**🧩 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**

**1️⃣ 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).

**🪟 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 |