Professor Excel Tools

QUICK INSTALL GUIDE

Installation (1/2)
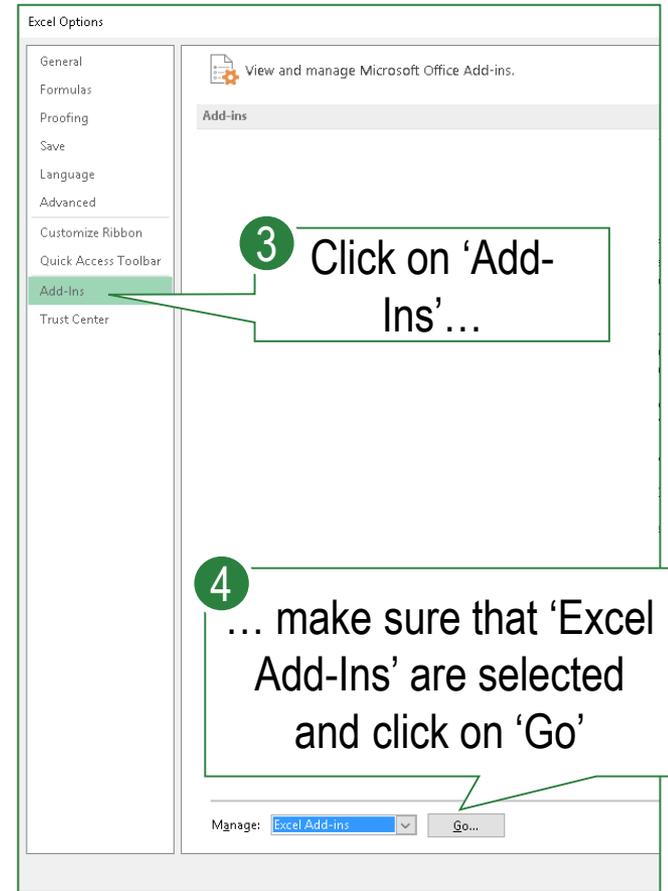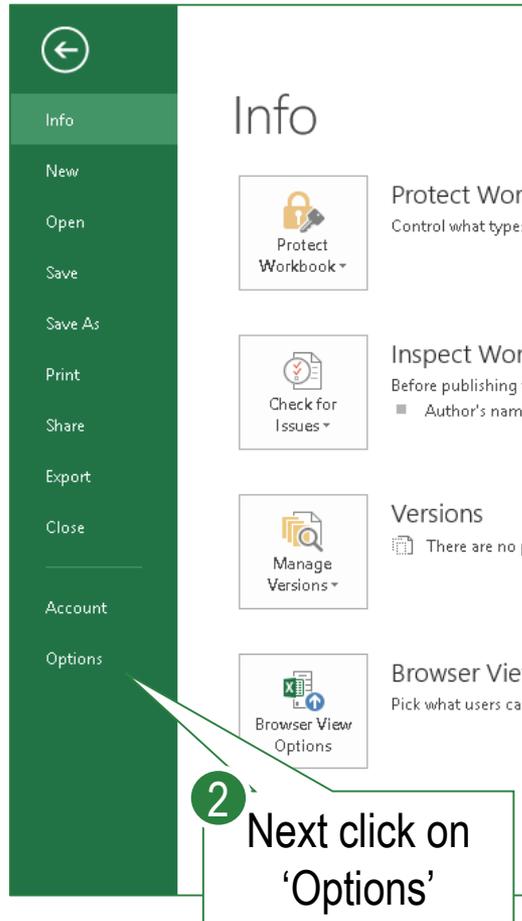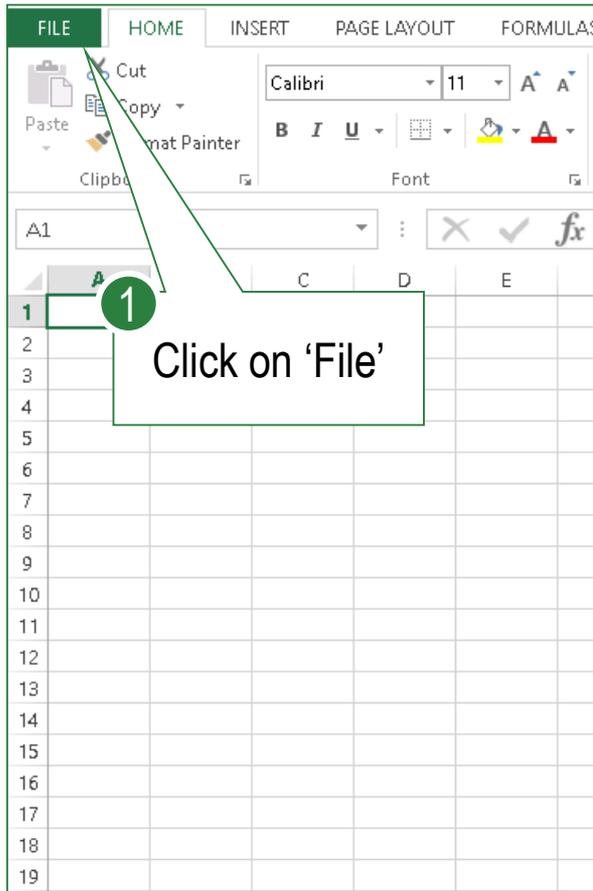
1 Click on 'File'

2 Next click on 'Options'

3 Click on 'Add-Ins'…

4 … make sure that 'Excel Add-Ins' are selected and click on 'Go'

Installation (2/2)

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 open.

1 Go to options (see page 1) and click on 'Trust Center'

2 Click on Add-ins

3 Make sure nothing is ticked

4 Click on 'OK' and restart Excel