

# Professor Excel Tools

---

HANDBOOK

# Thank you for using Professor Excel Tools

---

**First of all: Thank you for using Professor Excel Tools!**

The design of Professor Excel Tools is based on three main principles:

- **Concentrate on what's important:** We believe that you shouldn't spend time on repetitive tasks or other tasks besides the core contents of your Excel workbook.
- **Extending Excel:** Professor Excel doesn't duplicate existing Excel functions. Some features of Professor Excel Tools might look similar but actually simplifying or extending the existing Excel functions.
- **Lightweight:** We all know that Office products can get slow by extensive add-ins. So we decided to offer a lightweight add-in that doesn't need much of your computer's performance. There is no installation but rather an activation for this add in.

# Contents

---

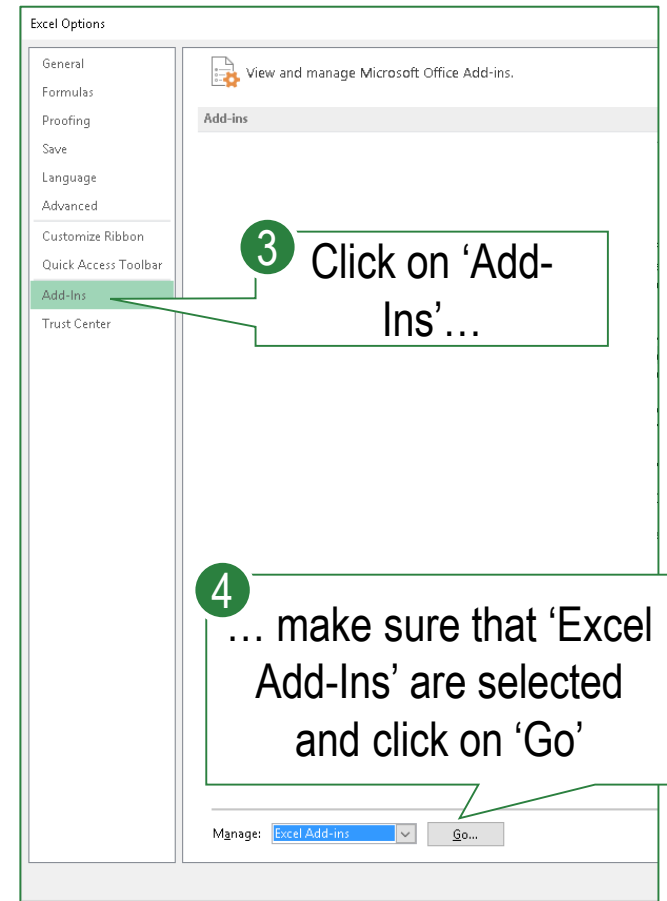
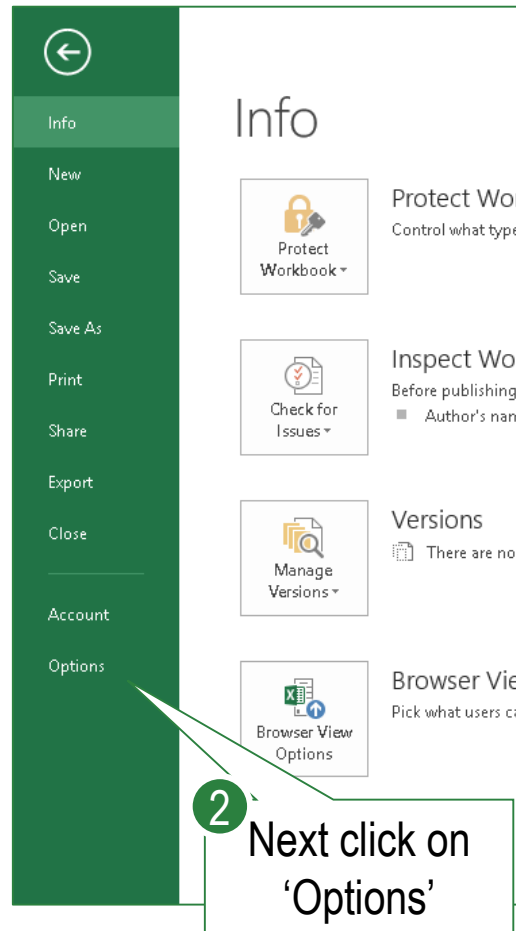
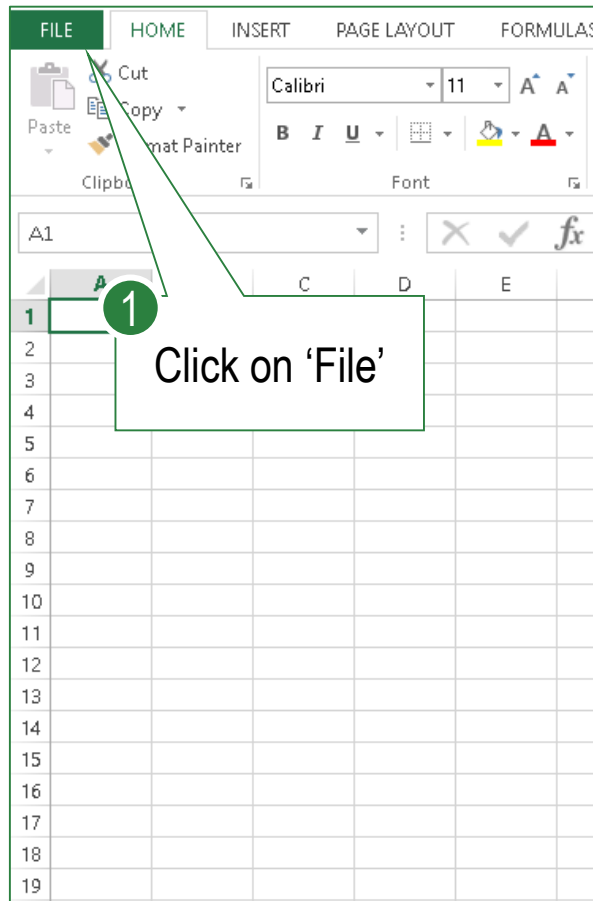
## 01. Installation

How to activate  
Professor Excel  
Tools

## 02. Features

A detailed  
description of each  
function

# Installation (1/2)



# Installation (2/2)

The image shows a screenshot of the Excel 'Add-Ins' dialog box and a File Explorer window. The File Explorer window is open to the folder 'Tools' under 'ProfExTools', showing a file named 'Professor-Excel-Tools.xlam' with a size of 557 KB. The 'Add-Ins' dialog box is open, showing a list of available add-ins. 'Professor-Excel-Tools' is selected and checked. The 'Browse...' button is highlighted, and the 'OK' button is also highlighted. Three numbered callouts provide instructions: 5. Click on 'Browse', 6. Navigate to the folder in which you've saved 'Professor-Excel-Tools.xlam' and select it, and 7. Click 'OK'.

6 Navigate to the folder in which you've saved 'Professor-Excel-Tools.xlam' and select it

5 Click on 'Browse'

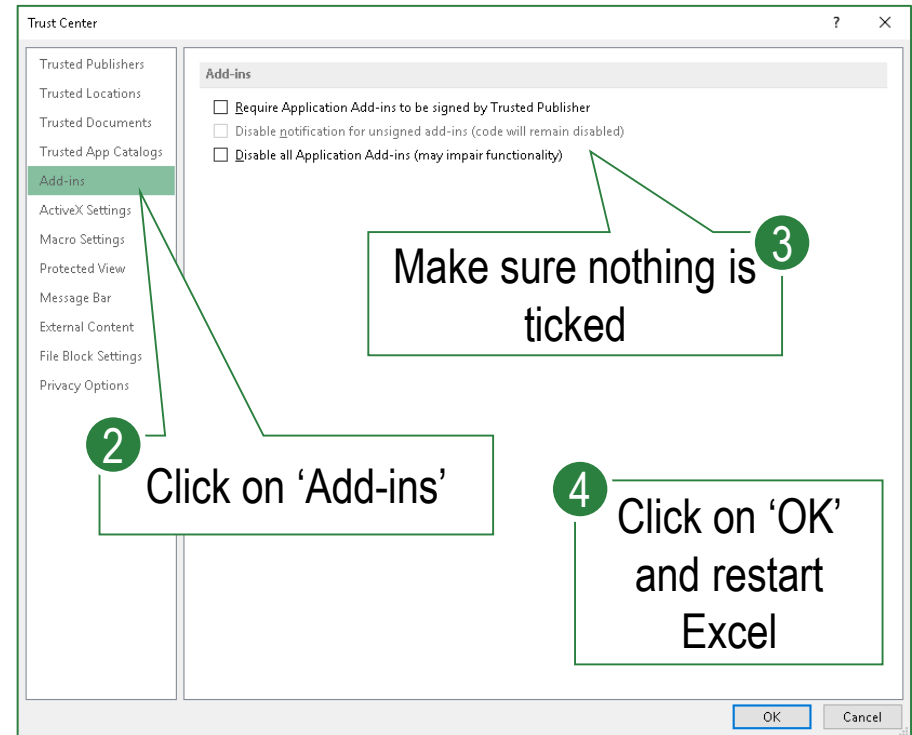
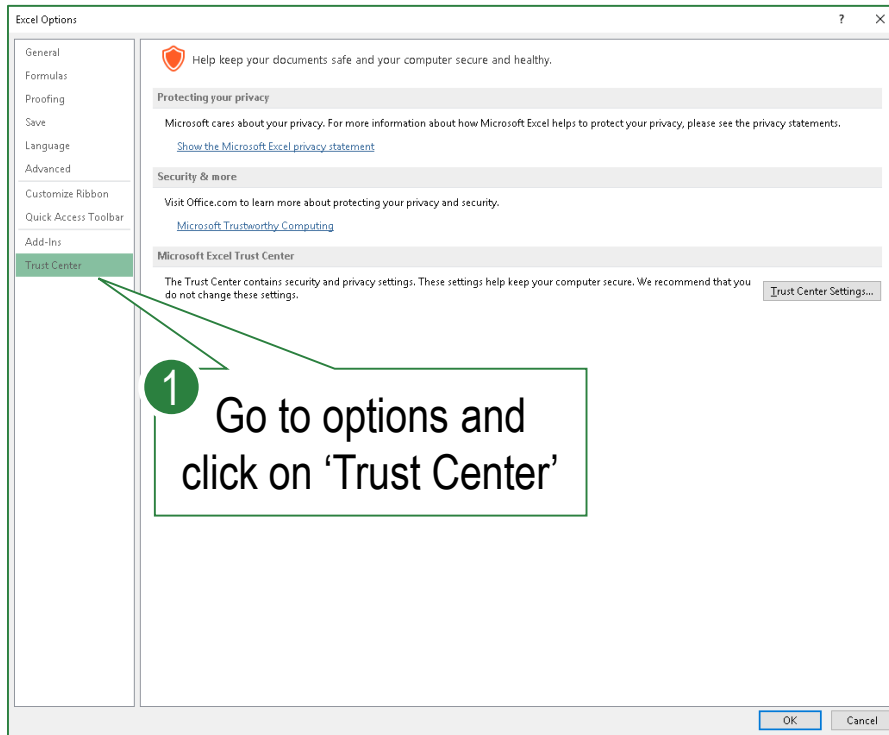
7 Click 'OK'

Please note:

- The location of the Add-In can't be changed within your folder structure. If you move or delete the 'Professor-Excel-Tools.xlam' file from your computer, the Add-In won't work any more
- If you click a button from Professor Excel Tools (e.g. 'Hidden Rows and Columns') and nothing happens, please make sure that Add-Ins are enabled (see next page)

# Enabling Add-Ins

If you click a button from Professor Excel Tools (e.g. 'Hidden Rows and Columns') and nothing happens, please make sure that Add-Ins are enabled and an Excel workbook is opened.



