sheet Cells different in Sheet1 and	1
Sheet1: [Prices]2017	
Sheet2: [Prices]2018	
Ablebits ~ Get help	< Back Compare Cancel

**Show differences in formulas**. Different formulas can return the same values, that is why by default we ignore differences in formulas. But if differences in your formulas are important to you, check this option.

**Show differences in formatting**. Compare Sheets can find differences in cell formatting. If you select this option, the comparison algorithm will be as follows: the compared cells will be marked as different if they contain different values *or* different formulas (if the *Show differences in formulas* option is selected) *or* formatted differently (if the *Show differences in formatting* option is selected).

**Ignore hidden rows/columns**. By default, we ignore hidden rows and columns. If the differences in hidden rows or columns are vital, you can find them by unchecking this option. But of course, you will not see the difference marks until you make them visible :)

**Ignore empty rows/columns**. Empty rows and columns can not only be used to separate the logical blocks in your worksheets, but also be an important part of your data. In the latter case, untick this checkbox.

Add a status column. If you select this option, Compare Sheets will add a new column to your sheets and mark the found differences there. This option will not only make the result of comparison more appealing but will also give you more comfort in working with the differences.

**Mark rows with differences with the status column only**. You can choose not to add any marks to your cells, but identify differences in a special column instead. Tick this option, and the differences will be marked only within the status column, all the cells in your tables will remain intact.

**Mark differences with**. Choose the marking option that suits you best. By default, we suggest using background color because we find this option most aesthetically pleasing. But if you need to see the original fill color of your cells, you can mark differences with font color or bottom border.

After you have selected all the needed options, click the *Compare* button.

### Understanding comparing process

Every time you click the *Compare* button, Compare Sheets follows the same algorithm. Here is the stepby-step description:

- 1. The compared workbooks are saved, including all the changes made before the comparison, and closed (or one workbook if it contains both of the specified sheets).
- 2. The backup copies are saved. The path and store time can be found and changed in the tools' options.
- 3. Compare Sheets loads the workbooks in memory (not in Excel, it is a separate application/process) and scans them for differences.
- 4. Your sheets are processed row by row.
- 5. The tool takes the first rows from Sheet 1 and Sheet 2 and compares them cell by cell.
- 6. If all the cells are different, the rows are marked as unique.
- 7. If at least one pair of cells in the found pair of rows matches, then the rows are deemed *partially matching* in both sheets, and nonidentical cells are deemed *different*.
- 8. The tool compares the next pair of rows and repeats steps 5 7.
- 9. When processing is finished, your workbooks are opened in the Review Differences mode.

Please note! This description is simplified as much as possible with only one purpose - to improve understanding. Compare Sheets uses a modified, but nevertheless quite standard algorithm for comparing two large data sets. Over the long years of its existence, this algorithm has been sharpened and tested by many mathematicians and programmers. But sometimes, at first glance, the result may seem wrong to you. In this case, you only need to carefully examine your cells, their values and formatting, as well as the relative positions of the rows and the reference structure of the formulas. And in almost 100% of cases, you can find a clear mathematical explanation for the results, which at first seemed illogical. But if you run into something that you cannot explain and that will throw you into hours of meditating about the fate of the universe, please send us the samples of your sheets, and we'll help you figure it out.

## **Review Differences mode**

In fact, such a mode does not exist. But we had to come up with some term to let you know that you are in a special mode and provide you with a comfortable workflow. That's how the *Review Differences* mode looks like in Excel:

	lutoSave 💽 📻 🗖	∽ · ~ ∓ Page Lay( Formul		1 - Ex Euge		_		⊐ × me ⊮			ve 💽 🖬 🖬 🕤 🕯 Home Insert Page L			Eugene Star				
\$°	) Help * ? Options * mate Suite	B A	as Data Review	A ALEW DEVELOP	Ablebits	ADICOLS	r  ¥ rei		Past	. X	- B I U 	A <sup>^</sup> A <sup>^</sup> Alianme	nt Number	Conditional Form Format as Table + Cell Styles + Styles	atting +	Cells Editing	]	
<b>A</b> 8	•	$\times$ $\checkmark$ $f_{\rm x}$	Mulberries						×		• : ×	√ <i>f</i> × Su	igar Apples					
1	А	В	С	D	E	F	G		$\wedge \land$		А	В	с	D	E	F	G	
1	Fruit	Package	MSRP	Retail Price					u  eq	1	Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82					> <	2	Sugar Apples	Bag	1.58	1.82				
3	Blueberries	Tray	2.04	2.35					> <	3	Blueberries	Tray	2.04	2.35				
4	Cranberries	Tray	1.76	2.02				>	<b>≦</b>  ≚	4	Cranberries	Tray	1.76	2.02				
5	Grapefruits	Bag	2.17	2.50				4	<b>4</b>	5	Grapefruits	Bag	2.19	2.51				
5	Key Limes	Bag	2.97	3.42				E.	າ າ	6	Lemons		2.81	3.23				
7	Mango Spears	Tray	2.63	3.03					୍ ୯	7	Key Limes	Bag	2.97	3.42				
3	Mulberries	Film	1.84	2.17						8	Mango Spears	Tray	2.63	3.03				
•	Oranges	Bag	1.26	1.44						9	Mulberries	Tray	2.29	2.63				
0	Peach Slices		2.31	2.66						10	Oranges	Bag	1.26	1.44				
1	Pears	Film	2.43	2.79						11	Pears	Film	2.43	2.79				
2	Prunes	Film	1.63	1.88						12	Red Grapes	Bag	1.89	2.17				
13										13								
4										14								
15										15								
16										16								
	2017	2018	Ð	8	e p			F I	다 다		← → 2017	2018 (	÷	: •				

As you see, in the Review Differences mode, your worksheets are opened side by side. The cells in your sheets are marked according to the options you chose. In the screenshot above, you see the default colors: blue for unique rows in Sheet 1 (on the left), red for unique rows in Sheet 2 (on the right), green for different cells in partially matching rows. Therefore, further on in the document, the following terms will be used:

- Blue rows rows that exist only in Sheet 1 (on the left)
- *Red rows -* rows that exist only in Sheet 2 (on the right)
- *Green cells* cells that are different in partially matching rows

Each window has a vertical toolbar with several buttons. In the inactive window the toolbar is disabled and greyed out to make you focused on the active worksheet.

