

Excel Sheet Sorter – User Information Guide

Introduction

The **Excel Sheet Sorter** is a desktop utility designed to help automatically **reorder worksheet tabs in Excel workbooks alphabetically (A–Z)**.

It provides a simple, professional, and user-friendly interface supporting both single-file and batch operations.

Whether you're managing complex financial reports or organizing multiple sheets in project files, this tool saves time and ensures consistent structure across workbooks.

System Requirements

- **Operating System:** Windows 10 or later
- **Python Environment:** Pre-packaged version (no installation required) or Python 3.13+ with openpyxl library installed
- **Supported File Formats:**
 - .xlsx (recommended)
 - .xls

Note: The Excel file(s) to be processed must be **closed in Microsoft Excel** before running the sorting operation.

Getting Started

Launching the Application

1. Double-click **Excel Sheet Sorter.exe** (or run `python ui.py` if using the script).
 2. The application window will open **centrally on your screen**.
 3. The title bar will display “**Excel Sheet Sorter**” and a custom app icon (if available).
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User Interface Overview

The interface is divided into several clearly defined sections:

Section	Description
Title Bar	Displays the application name and icon.
File Selection Area	Used to select one or multiple Excel files.
Sheet Preview Panel	Shows the sheet names in the selected workbook.
Action Buttons	Buttons for sorting, clearing, and exiting.
Progress Bar & Status	Indicates current activity (e.g., sorting in progress).
Log Panel	Displays detailed information about performed actions and errors.


File Selection

Step 1: Select an Excel File

- Click the  **Browse File** button.
- Choose an Excel workbook (.xlsx or .xls) from your computer.
- The full file path will appear in the text field.

Step 2: Enable Batch Mode (Optional)

- To process **multiple workbooks** at once, check the box labeled “**Enable Batch Mode**” before browsing.
- This allows you to select multiple Excel files; all will be processed sequentially.

 **Tip:** Ensure that none of the selected workbooks are open in Excel. The program will display a warning if a file is currently in use or locked.

Sheet Preview and Search


After selecting a single workbook:

- All worksheet names are listed in the **Sheets in Workbook** panel.
- A **search box** lets you filter sheet names quickly—type part of the name to locate a specific sheet.
- The total number of detected sheets appears below the list.

Batch Mode Note: When processing multiple files, the preview will remain empty, as each workbook will be handled automatically during sorting.

Sorting the Workbook

Step 1: Start Sorting

Click  **Sort Workbook** to reorder all visible sheets alphabetically (A–Z).

Step 2: Choose Save Option

After sorting, you'll be prompted to choose one of two options:

- **Yes – Save As:** Save the sorted workbook under a new file name or location.
- **No – Overwrite:** Save changes directly to the original file.

Step 3: Progress and Completion

- A **progress bar** will animate while sorting.
- Once complete, the status label will show **“Ready.”**
- If the workbook is locked or cannot be accessed, a clear warning message will appear.

Best Practice:

Always keep a backup copy of important Excel files before overwriting them.

Log Console

- The application maintains a built-in log panel that records every action (load, sort, save, or error).
- Click **“Show Log”** to expand the log console and review the operation details.
- Click again to hide it.


Typical log messages include:

- [INFO] Workbook loaded successfully

- [INFO] Sorted successfully: ...
- [WARN] File is open/locked: ...
- [ERROR] Failed to sort or save

This helps users confirm that all operations have completed as expected.


Clearing the Selection

- To reset the interface and start over, click  **Clear**.
- This clears:
 - The selected file path(s)
 - The sheet preview list
 - Sheet summary details

A confirmation message will appear: **“Selection cleared.”**

Exiting the Application

You can exit the program by:

- Clicking  **Exit** button
- Or using the keyboard shortcut **Ctrl + Q**

All progress bars will stop, and the window will close gracefully.

Keyboard Shortcuts

Shortcut Action

Ctrl + O Open / Browse Excel file

Ctrl + S Sort workbook

Ctrl + Q Exit the application

These shortcuts help frequent users perform actions faster without relying on mouse clicks.

Important Notes & Best Practices

1. **Close Excel Files Before Sorting**

- Files open in Microsoft Excel cannot be modified and will trigger a “File Open” warning.

2. Avoid Read-Only Locations

- Save files to folders where you have written permissions to ensure changes can be applied.

3. Recommended Format

- Always work with .xlsx format for best compatibility.

4. Naming Consistency

- Ensure sheet names are unique; duplicate names may cause save issues in Excel.

5. Batch Mode Caution

- When using batch mode, review the logs after completion to confirm all files were processed successfully.

6. File Backup

- Keep backups before overwriting files, especially if handling critical data.

Troubleshooting

Issue	Possible Cause	Recommended Action
“File Open” warning	File is still open in Excel	Close the workbook and retry
“Failed to load workbook”	Corrupted file or wrong format	Verify file integrity and format
“Permission Denied”	Lack of write access	Save to a writable folder
Sheets not appearing	File not loaded correctly	Click Clear , re-select file
Sorting did not occur	Hidden sheets preserved	Only visible sheets are sorted; hidden ones remain in place