# Contents

---

**01. Installation**

**02. Features**

# General information

---

Some more words about Professor Excel Tools:

- Please note that there is no 'Undo' function
- All buttons and tools only work, if a worksheet is opened
- We recommend saving your workbook often – especially if you are trying functions for the first time. Please compare if the desired results have been achieved after using each Professor Excel Tools function

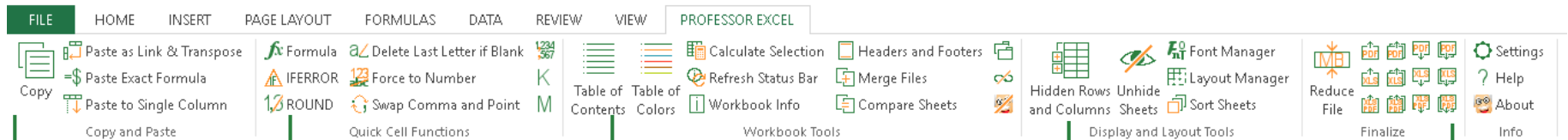
We are striving to provide the perfect Excel add-in. Nevertheless, if you find a bug, please let us know so that we can fix it. A simple E-Mail to [support@professor-excel.com](mailto:support@professor-excel.com) with a short description of what happened under which circumstances is enough. We'll take care of it.

The following pages contain information on each function. Please take a look at them for getting a overview of Professor Excel Tools.



## Overview: Functions (1/2)

# The 'Professor Excel Tools' are located on a new ribbon called 'Professor Excel'



**Useful** 'Copy & Paste' functions as 'Paste as Link and Transpose', 'Paste Exact Formula'

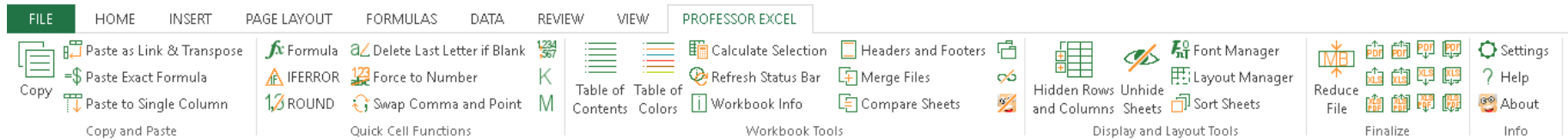
**Powerful** 'Workbook Tools' as 'Table of Contents', 'Merge Files', 'Compare Worksheets' e.g.

Formatting made **easy** with the 'Display and Layout Tools'

**Quickly** change cell formatting or insert formulas with the 'Quick Cell Functions'

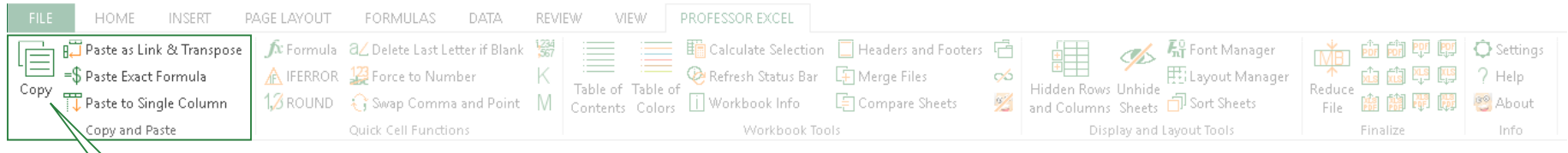
**Comfortably** finalize the workbook with the 'Finish Up' wizard or reduce the file size

# Overview: Functions (2/2)



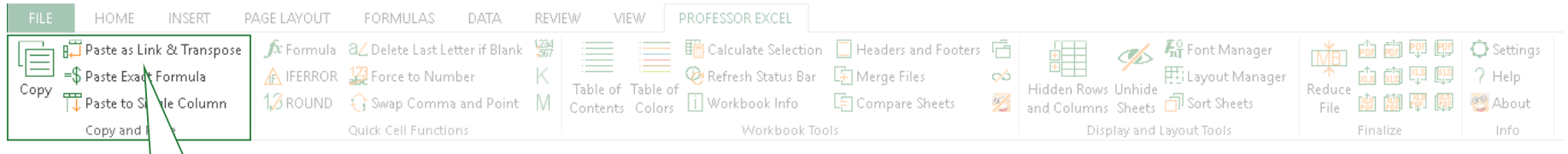
- **Copy and Paste:** Excel has already extended pasting possibilities. However, those pasting options (found in Paste Special) have some shortcoming, even in the most recent versions of Excel:
  - Paste as Link and Transpose at the same time
  - With “Paste Exact Formula”, the ranges within formulas won’t adapt when copied and pasted
  - ‘Paste Table Into One Column’ offers three options for pasting a table underneath each other
- **Quick Cell Functions:** The quick cell functions support your work with features which can be applied without skipping through long menus
- **Workbook Tools:** Workbook Tools solve a variety of tasks such as adding a table of contents or colors or more exotic functionalities as merging files or listing complete directories
- **Display and Layout Tools:** Within the display option you can define how your workbook should look. Comfortably hide or unhide columns, rows, sheets (even “very hidden” sheets), gridlines or format the fonts
- **Finalize:** Before sharing a workbook you might want to compress it or share it with one-click-solutions such as attaching the selected sheets as PDF- and XLSX files to a new e-mail
- **Info:** Define the settings or get help here

# Copy



- Before pasting your data you have to use the copy function provided by Professor Excel Tools. Copying with Ctrl + c or the build in copy function won't work
- The copying function works across workbooks as long as the source workbook is open
- The previously copied range will be stored permanently – until you copy a new range
- It's possible to paste ranges overlapping their source ranges. In the worst case, it'll lead to circular references

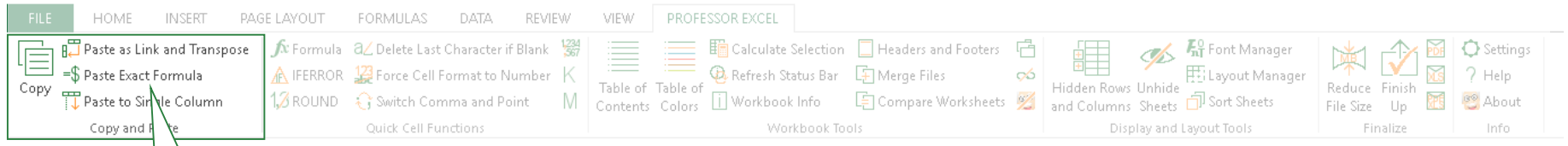
# Paste as Link & Transpose



 Paste as Link and Transpose

- With 'Paste as Link and Transpose' you can link and transpose your pasted data to the source data at the same time
- Before pasting your data, you have to use the copy function (see page [11](#))

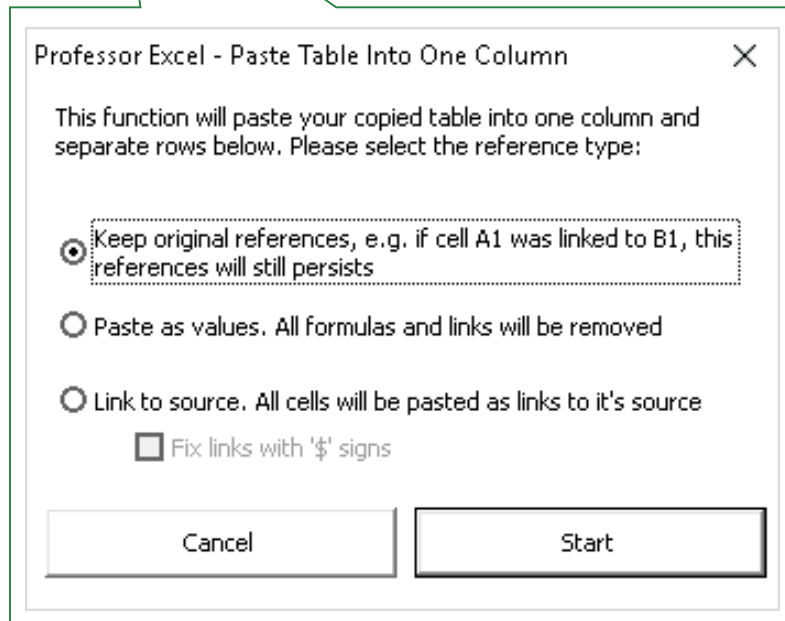
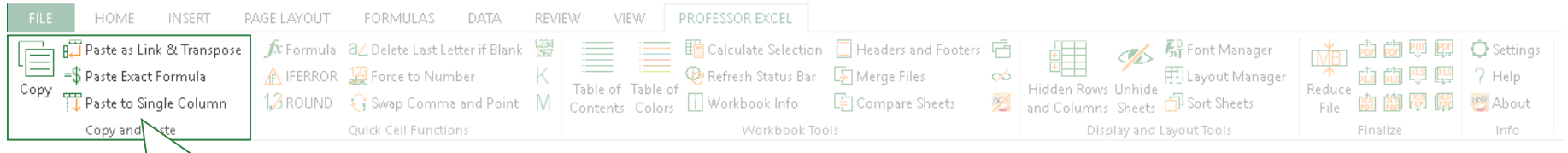
# Paste Exact Formula



= \$ Paste Exact Formula

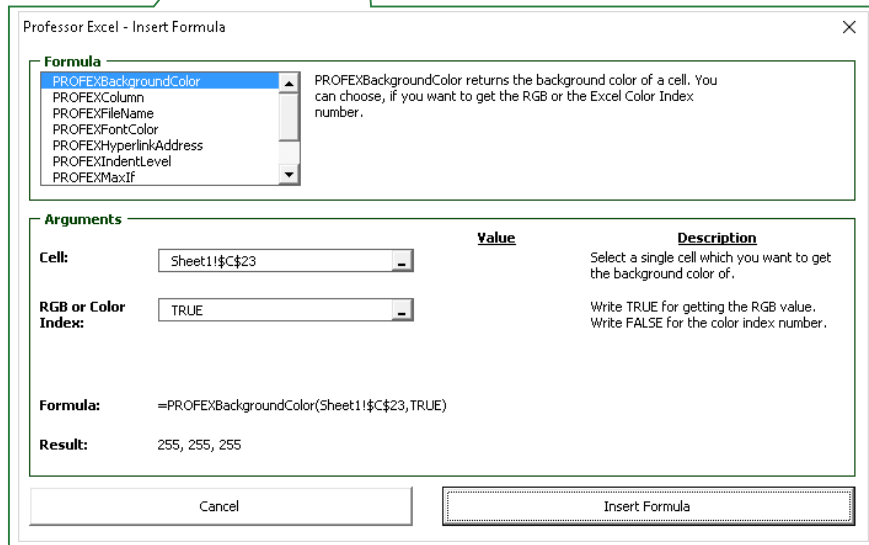
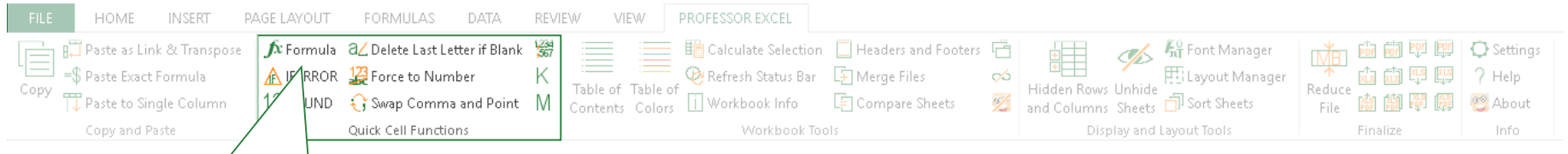
- With 'Paste Exact Formula' you can paste a cell or a cell range without changing their references
- For example, your formula in cell A1 links to A2. If you copy and paste it with the normal copy and paste function in Excel to B1, the link will automatically be adapted to B2. Using Professor Excel's 'Paste Exact Formula' function prevents this – your cell reference will still link to cell A1
- Before pasting your data, you have to use the copy function (see page [11](#))