### Compare Sheets Toolbar

The toolbar's buttons are divided into three groups. Each button performs one action for the currently selected cells or rows in the active sheet. Below is a short description of the buttons from top to bottom.

### Go to the previous difference and Go to the next difference

Use these buttons to navigate between the differences found in the active worksheet. For *blue rows* and *red rows*, the buttons select the whole previous or next row. For *green cells*, the buttons navigate cell by cell.

Please note, Compare Sheets synchronizes the selection in both worksheets. Unfortunately, Excel cannot highlight the selected cells in an inactive window. To overcome this disgusting trait, the tool automatically scrolls the sheets to display the current pair of rows second from the top in both sheets, like shown in the screenshot below:

- 0	AutoSave 💿 🖷	6. <i>0</i> .	Pricesadax - 1	- Ex Euger	ne Starostin		- 0	x c	1	AutoSa	ve 💽 🖬 🕤	-∂·∓ Pr	icesatia - 2 - Ex.	_ Eugene Stare	stin 🗉	-	•	×
F		Page Lay Formu		View Develop	e Ablebits	( Ablebits					Home Insert Page L	ayı Formulas Di	ata   Review   View	Develope Able	bits [ Able!	oits1 ♀ T		
ó	0 o .:	Hel A redupe Text N	₽ Aanage ▼					^	Par V Clip	ite 1	- B I U I - <u>0</u> - <u>A</u>		nt Number	Conditional Forma ormat as Table * Cell Styles * Styles		iells Editin	9	~
88	•	$\times  \checkmark  f_{\pi}$	Film					Ŷ			* I X	√ f× Tr	ay					~
1	A	В	с	D	E	F	G			4		В	с	D	E	F	G	
7	Mango Spears	Tray	2.63	3.03				J.	J.	8	Mango Spears	Tray	2.63	3.03				
8	Mulberries	Film	1.84	2.17						9	Mulberries	Tray	2.29	2.63				
9	Oranges	Bag	1.26	1.44						10	Oranges	Bag	1.26	1.44				
10	Peach Slices	Tray	2.31	2.66				2	15	11	Pears	Film	2.43	2.79				
11	Pears	Film	2.43	2.79				×	X	12	Red Grapes	Bog	1.89	2.17				
12	Prunes		1.63	1.88				4	4	13								
13								5	2	14								
14								C	e	15								
15										16								
16										17								
17										18								
18										19								
19										20								
20										21								
21										22								
22										23								
23										24								
	2017	2018 (	÷	E 4				Þ Ö				2018 (	Ð					Þ
Rea	idy 🛅			#	1	-	1	+ 100%	Rea	dy	10					- 1	+ 10	10%

Insert the selected unique rows into the other worksheet

This button copies all *red* or *blue rows* (depending on which sheet is currently active) included in your selection from the active worksheet to the inactive worksheet.

ő	P Options * Merge	BO A Dedupe Text	₽ Manage					^	Pas	) <sub>(1</sub>	- B I ∐ - I - <u>Ò</u> - <u>A</u>	A A Alianme	at Number	onditional Form ormat as Table * Cell Styles * Styles		Cells Editin	9	,
A1	.0 * 1	× √ fx	Peach Slices					~			* I X	√ fr Pe	tars					
.4	A	8	С	D	E	F	G	_ ^ <b>↑</b>	$\uparrow$			8	с	D	E	F	G	
9	Oranges	Bag	1.26	1.44				$\downarrow$	ψ.	10	Oranges	Bag	1.26	1.44				
10	Peach Slices	Tray	2.31	2.66					12	11	Pears	Film	2.43	2.79				
11	Pears	Film	2.43	2.79				- 6	Insert	the se	Red Grapes	Bae the other works	1.89	2.17				
12	Prunes	Film	1.63	1.88							,							
13									R.	14								
14										15								
15								5	2	16								
16								(°	C.	17								
17										18								
18										19								
19										20								
20										21								
21										22								
22										23								
23										24								
24										25								
25										26								

After insertion, Compare Sheets navigates to the next difference if the Auto-scroll option is on (see the Review Differences mode options below).

### Copy the selected cells marked as different to the other worksheet

The button copies all *green cells* included in your selection from the active worksheet to the inactive worksheet.



After copying, Compare Sheets navigates to the next difference if the Auto-scroll option is on (see the Review Differences mode options below).

#### Delete the selected differences

In the active worksheet, this button deletes all *red* or *blue rows* included in your selection (depending on which sheet is currently active). Also, *in both worksheets*, this button clears all *green cells* if they are included in your selection.

°	Options * Merge	BC A Dedupe Text N	Aanage V					^	Paste	6 5 10	🗆 •   🖄 • 🛕 Font	Alignme	- 000		stting *	Cells Editin	-19	t
A10		× √ fr						~	_		* I X 1							
4	A Oranges	Beg	C 1.26	D 1.44	E	F	G	^ ↑			A	Bag	C 1.26	D 1.44	E	F	G	
	Peach Slices	Tray	2.31	2.66				$\downarrow$			anges ars	Film	2.43	2.79				
1	Pears	film	2.43	2.79				- >			d Grapes	Beg	1.89	2.17				
	Prunes	Film	1.63	1.88				>	1									
								×	X4 .									
:								4	Delete the	e select	ed differences.							
;								5	9 1	6								
5								(°	C 1	7								
•								- 10	1	8								
8								- 10	1	9								
2								- 10	2	0								
4								- 10	2	1								
4								- 10	2	2								
2								18	2									
3								18	2									
4								-11	2									
5		1						• •	2	6			(*)					

After deleting, the tool navigates to the next difference if the Auto-scroll option is on (see the Review Differences mode options below).

