

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 install
Professor Excel
Tools

02. Features

A detailed
description of each
function

Installing Professor Excel Tools (1/2)

The installation of Professor Excel Tools is quite simple: Go to <http://professor-excel.com/professor-excel-tools/> and download the add-in.

The screenshot shows the website for Professor Excel Tools. The header includes the logo and navigation links: PRODUCTS, SERVICE, NEWSLETTER, BOOK US, and ABOUT. The main heading is "EXCEL ADD-IN: PROFESSOR EXCEL TOOLS". Below this, a section titled "Save a lot of time in Excel!" describes the tool's purpose. A list of features includes: "Add more than 60 now 90 great functions to Excel", "Extremely easy to use, lightweight", and "No sign-up. Try it for free!". A prominent orange button labeled "Download Free Trial" is at the bottom, with a note "(Download starts immediately)". A callout bubble from the button says "Click on 'Download Free Trial'". The background of the page features a collage of various Excel functions and formulas.

Save a lot of time in Excel!

'Professor Excel Tools' extend your Excel with great new functions. The goal: Make you saving time. Help you with your every day work. Try it for free now - usually it's worth within the first days of use.

- ✓ Add more than 60 now 90 great functions to Excel
- ✓ Extremely easy to use, lightweight
- ✓ No sign-up. Try it for free!

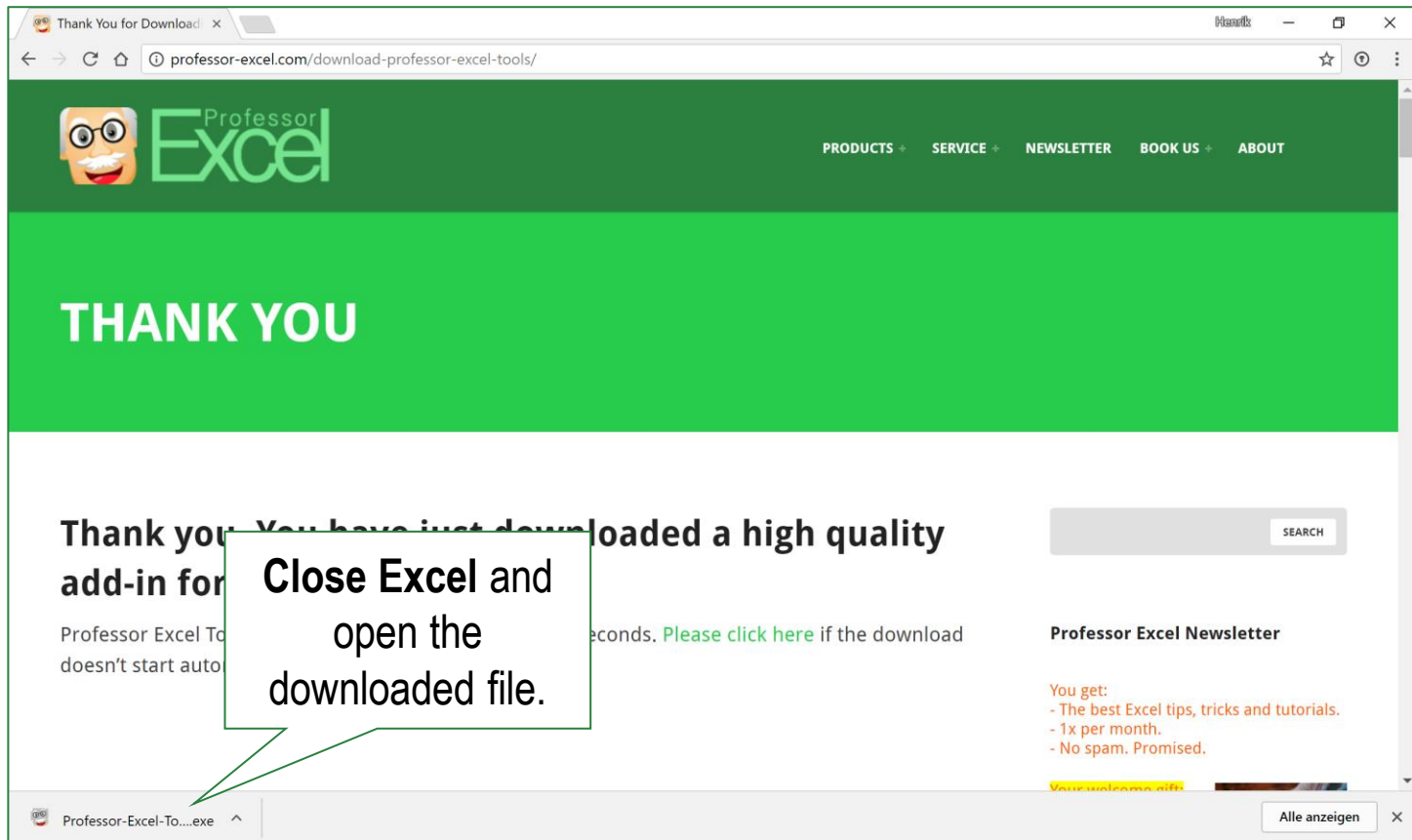
Download Free Trial

(Download starts immediately)

Click on "Download Free Trial"

Installing Professor Excel Tools (2/2)

This step is important: **Close Excel before the installation.** Then click on the downloaded file and follow the instructions on the screen.