# Paste to Single Column



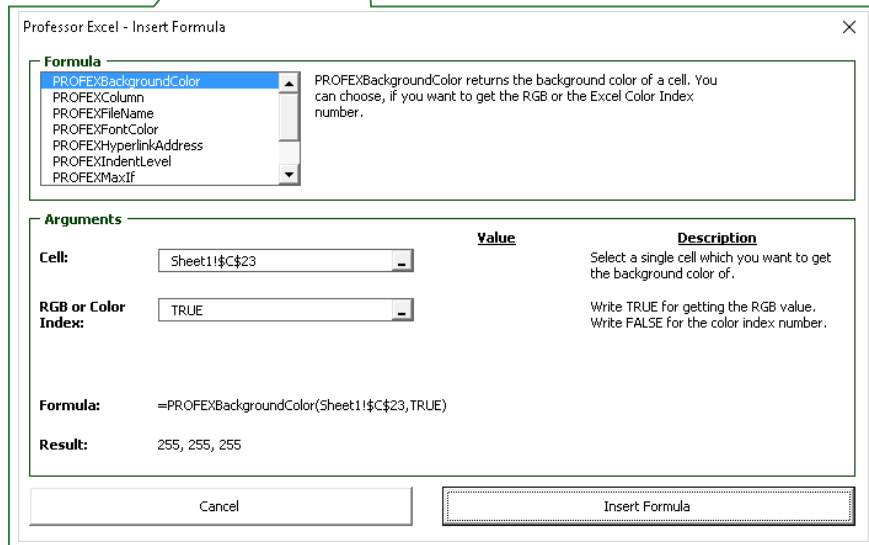
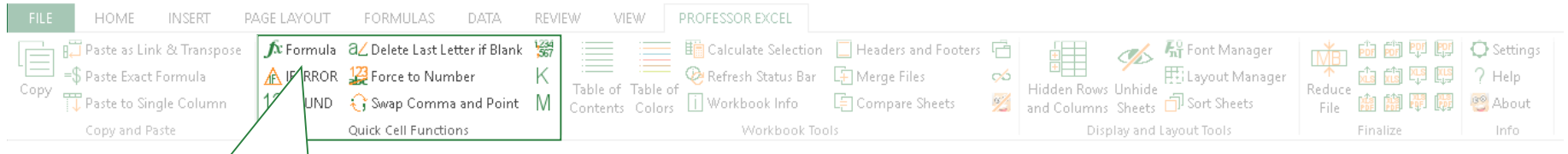
- Especially for creating pivot tables, you need to have your data in a 'data base' format. Oftentimes you need to copy a table into one column
- 'Paste Table Into One Column' offers three options:
  - Keep original references: If you have formulas within your data, their cell references will persist
  - Paste as values: All formulas will be replaced by their values
  - Link to source: Instead of values or formulas, simple links to original cells or links fixed with the '\$' sign will be pasted
- Before pasting your data, you have to use the copy function (see page [11](#))

# Formula (1/2)



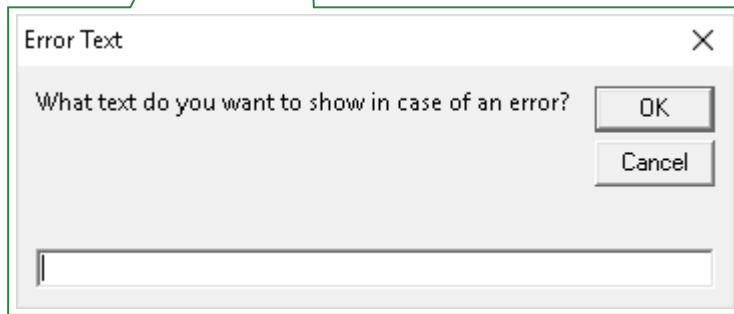
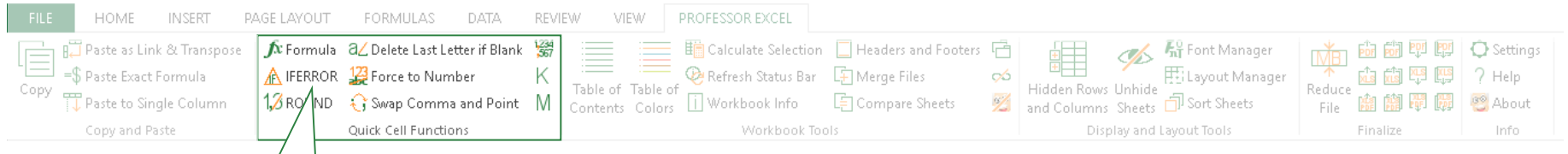
- Professor Excel Tools provide a lot of useful formulas which Excel doesn't have
- All these formulas start with “=PROFEX”
- If Professor Excel Tools are not installed on a computer, these formulas will return error messages. There are three ways for avoiding or solve these errors:
  - Install Professor Excel Tools
  - Switch Excel to manual calculation, open the file and before the first calculation copy and replace those formulas with values
  - Professor Excel offers to remove these formulas and replace all the cells using PROFEX formulas with values (see page [35](#) for instructions)

# Formula (2/2)



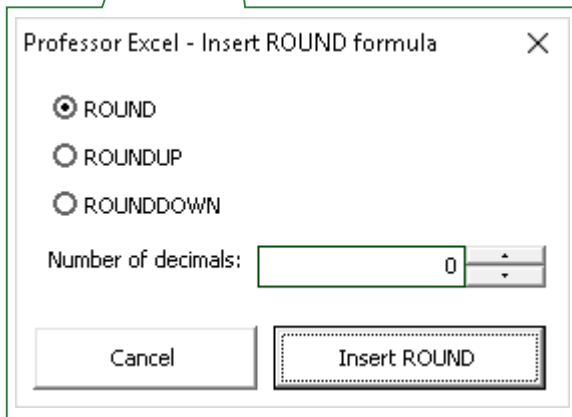
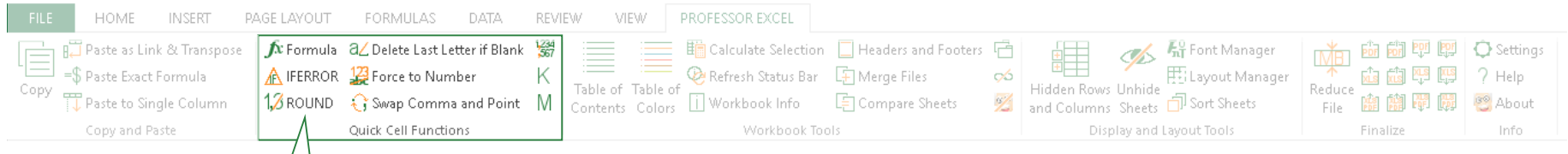
- **PROFEXBackgroundColor:** Returns the RGB values of the background color from the selected cell
- **PROFEXColumn:** Returns the column letter (not number) of the selected cell
- **PROFEXFileName:** Returns the filename of the selected cell's workbook
- **PROFEXFontColor:** Returns the RGB values of the font color from the selected cell
- **PROFEXHyperlinkAddress:** Returns the hyperlink address of the selected cell
- **PROFEXIndentLevel:** Returns the indent level of the selected cell
- **PROFEXMaxIf:** Returns the maximum from a cell range under a condition in another range (please note that this formula can slow down your workbook performance)
- **PROFEXMinIf:** Returns the maximum from a cell range under a condition in another range (please note that this formula can slow down your workbook performance)
- **PROFEXSheetName:** Returns the sheet name of a selected cell
- **PROFEXWeekdayName:** Returns the weekday name in English of a date





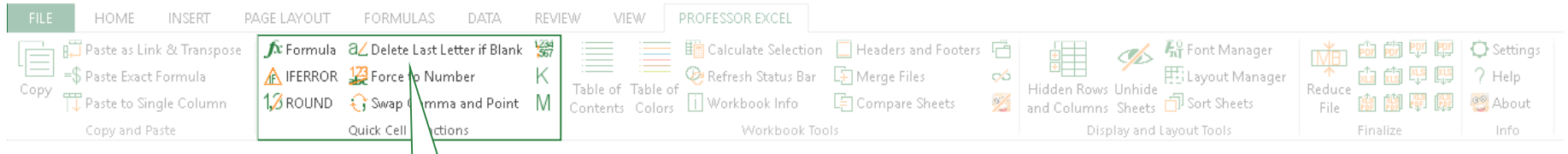
- Easily wrap the IFERROR formula around your existing formula on all selected cells
- If your formula is already wrapped in an IFERROR formula, the existing IFERROR formula will be updated
- If the input field is left blank, your formula will look like this:  
$$=IFERROR(\text{old\_formula}, "")$$

# ROUND



- Easily wrap the ROUND, ROUNDUP or ROUNDDOWN formula around your existing formula on all selected cells
- If your formula is already wrapped in a ROUND formula, the existing ROUND formula will be updated

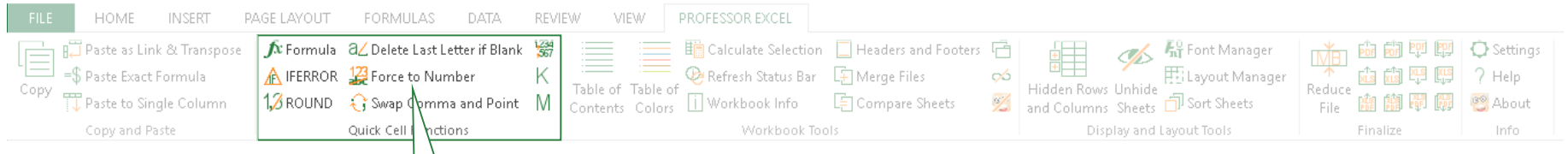
# Delete Last Letter if Blank



 Delete Last Letter if Blank

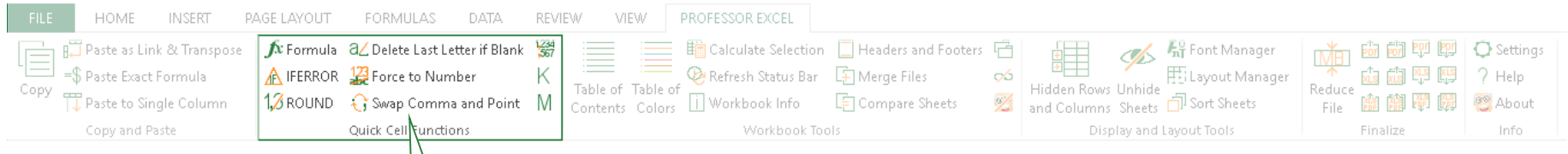
- If the last character of a text cell is a space, it'll be deleted
- This function works on all selected cells and is especially helpful when using lookup- or SUMIFS/COUNTIFS formulas

# Force to Number



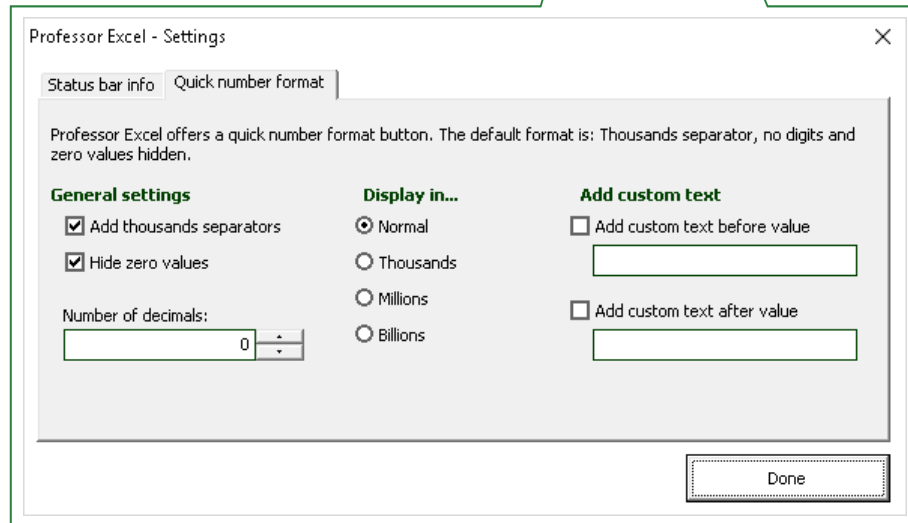
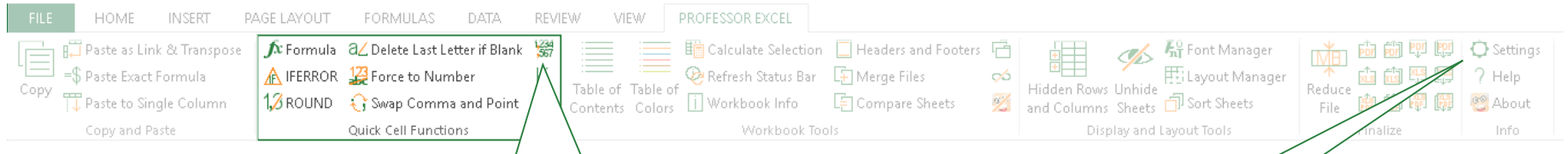
- Sometimes, Excel won't apply a number format although a cell value is a number
- 'Force to Number' forces a cell format to a number format. It is especially strong as it
  - removes all blank characters
  - tries switching points and commas
  - removes possible thousands separators

# Swap Comma and Point



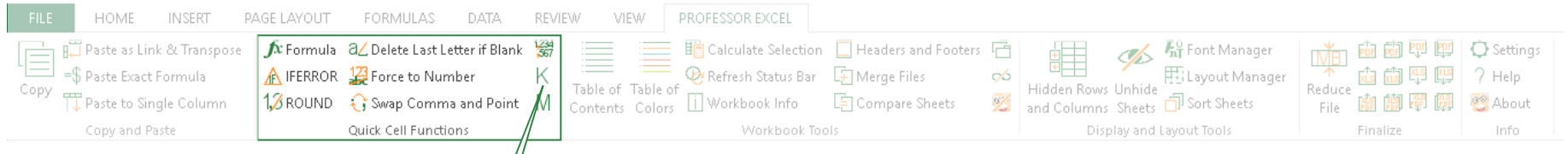
- When you import data from files you often have to swap commas and points as in some regional settings a comma describes a decimal separator
- Please select the cells for this function carefully as all commas and points will be replaced by each other (also in text cells)

# Quick Format Number



- The 'Quick Format Number' button applies a number format to all selected cells
- Please define your preferred number format within the settings:
  - Do you wish to add thousands separators?
  - Do you want to hide zero values?
  - How many decimals do you want to show?
  - Do you want to display the number in thousands, millions or billions?
  - Do you wish to add some custom text before or after the value?