Ignore the selected differences and remove the difference marks from the selected cells

In the active worksheet, this button restores your original formatting for *blue* or *red rows* included in your selection (depending on which sheet is currently active). For *green cells*, the button restores the original formatting in both worksheets.



**Note**. As you review the results, Compare Sheets removes all the reviewed differences from the internal difference list, so you won't be able to navigate between them any longer.

After ignoring, the tool navigates to the next difference if the Auto-scroll option is on (see the Review Differences mode options below).

#### Undo and Redo

These buttons cancel or restore the actions of the buttons described above.

### Review Differences mode options

At the bottom of the toolbar, you can find the *Options* pop-up menu that includes several options and settings.

°	Help * Options * Merge D *		eð Inage					^	Paste	• •	B I U + → △ + J Font	12 ▼ A <sup>*</sup> A <sup>*</sup> r <sub>2</sub>	ent Number	onditional Form ormat as Table * ell Styles * Styles	-	Cells Editin		
A10		× √ f <sub>π</sub>	Peach Slices									√ f <sub>x</sub> B			E	F		
	Oranges	Beg	1.26	D 1.44	E		G	↑		IO Ora	Anges	Bog	C 1.26	D 1.44	E		G	7
h	Peach Slices	Tray	2.31	2.66				$\downarrow$	1221-	1 Pea		Film	2.43	2.79				
ľ	Pears	film	2.43	2.79				- >			Grapes	Bog	1.89	2.17				
1	Prunes	Film	1.63	1.88				>	Ις,	3								
								×	× 1	4								
				Options				4	2	15								
				Auto scroll				ち	91	16								
				✓ Paste all				C	C 1	7								
ļ				Paste formul	as				111	8								
ļ				Paste formul	as & num	ber formatti	ng		111	9								
4				Paste values					2	10								
2				Paste values	& numbe	r formatting			2	1								
1				Paste format	ting				2	2								
				Save workbo	oks and re	move differ	ence mark		2	13								
4				Restore work	books fro	m backup co	pies		2	4								
4				Help					2	!5								
5		2018 (+		About				*	2	16	2017	2018	(+)					

#### Options

Here you can indicate the path for the backup copies and how long they should be stored.

#### Paste options

These options are similar to the built-in Excel paste options. You can use them to insert and copy *blue* and *red rows* as well as *green cells*.

**Note**. Please be careful when using options other than *Paste All*, as only for this option Excel gives an opportunity not to use the clipboard. For all the other options, Compare Sheets will use the clipboard, which may override your data currently in the clipboard.

#### Auto-scroll after action button

If this option is turned on, you will automatically navigate to the next difference after each your action. We recommend keeping this option off for a while, until you get perfectly familiar with the Compare Sheets tool.

### Exit the Review Differences mode

At some point, you will finish reviewing all the differences or just find this activity too tedious. In any case, you will need to exit the Review Differences mode somehow and get Excel back to its normal state. Below you will find all possible ways to do it.

#### All differences are processed

By default, we assume that you will go all the way of working with differences in your worksheets, from the first found difference to the last one. As soon as the last difference is dealt with, Compare Sheets will automatically suggest that you save your workbooks and switch Excel to the normal view:

	AutoSave 💽 🖬 ile Home   Insert   F		Prices.xlsx - 1			⊞ — Ablebits 1   ♀	디 × Tell me 년		Save 💽 🖬 🕤		rices.xlsx - 2 - Ex Pata Review View			≣ — lebits1 ΩΤ	□ 「ell me	× È
¢	Help *       Options *       Merge       imate Suite		<b>∢</b> Manage					Paste	B I U ▼	12 ▼ A <sup>*</sup> A <sup>*</sup> Alignme	ent Number	onditional Form ormat as Table * ell Styles * Styles	-	Cells Editin	g	^
	▼ 1	$\times  \checkmark  f_x$	Prunes					~ A13	• : ×	√ <i>f</i> <sub>x</sub> R	ed Grapes					~
	А	В	С	D	E	F	5	$\uparrow$	A	В	С	D	E	F	G	
4	Cranberries	Tray	1.76	2.02			— n .		Cranberries	Tray	1.76	2.02				
5	Grapefruits	Bag	2.17	2.50		ompare Sheets			Grapofruits	Bar	2.17	2.50				
6	Key Limes	Bag	2.97	3.42		inpare sneets				oper	2.81	3.23				
7	Mango Spears	Tray	2.63	3.03	2	There are r	o more differe	nces. How do	you want to proceed?		2.97	3.42				
8	Mulberries	Film	1.84	2.17							2.63	3.03				
9	Oranges	Bag	1.26	1.44			• workbooks ar in the Review		l to normal view		1.84	2.17				
10	Peach Slices	Tray	2.31	2.66			In the Keview	Differences n	lode		1.26	1.44				
11	Pears	Film	2.43	2.79							2.31	2.66				
12	Prunes	Film	1.63	1.88					ОК		2.43	2.79				
13								1	Red Grapes	Bag	1.89	2.17				
14								1	Prunes	Film	1.63	1.88				
15								1	5							
16								1	5							
17								1								
18								1								
19								1								
20							-	2								+
	2017	2018 (	÷	: 4				8 <b>4</b> 1	< → 2017	2018	+	: 4				Þ
Rea	dy 🔠				■ <u> </u> .		+ 100%	Ready	1						+ 10	00%

**Tip**. Do not accept the default action in a rush. Take a deep breath and think if everything has been done correctly. As soon as you choose *Close review mode*, Compare Sheets will save your workbooks, exit the Review Differences mode and you will lose the opportunity to undo your actions or at least get back to the penultimate state.

