NPOWER EXCEL WORKBOOK MERGE TOOL

NPOWER Excel Workbook Merge Tool is an Excel macro that will allow you merge multiple Excel files with same NPOWER layout format into one Excel Worksheet.

1. Run NPOWER reports. The NPOWER report type and layout should be the same for all Excel files. An example: Rating Analysis report with 2 Report Segments (Program and Originator). Run 3 of these reports in NPOWER; 1 report for Oct, 1 report for Nov, and 1 report for Dec. In this example we will merge the 3 NPOWER reports #2 Excel Tab (MC AA Program).

   In this Rating Analysis, there are 3 worksheets (Excel Tabs). If I want to merge worksheet #2 (MC AA Program) from 3 different NPOWER Rating Analysis reports, you would enter "2" in Step 3.

2. Save all individual NPOWER reports in one folder on your computer.
   a. To save multiple files at once in NPOWER onto your computer
      1. In the Jobs tab
      2. Highlight the “Completed” NPOWER reports
      3. Right Mouse click to see pop-up options and select Save Execution(s) to disk
b. If you use “Save Execution(s) to disk” option in NPOWER, the downloaded zip file is named `multipleoutput.zip`. You will need to copy the downloaded zip file contents (the individual NPOWER reports) and save it somewhere on your computer’s C:\ hard drive folder with no other files.  
**Note:** The Excel Workbook Merge Tool macro does not open zipped files or files on the Downloads folder.  
**Example—Download the 3 NPOWER reports in ONE FOLDER (1Merge example) on your computer.**

3. Open Excel file containing the [NPOWER Workbook Merge Tool](#).

a. In Cell G12, type in the Excel Worksheet Number you want to Merge. (i.e. Type "2" for standard NPOWER reports. Type "3" to merge the third worksheets of Segmentation Profile reports. If you type "1," you will merge all the Spec Files.)

**Example—Merging worksheets #2 (MC AA PROGRAM) from the separate NPOWER reports processed.**

`Load Files`

- Type the worksheet number (Excel tab) you want merged in cell G12.
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b. Click "Load Files" blue button- Macro will merge all data from the individual reports to the "Master" worksheet tab of this file.

c. Copy and paste all data in "Master" to a new Excel workbook and save your file. Close the macro file without saving.

*Example – MASTER tab contains the Oct, Nov and Dec data from the 3 separate NPOWER reports into one Excel worksheet.*
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