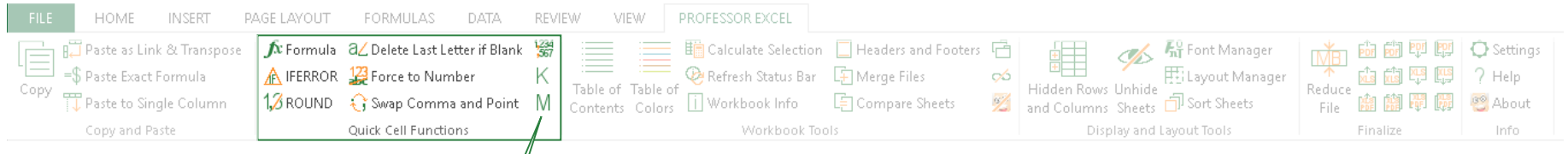
# Thousands



K

- Display all selected cell values in thousands with just one click
- The original value stays the same as only the appearance will change

# Millions

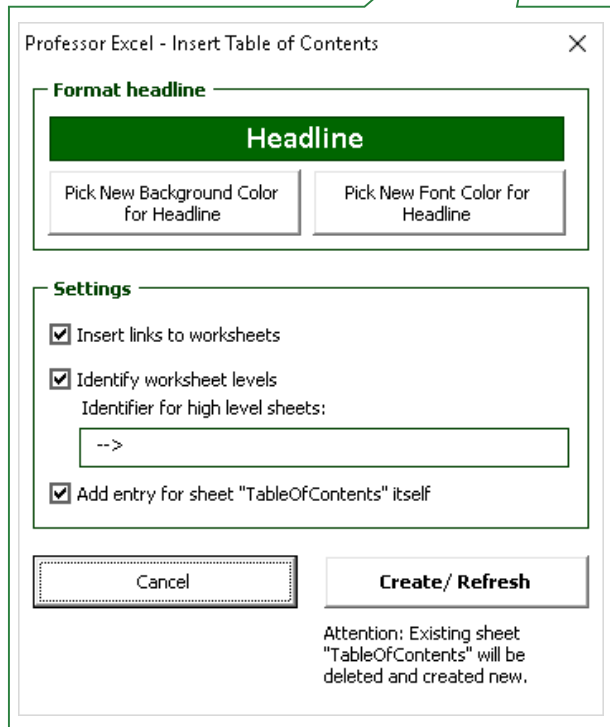
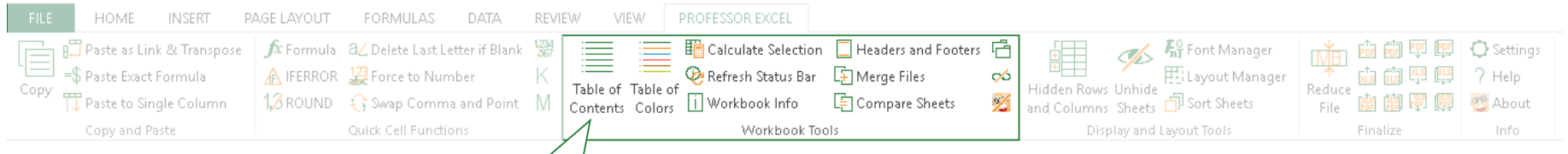


M

- Display all selected cell values in millions with just one click
- The original value stays the same as only the appearance will change

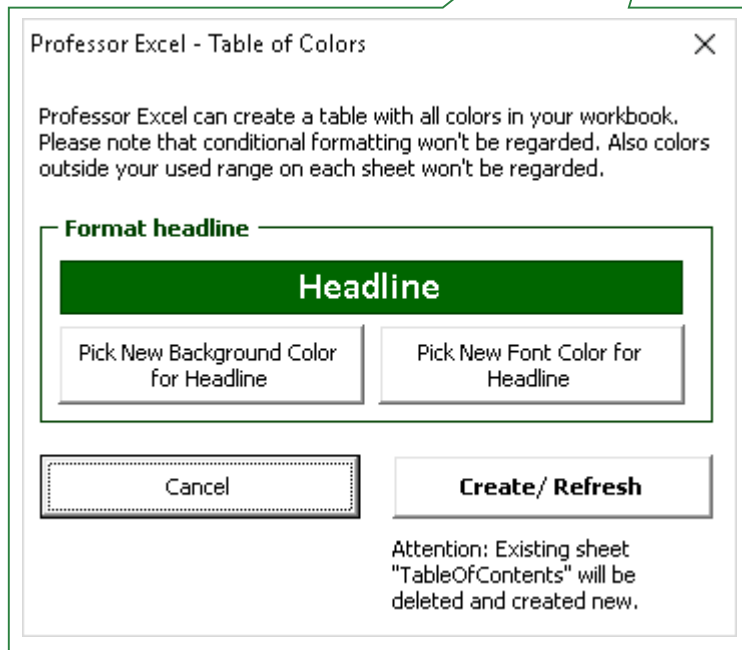
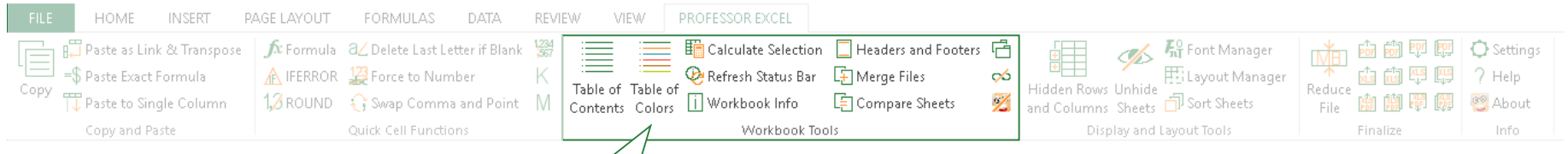


# Table of Contents



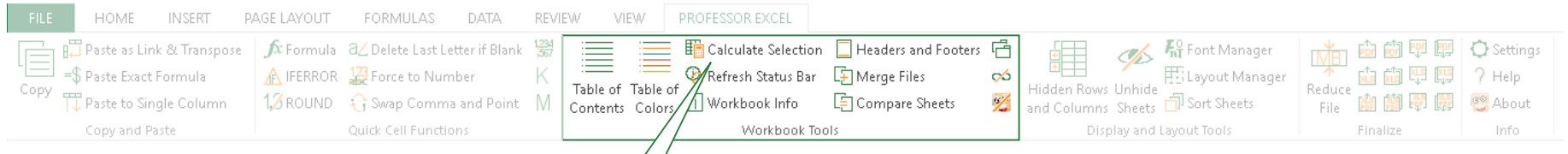
- Professor Excel offers a feature to insert a new worksheet called 'TableOfContents' which contains a list of all worksheets
- You can define the headline color, the headline font color as well as the following specifications for the table of contents:
  - Do you wish to add links to each worksheet?
  - If you got groups of sheets, for example all Inputs and have separator sheets ('Inputs-->' e.g.), Professor Excel can identify them and highlight those sheets in the table of contents
  - Do you want to get a list entry for the table of contents itself?
- The last settings will be saved so that you can reuse them comfortably
- **Please note that with each update of the table of contents, existing sheets named 'TableOfContents' will be deleted.** If you changed this sheet manually, please make sure that your changes are saved, for example by renaming the old table of contents before updating


# Table of Colors



- Besides a table of contents, you can add a table of color keys
- Professor Excel Tools will list all background colors used in the workbook except the following cases:
  - Conditional formatting will be omitted
  - Formatted cells outside your used range will be omitted
- You can define the headline color and the headline font color
- **Please note that with each update of the table of keys, existing sheets named 'TableOfColors' will be deleted.** If you changed this sheet manually, please make sure that your changes are saved, for example by renaming the old table of contents before updating

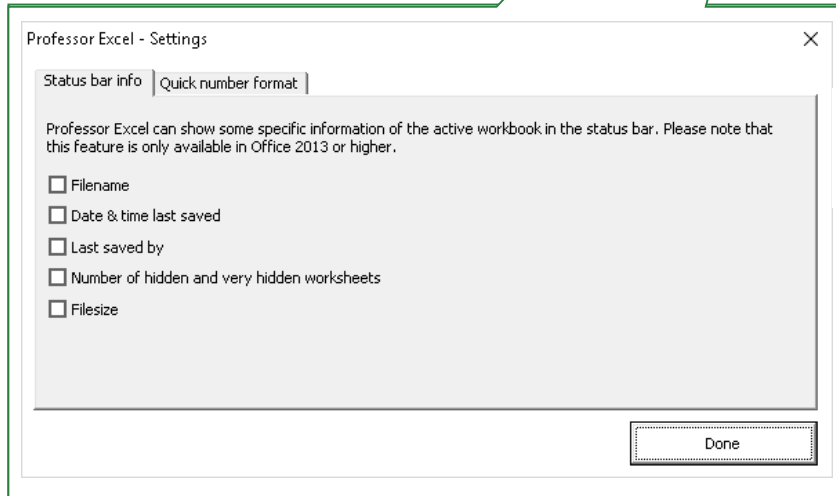
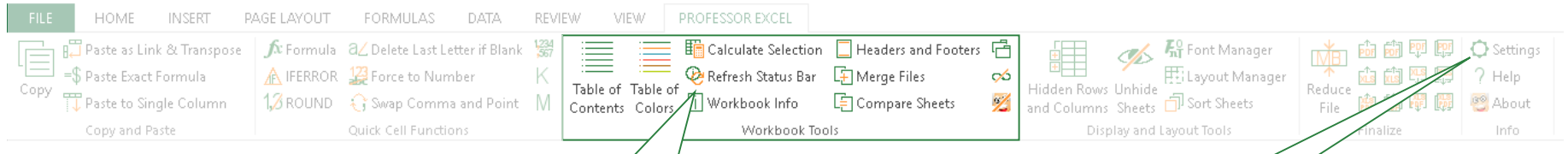
# Calculate Selection