If you are absolutely sure that everything is fine, click OK without any hesitations.

#### Use Exit Review Differences mode button

If you are sick and tired of reviewing differences or just decided to go another way, use the *Exit Review Differences* mode button:

		5-0- <b>-</b>			_							ricesalsx - 2 - Đ			- a		×
-	7 () Help *		A Review A Contractor Text Manage	View Develop	Help Able	loits Ablebi	its Q Tell n	ne 🖒	File	8 / <u>U</u> -		= 🗟 - 🤌	Conditi	onal Format as Table *	ting •		ŝ
A	2 <b>*</b> 1	× v fx	Apples					*		* : ×	√ fe S	ugar Apples					×
4	A	В	с	D	E	F	G			A	В	с	D	E	F	G	
1	Fruit	Package	MSRP	Retail Price				↓	↓ ,	Fruit	Package	MSRP	Retail Price				l
2	Apples	Bog	1.58	1.82				>	< 2	Sugar Apples	Bag	1.58	1.82				1
3	Blueberries	Tray	2.04	2.35				>	< 3	Blueberries	Tray	2.04	2.35				Т
4	Cranberries	Tray	1.76	2.02				×	× 4	Cranberries	Tray	1.76	2.02				TL.
5	Grapefruits	Bag	2.17	2.50				4	4 5	Grapefruits	Bag	2.19	2.51				
6	Key Limes	Bag	2.97	3.42				5	9 6	Lemons		2.81	3.23				
7	Mango Spears	Tray	2.63	3.03				C	C 7	Key Limes	Bag	2.97	3.42				
8	Mulberries	Film	1.84	2.17						Mango Spears	Tray	2.63	3.03				
9	Oranges	Bag	1.26	1.44					··· 9	Mulberries	Tray	2.29	2.63				
10	Peach Slices		2.31	2.66					10	Oranges	Bag	1.26	1.44				
11	Pears	Film	2.43	2.79					11	Pears	Film	2.43	2.79				
12	Prunes		1.63	1.88					12	Red Grapes	Bag	1.89	2.17				
13									13								
14									14								
15								~	15								
16								• ×	Review Dit	ferences mode							1.
		2018 (	Ð					F 10		017	2018	+					
Rea	dy 🛅			E			-	+ 100%	Ready	50 50					-	+ 10	10%

#### Save workbooks and remove difference marks

This option lets you do exactly what its name suggests. All the changes you've made with Compare Sheets will be saved, and the remaining difference marks (i.e. all the remaining unreviewed differences) will restore their original formatting.

#### Restore workbooks from the backup copies

With the help of this command, you will just return your workbooks to the state they had been in before they were processed by Compare Sheets.

#### On window closing

Compare Sheets takes care that you exit the Review Differences mode correctly and don't lose anything. That is why, if you try to close one of the windows (if you compare two sheets from different workbooks) or both windows (if you compare worksheets from the same book), you will get a warning with the following options:

2 Com	pare Sheets X
?	This workbook still contains unprocessed differences. Please choose how you want to deal with them:
	O Save and close the workbook keeping the difference marks.
	O Close the workbook without saving. The difference marks will be kept, all your changes will be lost.
	O Close the workbook and remove the difference marks.
	Close the workbook and restore its contents from the backup copy.
	OK Cancel

- Save and close workbooks keeping the difference marks.
- Close the workbooks without saving. The difference marks will be kept, all your changes will be lost.
- Close the workbooks and remove the difference marks.
- Close the workbooks and restore their contents from the backup copies.

### Specifics of the Review Differences mode

As you have read above, after processing your worksheets, the Compare Sheets tool will open them in a special Review Differences mode. The mode has several peculiarities.

#### Compare Sheets enables Excel-based protection for your worksheets

To both sheets, the add-in applies Excel's worksheet protection that prevents the insertion and deletion of cells, rows and columns. This is done to keep control over all the found differences and provide you with a simple way to navigate between them. By inserting or deleting just a couple of rows or even cells, you can break the structure of the processed sheet. The other ways of editing your sheets are available to you, so just keep this limitation in mind.

This protection will be removed only when you save your workbooks with the help of the corresponding command from the *Options* menu or restore your files from the backup copies.

#### Position both windows the way you like

In the Review Differences mode, the tool doesn't control or save the position of each window. It just opens them side by side right after your worksheets have been processed. You can place the windows in any positions you want and move them between monitors, but please consider the positions of the Compare Sheets toolbars.

#### Second visible row is the synchronized selection

As already mentioned, one of the key shortcomings of Excel is that it hides selection in an inactive window, so you cannot understand which cells in that window are currently selected. We haven't found a safe and truly beautiful solution to this problem yet.



To overcome this annoying limitation and make the process comfortable, Compare Sheets synchronizes the selected cells in both windows when navigating between the marked rows. Please keep in mind that when you use the Previous/Next buttons for navigation, both worksheets are automatically scrolled in such a way that the currently selected rows in the active and inactive sheets are second from the top, as shown in the screenshot above.

## Understanding merging differences workflow

When you try to merge differences in your workbooks, you will face many different situations, but they all fit into three basic scenarios. Let's look at some examples.

Supposing, you have two sheets: Sheet 1 and Sheet 2. Both sheets contain similarly structured tables, but you assume the tables have some differences. Your task is to get Sheet 1 merged with all or selected differences found in Sheet 2.

Start Compare Sheets, select your worksheets, keep the default options, and click *Compare*. After the sheets are processed, they are opened in the Review Differences mode. Then, please follow the two basic scenarios.