 Calculate Selection

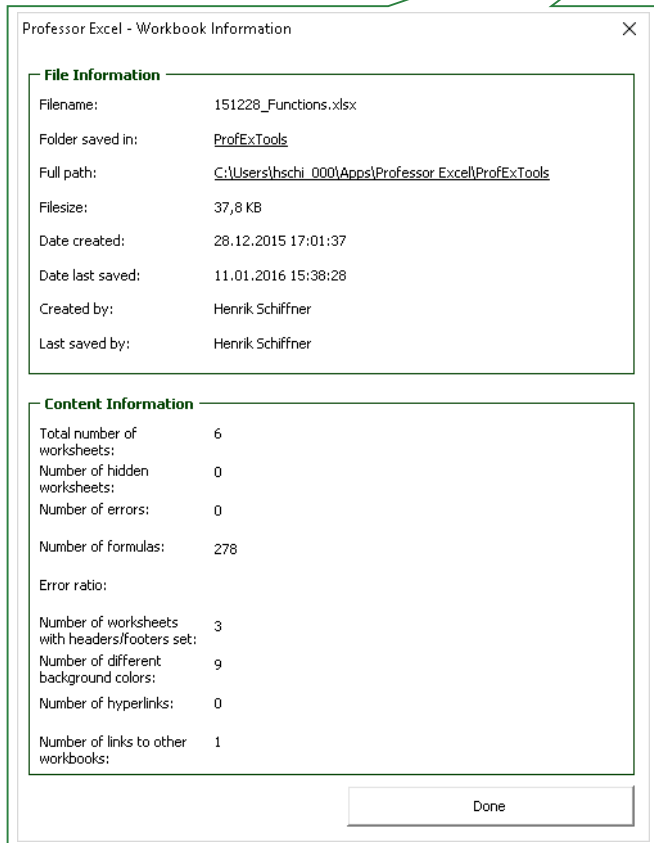
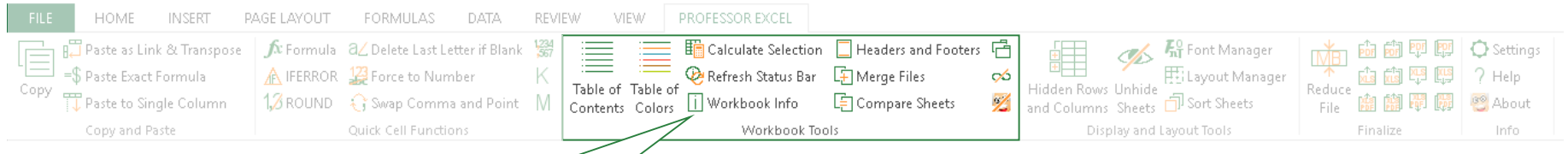
- If you work with large Excel workbooks and even the manual calculation takes too much time, you might want to take a look at the ‘Calculate Selection’ function
- ‘Calculate Selection’ only calculates the selected cell range
- Works only on manual calculation mode as the cells are permanently recalculated in the automatic calculation mode

# Refresh Status Bar



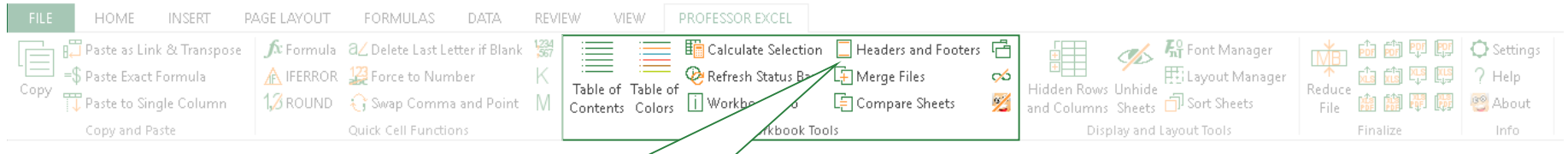
- Professor Excel can show the most important specification of the current workbook in the status bar
- Every time you click on 'Refresh Status Bar' the information shown in the status bar at the bottom of the screen are updated
- Within the settings, you can define what information you want to display in the status bar:
  - Filename
  - Date & time last saved
  - Last saved by
  - Number of hidden and very hidden worksheets
  - Filesize

# Workbook Info



- Besides a summary of the workbook specifications in the status bar, you can get more detailed information by clicking on 'Workbook Info'
- Please note that many fields will be empty if the workbook hasn't been saved yet
- Error ratio: The ratio of cells containing error messages as #VALUE! divided by the number of all cells with formulas

# Headers and Footers



Professor Excel - Set Headers and Footers

Set all headers and footers. Other printing preferences won't be changed. For individual texts, select "Individual Text" in each list.

**Headers and footers**

Left Header	Center Header	Right Header
Date	Sheet Name	File Name
Set individual text here	Set individual text here	Set individual text here

Left Footer	Center Footer	Right Footer
Blank	Page Number/Number of Pages	Blank
Set individual text here	Set individual text here	Set individual text here

**Worksheets**

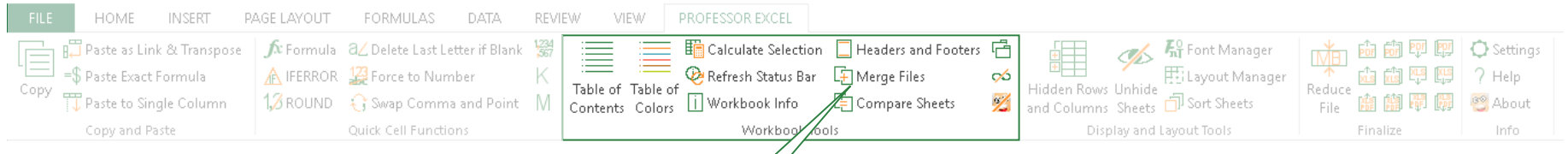
All worksheets  
 Selected worksheets  
 Current worksheet only

Cancel Start

*Please note, that the update might take a while depending on the number of worksheets.*

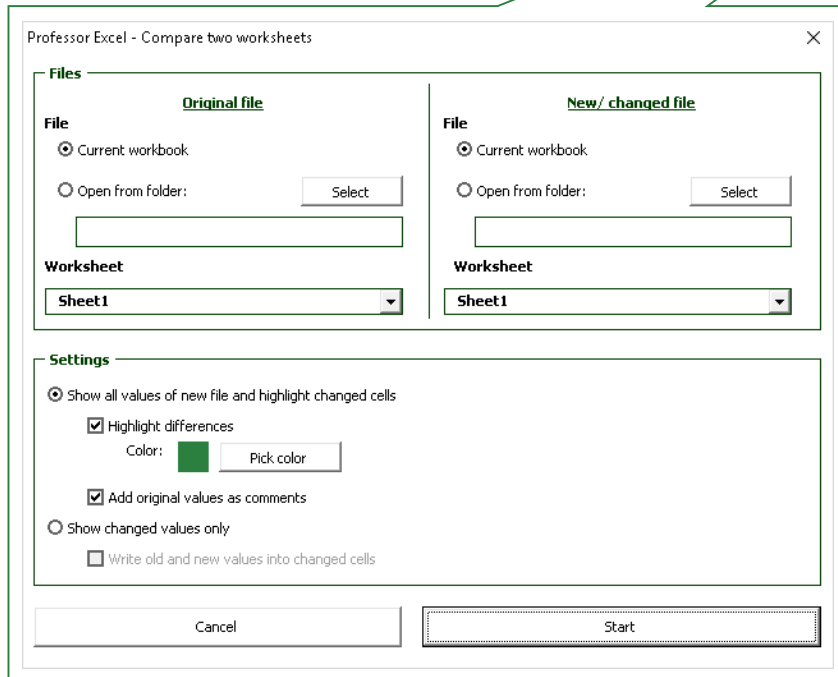
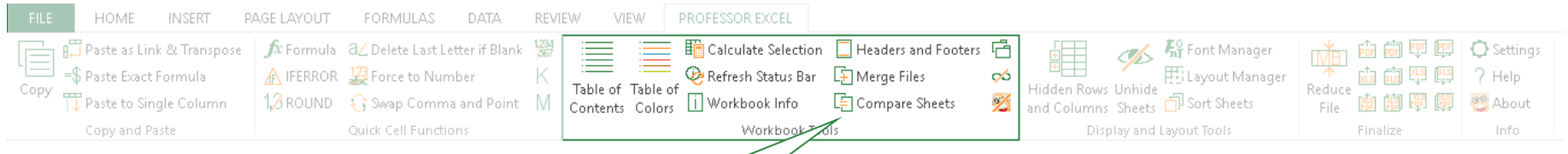
- Printing Excel workbooks can be troublesome as you need to make sure that the page ranges look good, rows and columns to repeat are set correctly as well as the printing headers and footers are fine
- Usually when you change the headers and footers for several sheets at the same time, all other printing preferences will be lost
- Professor Excel provides the functionality to only change the headers and footers. All other printing preferences will be left untouched
- Furthermore, the last settings will be saved, so that you can reapply them quickly
- You can choose if you want to format the headers and footers of all worksheets, the selected worksheets or the current worksheet only

# Merge Files



- Clicking on 'Merge Files' will open a file browser
- Please select all workbooks you want to merge into the current workbook
- Professor Excel will copy all worksheets from all selected workbooks into the active workbook

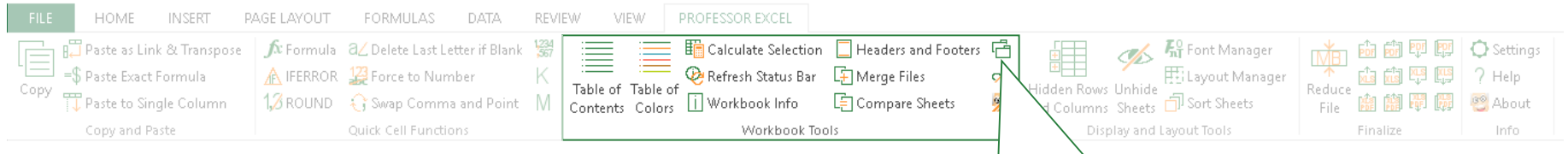
# Compare Worksheets



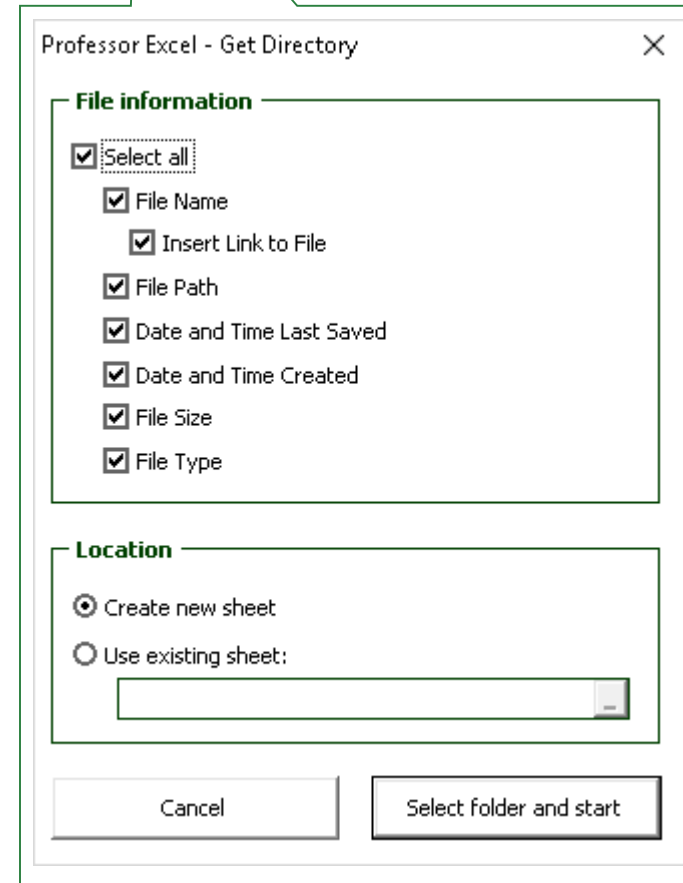
- A colleague has modified your worksheet and you want to see all changes immediately?
- 'Compare Worksheets' compares two worksheets (for example, original and the updated) and highlights all differences
- Select the two input worksheets:
  - The original file, either from a folder or the current workbook
  - The new or changed file, also from a folder or the current workbook
- There are two major options of how to show the differences:
  - Show all values and formatting from the new file and highlight the changes by the background color or by comments. Comments would always display the original values
  - Only show the changed values. Optionally show both original and new cell values within each cell
- Professor Excel Tools will create a new workbook and add copies of the original and new worksheets. A third worksheet with the actual comparison will be created