### Several cells are different

Here are two sheets for comparison. Find the differences :)

,	AutoSave 💿 🕅 📮	• ে - =	Prices 2018.xl	sx - 1 Euge	ne Starostin	æ	- c	×		AutoSave 💽 🕂 🚆	<b>5</b> •∂-∶	Prices 2018.xl	sx - 2 Euge	ene Starosti	n 🗈	- 0	×
F	ile Home Insert	Page Lay( Formul	las Data Review	w View Develo	pe Ablebits	[ Ablebits ]	I ♀ Tell r	ne 🖻		File Home Insert F	Page Lay	ılas Data Review	w View Develo	pe Ablebi	its [ Ablebits	ד  Ω Tell r	ne 🖻
		-	00% Zoom to	Rew Window Arrange All Freeze Panes	[]	Switch	Macros Macros	~	Pa	cte	· <u>A</u> ·	ignment Numbe	🐺 Cell Styles	Table -	-	P Editing	^
A2	• • •	$\times \checkmark f_{\rm x}$	Apples					~		· · · ·	$\times  \checkmark  f_x$	Sugar Apple	25				~
	А	В	с	D	E	F	G	н		А	В	с	D	E	F	G	H 🔺
1	Fruit	Package	MSRP	Retail Price					1	Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82					2	Sugar Apples	Bag	1.58	1.82				
з	Blueberries	Tray	2.04	2.35					з	Blueberries	Tray	2.04	2.35				
4	Cranberries	Tray	1.76	2.02					4	Cranberries	Tray	1.76	2.02				
5	Grapefruits	Bag	2.17	2.50					5	Grapefruits	Bag	2.19	2.51				
6	Key Limes	Bag	2.97	3.42					6	Key Limes	Bag	2.97	3.42				
7	Mango Spears	Tray	2.63	3.03					7	Mango Spears	Tray	2.63	3.03				
8	Mulberries	Film	1.84	2.17					8	Mulberries	Tray	2.29	2.63				
9	Oranges	Bag	1.26	1.44					9	Oranges	Bag	1.26	1.44				
10	Pears	Film	2.43	2.79					10	Pears	Film	2.43	2.79				
11									11								
12									12								
13									13								
14									14								
15									15								
16									, 16								
	<ul> <li>2017</li> </ul>	2018 🤅 🤆	÷		•			Þ		← → 2017	2018	÷		4			Þ
Rea	dy 🔠					-	I	+ 100%	Re	ady 🔠			<b>=</b>	Ξ -		-	+ 100%

Pay attention that after processing the sheets contain green cells.

Fi ?	le Home Insert F Help * <sup>0</sup> Options * imate Suite		e		_	_	— ⊏ 1  Ω те‼н		Aut File Paste Clipbo	¥ 1	Home Insert Page La - B I U - J - A	aya Formulas D	ata Review Vie	Eugene Starr w Develope Ab Conditional Form Format as Table * Cell Styles * Styles	ebits [   Abi		]	×
A2	<b>*</b> :	$\times \checkmark f_x$	Apples					*			• : × ·	√ <i>f</i> x Su	gar Apples					
4	A	В	с	D	E	F	G		$\uparrow$		A	В	с	D	E	F	G	4
1	Fruit	Package	MSRP	Retail Price				$\downarrow$	<u> </u>	1	Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82					$<$	2	Sugar Apples	Bag	1.58	1.82				
3	Blueberries	Tray	2.04	2.35				>	<	3	Blueberries	Tray	2.04	2.35				
	Cranberries	Tray	1.76	2.02				×	X	4	Cranberries	Tray	1.76	2.02				
;	Grapefruits	Bag	2.17	2.50				4	4	5	Grapefruits	Bag	2.19	2.51				
5	Key Limes	Bag	2.97	3.42				5	5	6	Key Limes	Bag	2.97	3.42				
	Mango Spears	Tray	2.63	3.03				C	C	7	Mango Spears	Tray	2.63	3.03				
3	Mulberries	Film	1.84	2.17						8	Mulberries	Tray	2.29	2.63				
,	Oranges	Bag	1.26	1.44						9	Oranges	Bag	1.26	1.44				
0	Pears	Film	2.43	2.79						10	Pears	Film	2.43	2.79				
11										11								
2										12								
3										13								
4										14								
5										15								
6								• —		16								
	2017	2018 (	÷	E				Þ 🗘	4		> 2017	2018 (	÷	÷ •				Þ
eai	dy 🔠			<b>=</b>	E U	-	1	+ 100%	Ready	11	1				<b>—</b> –		+ 10	00%

You can wander through them using the navigation buttons in the Compare Sheets toolbar. Note that the navigation goes cell by cell.

Selecting one or several green cells, you can:

- Copy differences from Sheet 2 to Sheet 1, for this make Sheet 2 active.
- Copy differences from Sheet 1 to Sheet 2, for this make Sheet 1 active.
- Clear the different cells in both worksheets, no matter which sheet is active.
- Ignore the differences in both worksheets, no matter which sheet is active.

You can do it for each cell individually, or for a group of cells by selecting several cells at once, or for all cells simply by selecting all.

0	Phelp *	BC A Dedupe Text M	er lanage						- 1	Paste	6 - B I ∐ - ∮ ⊡ - <mark>Ò</mark> - <u>A</u>		nt Number	Conditional Form Format as Table * Cell Styles * Styles	- 1	Cells Editin		,
A2	•	$\times \sqrt{-f_{\pi}}$	Apples						~		* : ×	√ fr Si	gar Apples					
.4	A	В	С	D	E	F	G		$\uparrow$	1	A	В	с	D	E	F	G	
1	Fruit	Package	MSRP	Retail Price					$\mathbf{V}$	ι,	Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82					<u>&gt;</u>	< 2	Sugar Apples	Bag	1.58	1.82				
3	Blueberries	Tray	2.04	2.35					$\geq$	< 3	Blueberries	Tray	2.04	2.35				
4	Cranberries	Tray	1.76	2.02					×	py the si	lected cells marked as o	different to the ot	her worksheet.	2.02				
5	Grapefruits	Bag	2.17	2.50						6 5	Grapefruits	Bag	2.19	2.51				
6	Key Limes	Bag	2.97	3.42					5	0 6	Key Limes	Bag	2.97	3.42				
7	Mango Spears	Tray	2.63	3.03					୯	2 7	Mango Spears	Tray	2.63	3.03				
8	Mulberries	Film	1.84	2.17						8	Mulberries	Tray	2.29	2.63				
9	Oranges	Bag	1.26	1.44						9	Oranges	Bag	1.26	1.44				
10	Pears	Film	2.43	2.79						10	Pears	Film	2.43	2.79				
11										11								
12										12								
13										13								
14										14								
15										15								
16								v		16								

And by clicking, for example, *Copy the selected difference to the other worksheet*, you will get the following result.