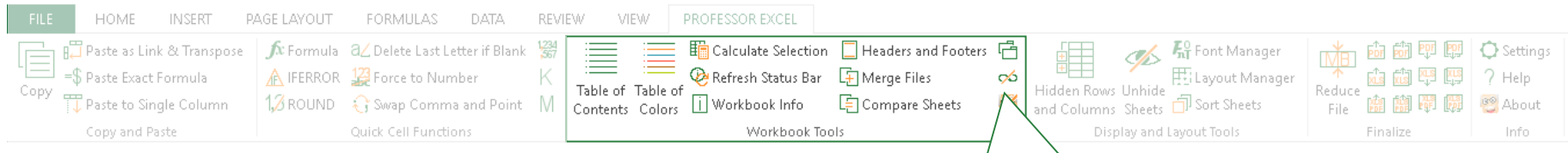
# Get Directory



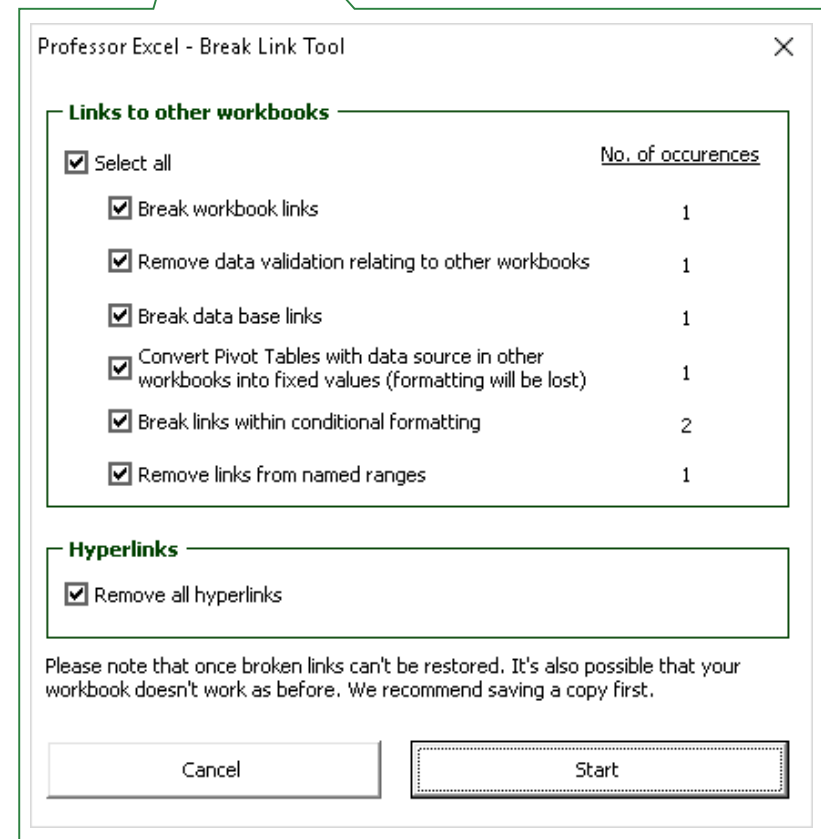
- 'Get Directory' creates a list of all files within a folder and subfolders
- You can select the information shown in the list:
  - File name, with an option to link to the file
  - File path
  - Date and time last saved
  - Date and time created
  - File size
  - File type
- Where should the list be placed? Either in a new worksheet or on an existing worksheet. If you choose an existing worksheet, please make sure that data won't be overwritten



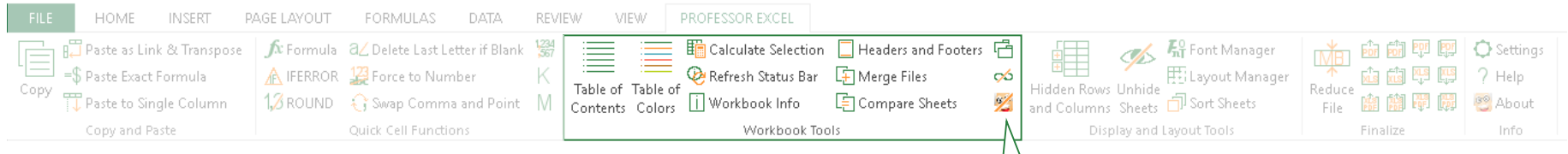
# Break Links



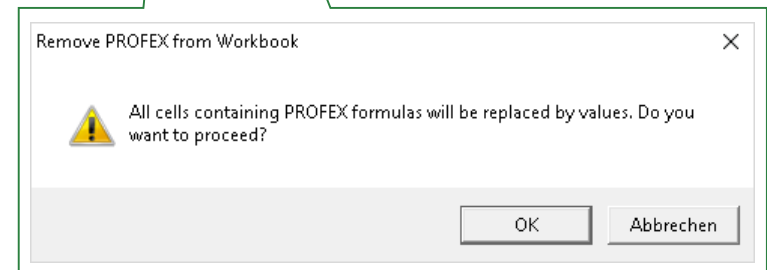
- Excel provides a built-in function called 'Break links'. Unfortunately, this function often doesn't work, especially when breaking links from data validation, pivot tables, conditional formatting or named ranges
- Professor Excel Tools offers a powerful 'Break Link Tool' which removes all those mentioned links
- Also, hyperlinks can be removed
- **Please note that once the links are broken, they can't be restored. It's also possible that your workbook doesn't work as before. Therefore it's strongly recommended to save a copy of the workbook before using this tool**



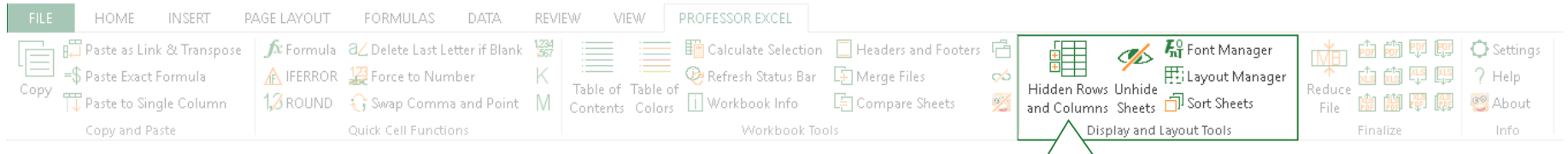
# Remove PROFEX from Workbook



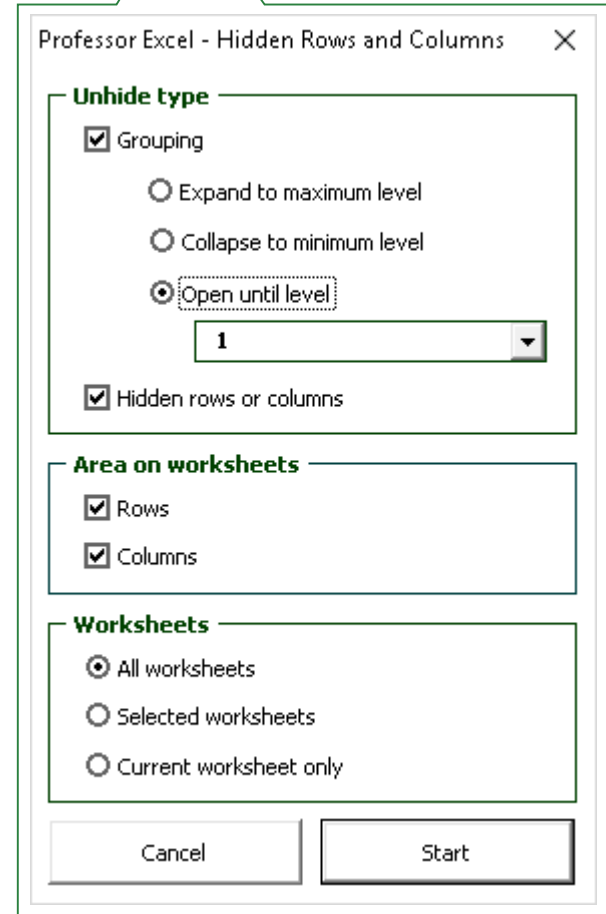
- Professor Excel has some unique formulas, all starting with '=PROFEX'. If a computer doesn't have Professor Excel Tools installed, instead of the result of the formula, a #NAME? error will show up
- Professor Excel offers the possibility to remove all PROFEX formulas and replace the cells by their calculated values
- Please note that **all** cells containing a PROFEX formula will be replaced by values. Therefore it's recommended to save a copy of the workbook before using this tool



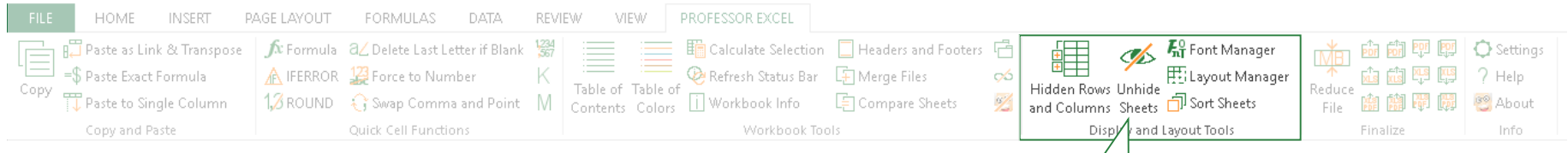
# Hidden Rows and Columns



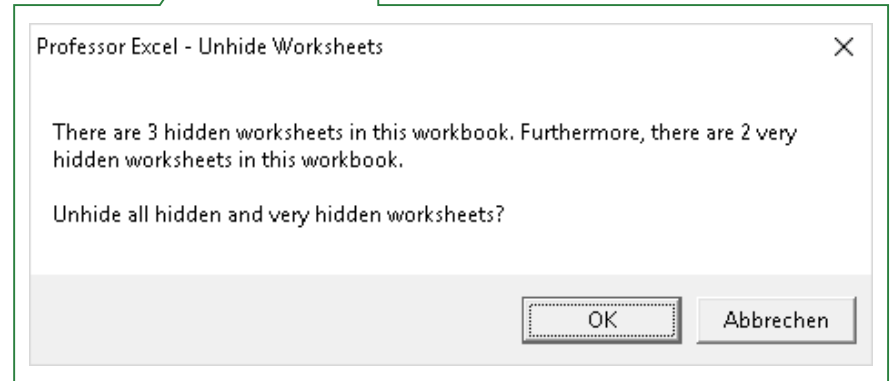
- Hide or unhide rows and columns on several sheets or the complete workbook at once, no matter if rows or columns are hidden or grouped
- Set a grouping level or expand/collapse grouping to the minimum or maximum level



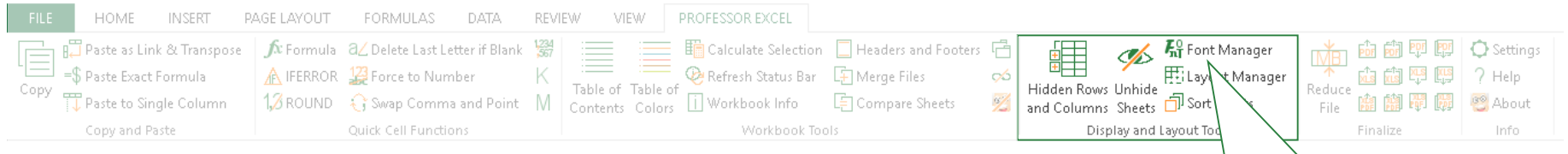
# Unhide Sheets



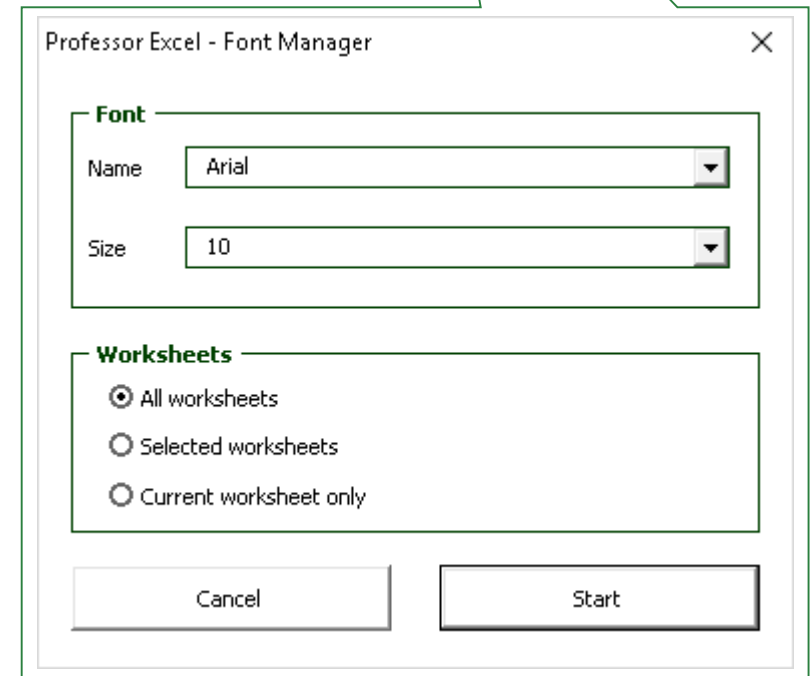
- Unhiding hidden worksheets in Excel is usually troublesome: You can only unhide one worksheet at the time by right clicking on the sheet names at the bottom of the screen and pressing 'Unhide'
- Furthermore, very hidden sheets can't be easily unhidden (you can only do it within the VBA section)
- Professor Excel Tools provides an easy method of unhide all hidden and very hidden sheets