Profit         Profit         Profit         Profit         Profit         MBP         Real Price           oples         Big         1.58         1.82	°	Help *	A Dedupe Text M	₽ lanage					^	Paste	-5	🗆 •   💩 • 🔺		t Number	Conditional Form Format as Table * Cell Styles * Styles		Cells Editing	9	
Fruit         Package         MSIP         Real/Price           oples         Reg         1.58         1.82           laeberies         Tray         2.04         2.25           anaberies         Tray         2.04         2.25           gelas         Reg         1.76         2.02           randberies         Tray         2.04         2.25           ey Lines         Reg         1.78         2.02           randberies         Tray         2.04         2.35           ey Lines         Reg         2.07         2.02           randberies         Tray         2.04         2.05           ey Lines         Reg         2.07         3.42           Lango Spears         Tray         2.68         3.03           Marger Spears         Tray         2.64         2.79           Yranges         Reg         1.26         1.44           10         Paris         Rim         2.43           12         -         -         -           13         -         -         -           14         -         -         -           15         -         -         -	12	* I	$\times  \checkmark  f_{\pi}$	Apples					Ý			* I X	√ <i>f</i> <sub>x</sub> Su	ar Apples					
Image         Image <th< th=""><th>4</th><th>A</th><th>B</th><th>С</th><th>D</th><th>E</th><th>F</th><th>G</th><th></th><th></th><th>.1</th><th>A</th><th>В</th><th>с</th><th>D</th><th>E</th><th>F</th><th>G</th><th></th></th<>	4	A	B	С	D	E	F	G			.1	A	В	с	D	E	F	G	
Number law         174         2.04         2.23         174         2.02         3         Buebarries         Tray         2.04         2.33           randomica         Tray         1.76         2.02         2         3         Buebarries         Tray         2.04         2.33           randomica         Tray         1.76         2.02         2         4         Crandomica         Tray         2.04         2.03           ray Units         6rg         2.37         2.50         6         For Units         6rg         2.07         3.42           range Sagars         Tray         2.68         3.03         -         6         For Units         8rg         2.07         3.42           range Sagars         Tray         2.68         3.03         -         7         Marging Sparss         Tray         2.68         3.03           range Sagars         Fritin         2.43         2.79         -         6         For Units         8rg         2.03         1.44           range Sagars         Fritin         2.43         2.79         -         1         1         -         1         1         -         1         1         1         1		Fruit	Package	MSRP	Retail Price				$\downarrow$	<u> </u>	1	Fruit	Package	MSRP	Retail Price				
Inserties         Tray         1.76         2.02           rangefrints         6m         2.17         2.50           regefrints         1.86         2.17         2.50           regefrints         1.86         2.17         3.42           regefrints         1.86         2.17         3.42           regefrints         1.86         2.27         Mage Spars         7m         2.63           regefrints         6m         7mm         2.63         3.03         1.64           regefrints         7mm         2.63         3.03         1.64         1.64           regefrints         7mm         2.63         3.03         1.64         1.64         1.64           regefrints         7mm         2.63         3.03         1.64         1.64         1.64         1.64         1.64         1.64         1.76         1.64         1.76         1.64         1.76         1.76         1.76	ſ	Apples	Bag	1.58	1.82					$ \langle  $	2	Apples	Bag	1.58	1.82				
insperfuits         insp         2.17         2.50           vy Lines         0.17         2.50         5.6         Grapefruits         8.6         2.17         2.50           vy Lines         0.6         2.97         3.42         5.6         Key Lines         8.6         2.97         3.42           dango Spans         Two         2.63         3.03         5.6         Key Lines         8.6         2.97         3.42           ranges         8.6         1.26         1.44         5.0         5.0         6.6         Key Lines         8.6         2.63         3.03           ranges         8.6         1.26         1.44         5.0         5.0         7.00         7.02.0         7.00         7.03         7.03           ranges         8.6         1.26         1.44         5.0         7.00<	1	Blueberries	Tray	2.04	2.35				>	$ \langle  $	3	Blueberries	Tray	2.04	2.35				
ny lines         fig         2.97         3.42         6         Key lines         fig         2.97         3.42           drago Spars         Try         2.63         3.03         6         Key lines         fig         2.07         3.42           drago Spars         Try         2.63         3.03         6         Key lines         fig         2.03         3.03           branges         fig         1.26         1.44         2.07         Margo Spars         Try         2.03         3.03           branges         fig         1.26         1.44         2.07         Margo Spars         fig         2.03         2.03           ears         film         2.43         2.79         2.63         3.03         1.44           film         2.43         2.79         2.63         3.03         1.44           film         2.43         2.79         11         2         12         12         12         12           film         6         6         6         6         6         6         6         6         6         7         12           film         6         6         6         6         6         6	Ι	Cranberries	Tray	1.76	2.02				×	1	4	Cranberries	Tray	1.76	2.02				
Ango Spears         Tray         2.63         3.03           Bit Millerries         Concession         Reg         2.29         2.63           Bit Millerries         Concession         Reg         1.26         2.44           Concession         Reg         1.26         2.44         2.79           Millerries         Concession         Reg         2.43         2.79           Image Spears         Film         2.43         2.79         Provide           Image Spears		Grapefruits	Bag	2.17	2.50				4	14	5	Grapefruits	Bag	2.17	2.50				
Mulberries         Non         2.29         2.63           Tranges         Rg         1.26         1.44         9         Oranges         Rg         1.26         1.44           ears         Film         2.43         2.79         10         Pears         Film         2.43         2.79           ears         Film         2.43         2.79         10         Pears         Film         2.43         2.79           10         Pears         Film         2.43         2.79         11         12		Key Limes	Bag	2.97	3.42				5	5	6	Key Limes	Bag	2.97	3.42				
Images         Reg         1.26         1.44         9         Oranges         Reg         1.26         1.44           ears         Film         2.43         2.79         10         Pers         Film         2.43         2.79           11         12         1         12         1         12         1         14           12         1		Mango Spears	Tray	2.63	3.03				C	e	7	Mango Spears	Tray	2.63	3.03				
ears 1/in 2.43 2.79 10 Pears 1/in 2.43 2.79 11 12 12 12 12 12 12 12 12 12 12 12 12		Mulberries	Film	1.84	2.17						8	Mulberries	Tray	2.29	2.63				
11 12 13 14 15		Oranges	Bag	1.26	1.44						9	Oranges	Bag	1.26	1.44				
12 13 14 15	2	Pears	Film	2.43	2.79						10	Pears	Film	2.43	2.79				
13 13 14 15 15 15 15 15 15 15 15 15 15 15 15 15											11								
14	2										12								
15	8								-11		13								
	5								- 11		14								
16	5										15								
	5																		