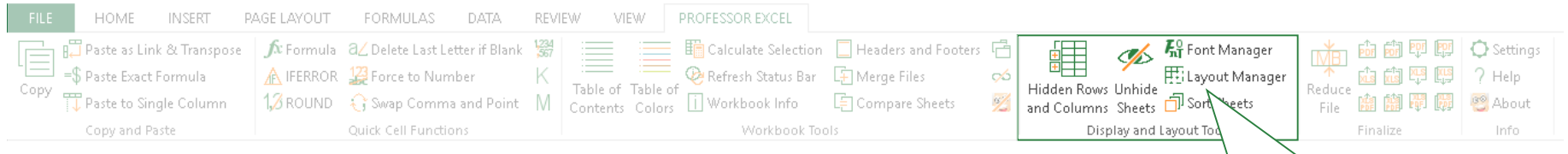
# Font Manager



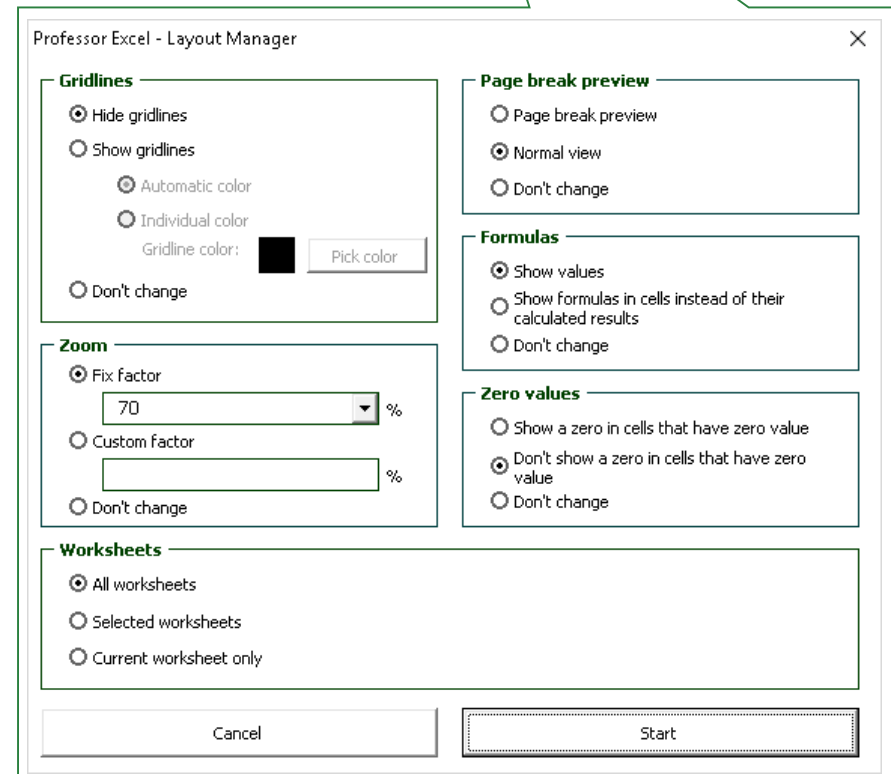
- 'Font Manager' can change the font in your whole workbook or selected sheets to a single font type (e.g. 'Arial')
- Optionally, the size of the font can also be changed.



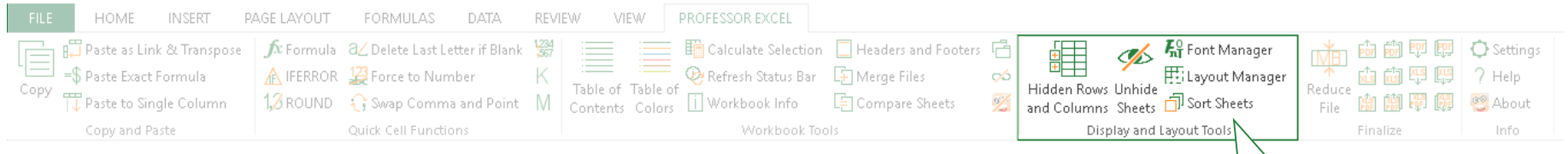
# Layout Manager



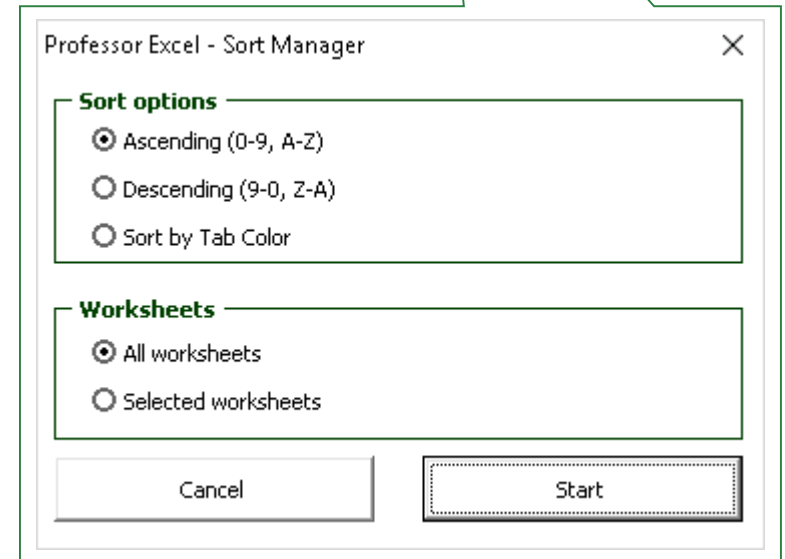
- 'Layout Manager' comfortably adapts a layout to either all worksheets, selected worksheets or the current worksheet only
- The following layout options can be changed:
  - Gridlines: Show, hide gridlines or change the color its color
  - Zoom: Select a zoom factor
  - Page break preview: Switch between page break preview and normal view
  - Formulas: Show formulas instead of the resulting values in cells
  - Zero values: Show or hide all zero values
- All options can be left untouched



# Sort Sheets

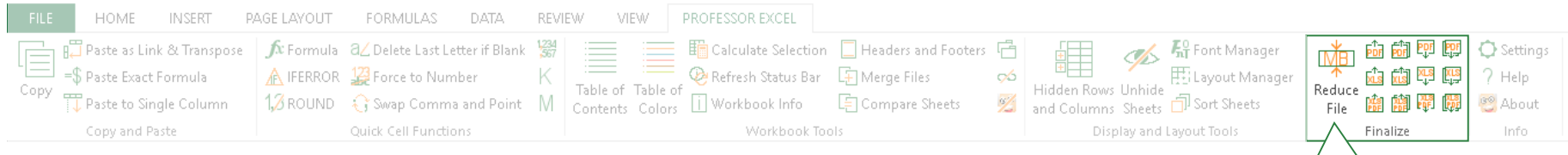


- Sorting sheets is a useful function particularly in a large workbook with many worksheets
- 'Sort Sheets' can sort the sheets by their name or group them by their tab color
- You can choose if you want to sort all worksheets within the active workbook or just selected worksheets

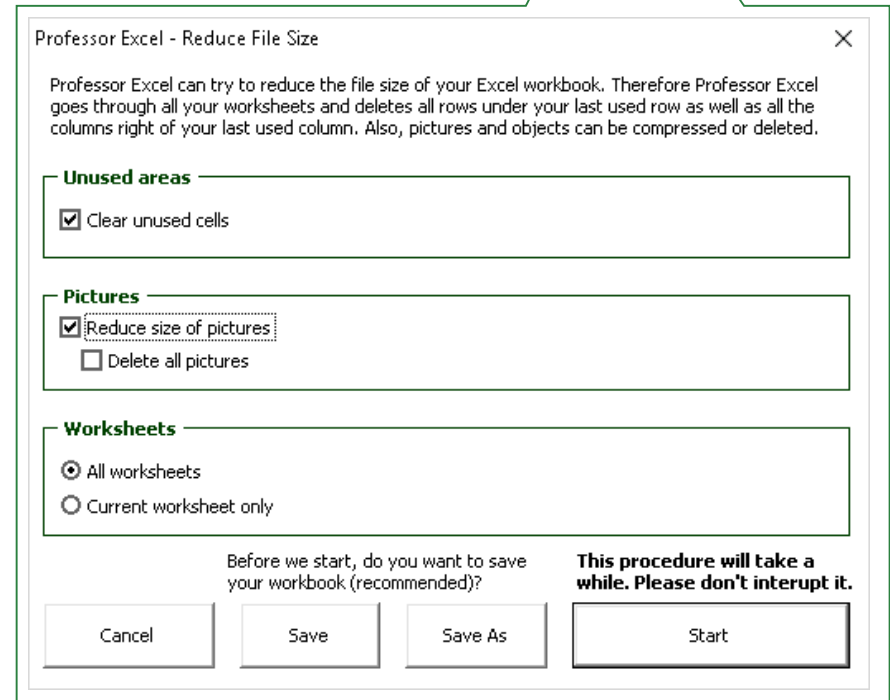




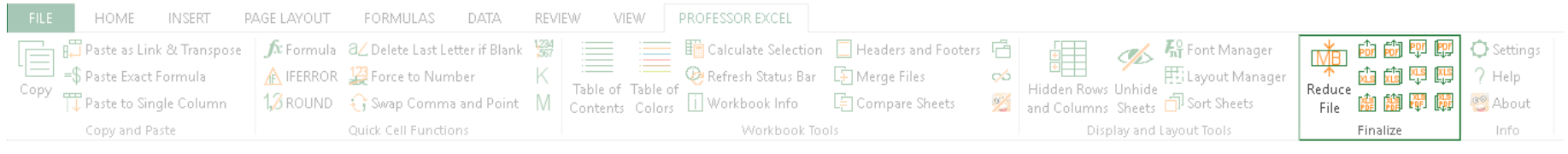
# Reduce File Size



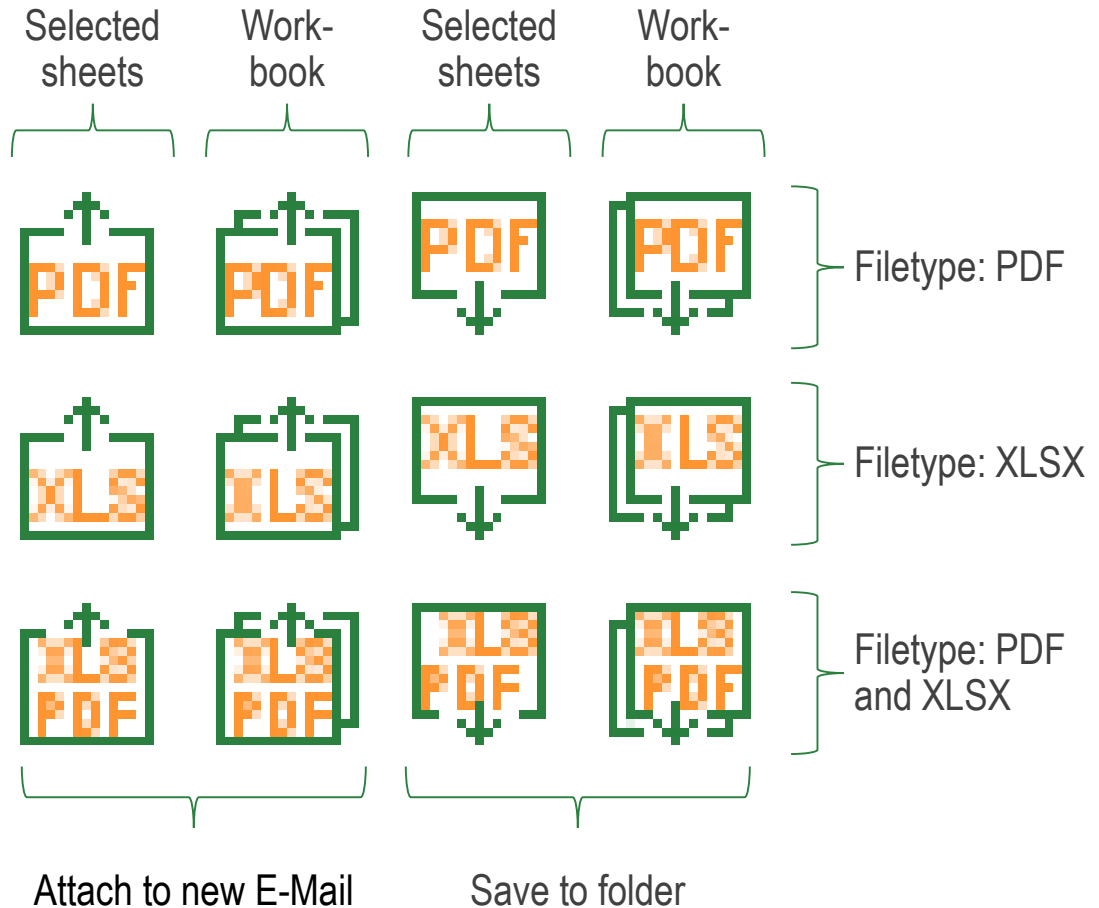
- Sometimes, Excel workbooks can have comparatively large file sizes. There are two major reasons:
  - Unused areas (for example complete columns or rows) are formatted
  - Pictures increase the file size
- 'Reduce File Size' goes through all worksheets (or optionally just the current worksheet) and clears all unused cells by the following pattern:
  - Professor Excel Tools will walk from the bottom of each worksheet to the top until it reaches the first row with contents. Then it'll delete the area below
  - Next, Professor Excel Tools will walk from the right of each worksheet to the left until it reaches the first column with contents. Then it'll delete the area on the right hand side
- Pictures will be compressed and cropped areas will be deleted. Alternatively, you can delete all pictures in the current workbook