Once all the differences are processed, Compare Sheets will prompt you to switch to the normal mode. If you agree, the windows will get back to their previous positions and the Compare Sheets toolbars will be gone.

### Several rows in one worksheet are unique

Let's modify the task.

	AutoSave 💽 O#) 🚆	÷- ≎		lsx - 1 Euge	ne Starostin	Œ	- 0	×		AutoSave 💽 🕅 🚆	<del>،</del> دی د	Prices 2018.xl	sx - 2 Euge	ne Starostii	n 🖻	- 0	×
	ile Home Insert	Page Lay( Formula	as   Data   Review	w View Develo	pe Ablebits	[ Ablebits	I 🛛 Tell m	ne 🖂		File Home Insert I	Page Lays Formu	las Data Review	w   View   Develo	pe Ablebi	s E Ablebits	T   ♀ Tell r	ne 🖒
		Show Zoom 10	20% Zoom to	Rew Windov		Switch	Macros Macros				- <u>A</u> -	gnment Numbe	📝 Cell Styles	Table -	ig * 📰 Cells *	P Editing	^
	• I	$\times  \checkmark  f_x$							·	A13 × :	$\times \checkmark f_x$						Ŷ
	А	В	с	D	E	F	G	н	<u> </u>	A	В	с	D	E	F	G	H A
1	Fruit	Package	MSRP	Retail Price						Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82						Apples	Bag	1.58	1.82				
з	Blueberries	Tray	2.04	2.35						Blueberries	Tray	2.04	2.35				
4	Cranberries	Tray	1.76	2.02						Cranberries	Tray	1.76	2.02				
5	Grapefruits	Bag	2.17	2.50						Lemons	Bag	1.44	1.66				
6	Key Limes	Bag	2.97	3.42						Grapefruits	Bag	2.17	2.50				
7	Mango Spears	Tray	2.63	3.03						Key Limes	Bag	2.97	3.42				
8	Mulberries	Film	1.84	2.12						Mango Spears	Tray	2.63	3.03				
9	Oranges	Bag	1.26	1.44						Mulberries	Film	1.84	2.12				
10	Pears	Film	2.43	2.79					1	0 Oranges	Bag	1.26	1.44				
11									1	1 Pears	Film	2.43	2.79				
12									1	2 Peach Slices	Tray	4.12	4.74				
13									1	3							
14									1	4							
15									1	5							
16									<b>–</b> 1	6							
	2017	2018 (+	9		4			•		4 > 2017	2018	Ð		•			)
Rea	dy 🔝					-	1	+ 100%	1	eady 🔝					] -	1	+ 100%

Have you already found the difference? :) Try navigating between the differences with the help of the buttons on the Compare Sheets toolbar. Notice that entire rows, not cells, are selected, and you navigate between rows, not between cells. The unique rows can't be processed cell-by-cell, only entirely.

°	mate Suite	Dedupe Text M	eð lanage						^	Pas	1	• B I U • □ • ○ • △ □ • Font		t Number	Conditional Form Format as Table * Cell Styles * Styles		Cells Editing	9	
d.		× √ fr	c	P	E	F	G		×	A1		* : ×	√ fr B	c	D	E	F	G	
	Fruit	Package	MSRP	Retail Price				1		$\downarrow$	1	Fruit	Package	MSRP	Retail Price				
	Apples	Bag	1.58	1.82						<	2	Apples	Bag	1.58	1.82				
	Blueberries	Tray	2.04	2.35						<	3	Blueberries	Tray	2.04	2.35				
	Cranberries	Tray	1.76	2.02						×=	4	Cranberries	Tray	1.76	2.02				
	Grapefruits	Bag	2.17	2.50						4	5	Lemons		1.44	1.66				
	Key Limes	Bag	2.97	3.42						ຽ	6	Grapefruits	Bag	2.17	2.50				
	Mango Spears	Tray	2.63	3.03						Ģ	7	Key Limes	Bag	2.97	3.42				
	Mulberries	Film	1.84	2.12						Ľ	8	Mango Spears	Tray	2.63	3.03				
	Oranges	Bag	1.26	1.44							9	Mulberries	Film	1.84	2.12				
5	Pears	Film	2.43	2.79							10	Oranges	Bag	1.26	1.44				
1											11	Pears	Film	2.43	2.79				
z											12	Peach Slices		4.12	4.74				
3											13								
5											14								
5											15								
5								v			16								

Selecting one or several *unique red rows*, you can:

- Insert them to Sheet 1 icon
- Delete these rows from Sheet 2 icon
- Ignore these differences icon

You can do it for each row, or for a group of rows if you select several lines, or for all rows at once if you select all.

61 00	le Home Insert	Page Lays Formul BC A Declupe Text M	las   Data   Reviev		_	_	— 🗆 П 🖓 ТеШи			Fil Past		Home Insert Page L Calibri • 1 • B I U • f 🗄 • 🙆 • A	ays Formulas D	% 👘		lebits [   A	ED – blebits 1 🖓 Edition Cells Edition	•	×
	•	× v fr							¥	AS		* : ×	√ fr Le	mons					
4	A	в	с	D	E	F	G		-	$\mathbf{T}$	4	A	в	с	D	E	F	G	
,	Fruit	Package	MSRP	Retail Price							1	Fruit	Package	MSRP	Retail Price				
2	Apples	Bag	1.58	1.82						$\leq$	2	Apples	Bag	1.58	1.82				
8	Blueberries	Tray	2.04	2.35						É.	sert ti	e selected unique rows	into the other wo	rksheet. 2.04	2.35				
	Cranberries	Tray	1.76	2.02						4	4	Cranberries	Tray	1.76	2.02				
5	Grapefruits	Bag	2.17	2.50						4	5	Lemons	Bog	1.44	1.66				
5	Key Limes	Bag	2.97	3.42						5	6	Grapefruits	Bag	2.17	2.50				
7	Mango Spears	Tray	2.63	3.03						୯	7	Key Limes	Bag	2.97	3.42				
3	Mulberries	Film	1.84	2.12							8	Mango Spears	Tray	2.63	3.03				
,	Oranges	Bag	1.26	1.44							9	Mulberries	Film	1.84	2.12				
0	Pears	Film	2.43	2.79							10	Oranges	Bag	1.26	1.44				
1											11	Pears	Film	2.43	2.79				
2											12	Peach Slices	Tray	4.12	4.74				
3											13								
4											14								
5											15								
6								v		_	16								
		2018 🤅 🤆	Ð					Þ		*		< → 2017	2018 (	Ð	- 4				
lead	シ 部			<b></b>			1	+ 1	00%	Read	ly 1	12		Count: 8		─ -		+	1

By clicking, say, the *Insert the selected rows to the other worksheet* button, you will get the following result:

Å	AutoSave 💽 Off) 🚆											ive 💽 🛱 🗧 🕤		ices 2018.xlsx - 2	Eugene Sta	rostin 🖭		
F	ile Home Insert	Page Lay	las Data Reviev	View Develop	Ablebits	E Ablebi	ls 1   ♀ Tel				File	Home Insert Page L	ayı Formulas Di	ata Review Vie	w Develope At	olebits [ Ablebits T	🛛 🖓 Tell me	
ó	P Help * P Options * imate Suite		danage ▼						~	P.	aste ipboard	- Β Ι <u>U</u> - ≮ ⊞ - <mark>Δ</mark> - <u>Α</u>	A A Alignmer	nt Number	Conditional Form Format as Table * Cell Styles * Styles	Cells	Editing	^
	• E	$\times \checkmark f_x$							`	·	5	• I ×	√ <i>f</i> <sub>x</sub> Le	mons		Collapse the Ril Need a bit more	space? Collaps	se the
	А	В	С	D	E	F	G	A	$\uparrow$	1		A	В	С	D	ribbon so only t	he tab names sł	how.
1	Fruit	Package	MSRP	Retail Price					$\downarrow$		- 1	Fruit	Package	MSRP	Retail Price			
2	Apples	Bag	1.58	1.82					>		2	Apples	Bag	1.58	1.82			
з	Blueberries	Tray	2.04	2.35					>		3	Blueberries	Tray	2.04	2.35			
4	Cranberries	Tray	1.76	2.02						X	4	Cranberries	Tray	1.76	2.02			
5	Lemons	Bag	1.44	1.66							5	Lemons	Bag	1.44	1.66			
6	Grapefruits	Bag	2.17	2.50							6	Grapefruits	Bag	2.17	2.50			
7	Key Limes	Bag	2.97	3.42						8 Q	× 7	Key Limes	Bag	2.97	3.42			
8	Mango Spears	Tray	2.63	3.03							8	Mango Spears	Tray	2.63	3.03			
9	Mulberries	Film	1.84	2.12							9	Mulberries	Film	1.84	2.12			
10	Oranges	Bag	1.26	1.44							10	Oranges	Bag	1.26	1.44			
11	Pears	Film	2.43	2.79							11	Pears	Film	2.43	2.79			
12	Peach Slices	Tray	4.12	4.74							12	Peach Slices	Tray	4.12	4.74			
13											13							
14											14							
15											15							
16								Ŧ			16							-
	2017	2018 🤅	÷	: •				Þ	4	1	·	4 > 2017	2018 (	÷	: •			Þ
Rea	dy 🔠			<b>=</b>	II II		1	-+ 1	00%	Re	ady	<b>a</b>		Count: 8		─ -	+ 1	100%

As in the previous scenario, when all the differences are processed, Compare Sheets will ask if you want to switch to the normal Excel mode. If you click OK, the windows will get back to the previous positions and the toolbars will disappear.

### Any other scenarios

Compare Sheets does not merge and update worksheets automatically. The tool is meant for precise manual merging of sheets that are so important to you that you have to review practically every cell.

Thus, we will hardly be able to describe all complex scenarios of using our tool, but we believe it will make the process less tedious and save you plenty of time. Just always control the direction of merging reflected in the button icons, perform group operations with care, timely use the *Undo* button, and remember that we always create backup copies of your workbooks to keep you on the safe side.

However, if you are looking to quickly merge two tables whose rows are explicitly identified by unique key values (e.g. SKUs or product names) or by combinations of such values, use the <u>Merge Two Tables</u> tools, which you will find on the same *Ablebits Data* tab.