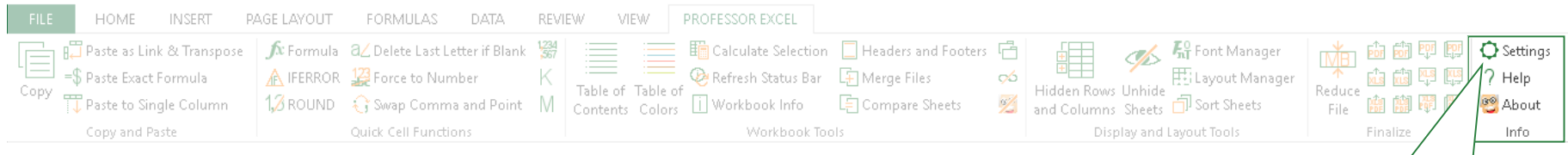
# Share



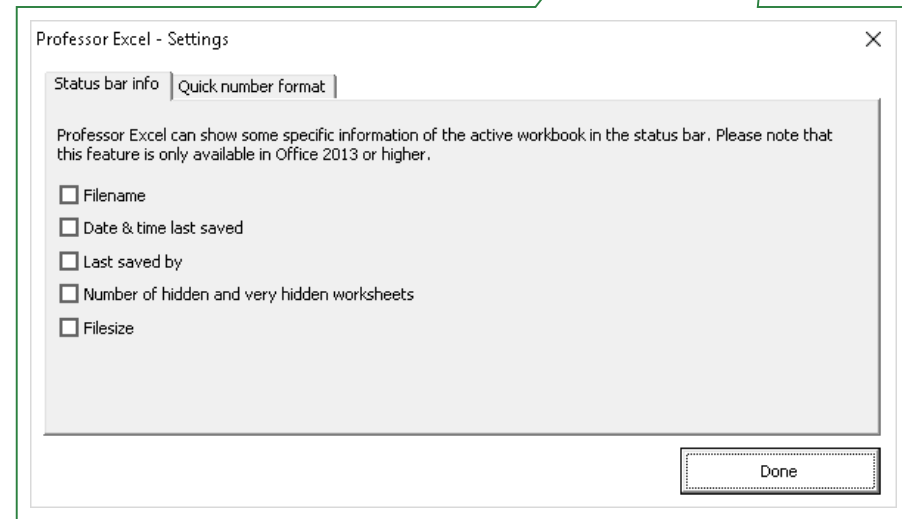
- Comfortably attach the selected sheets to an E-Mail or save them on your computer
- When attaching to a new E-Mail, the file names are the same as your workbook name
- If you choose to save the workbook to a folder, you'll be asked to select a location as well as a file name

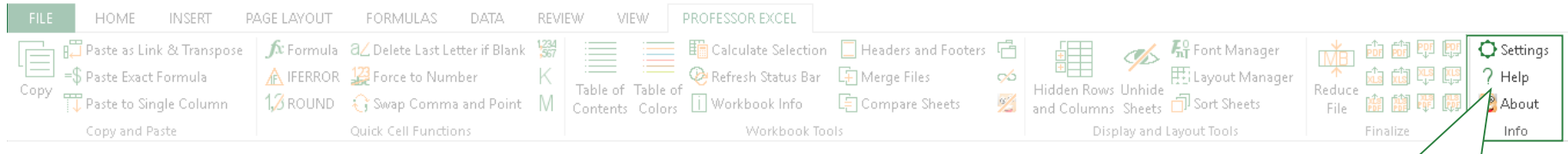


# Settings

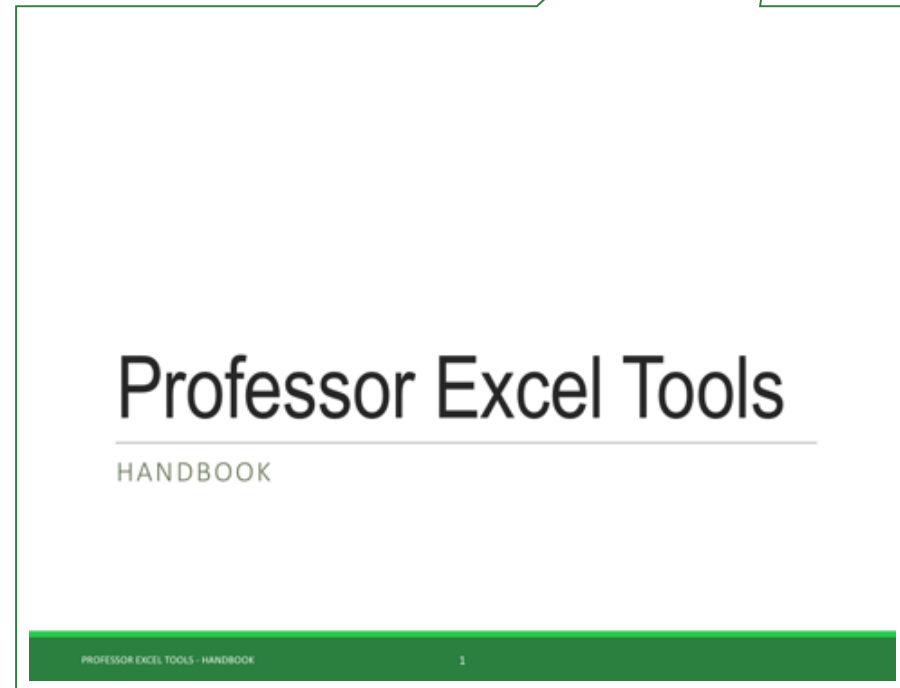


- Within the settings, you can define the information should be shown in the status bar after pressing 'Refresh Status Bar':
  - Filename
  - Date & time last saved
  - Last saved by
  - Number of hidden and very hidden worksheets
  - Filesize
- Set your favorite number format for using the 'Quick Number Format' button:
  - Do you wish to add thousands separators?
  - Do you want to hide zero values?
  - How many decimals to you want to show?
  - Do you want to display the number in thousands, millions or billions?
  - Do you wish to add some custom text before or after the value?

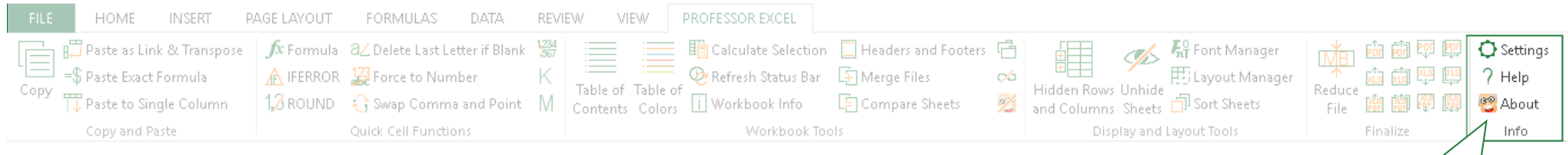




- The Help function will lead you to the website <http://professor-excel.com/professor-excel-tools-support> which contains the following information:
  - FAQ
  - Quick Installation Guide
  - Handbook
  - A contact form

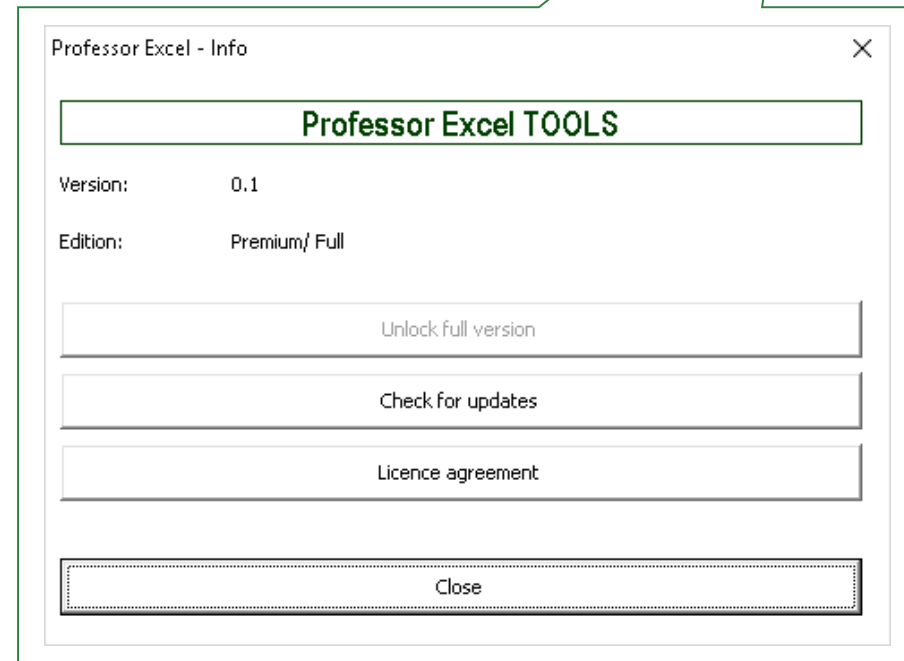


# About



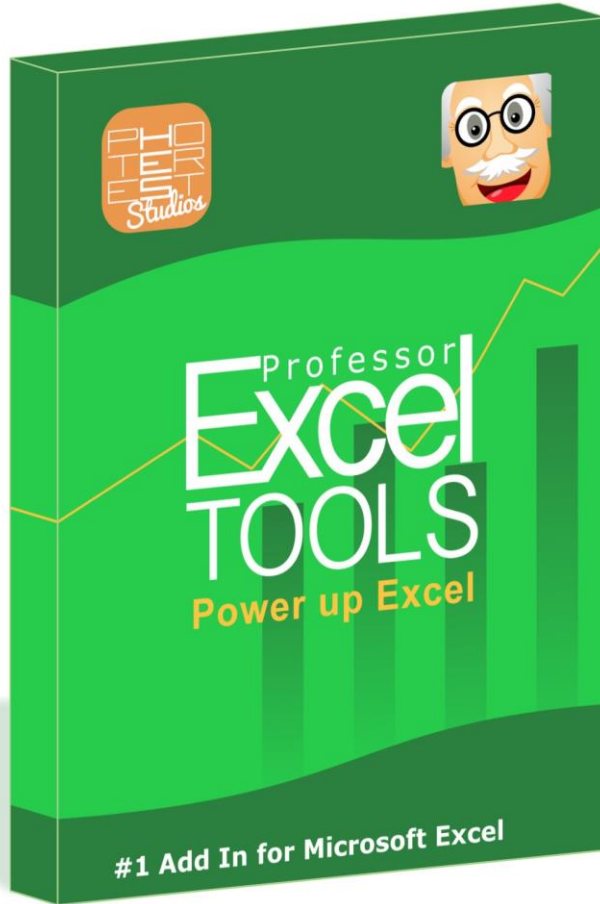
Click ,About' for the following options:

- Get information about your version and edition
- Unlock full version
- Check for updates
- Read the licence agreement



# Thank you for using Professor Excel Tools!

---



Professor Excel Tools is provided by the Photerest Studios based in Hamburg, Germany.

Visit us online:

- Website: <http://professor-excel.com>
- Support: <http://professor-excel.com/tools-support>

If you have any further questions, please contact us at [support@professor-excel.com](mailto:support@professor-excel.com).