Contents

01. Installation

02. Features

General information

Some more words about Professor Excel Tools:

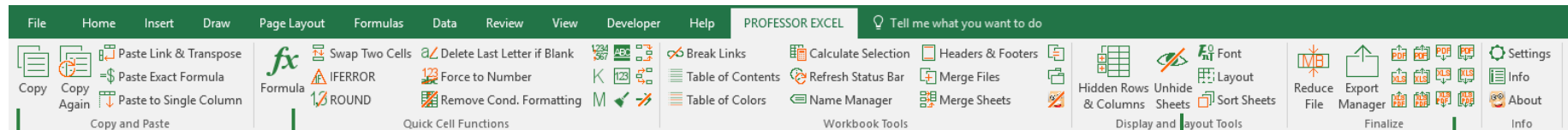
- **Please note that there is no 'Undo' function.**
- All buttons and tools only work, if a worksheet is opened.
- We recommend saving your workbook often – especially if you are trying functions for the first time. Please compare if the desired results have been achieved after using each Professor Excel 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. Just contact us via <https://professor-excel.com/contact-us-and-we-get-in-touch/>. 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'

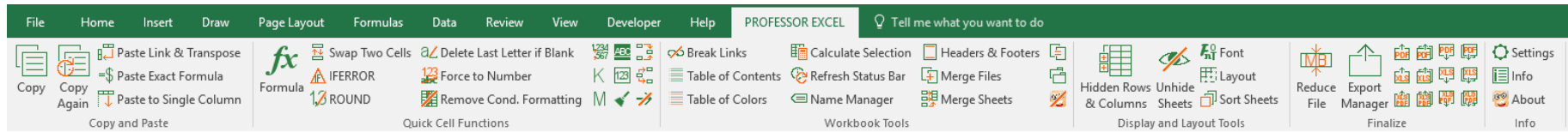
Formatting made **easy** with the 'Display and Layout Tools'

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

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

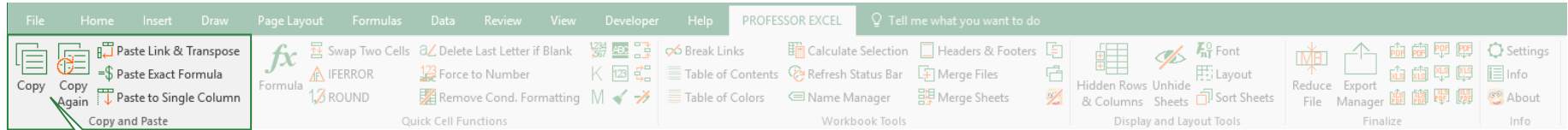
Comfortably finalize the workbook with the 'Quick Share Buttons' or reduce the file size

Overview: Functions (2/2)



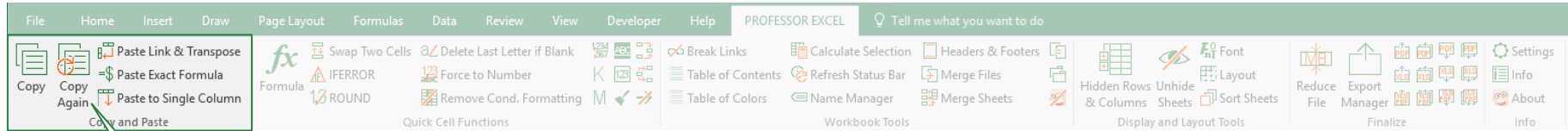
- **Copy and Paste:** Excel has already extended pasting possibilities. However, those pasting options (found in Paste Special) have some shortcoming, even in the most recent versions of Excel:
 - Paste as Link and Transpose at the same time
 - With “Paste Exact Formula”, the ranges within formulas won’t 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 doesn't work across workbooks (as a security precaution). If you want to copy and paste to another workbook, please paste it in the same workbook first and use the built-in function to cut the pasted cells.
- 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.
- You can activate and deactivate the keyboard shortcut "Ctrl + Alt + C" within the settings of Professor Excel Tools to access the copy function

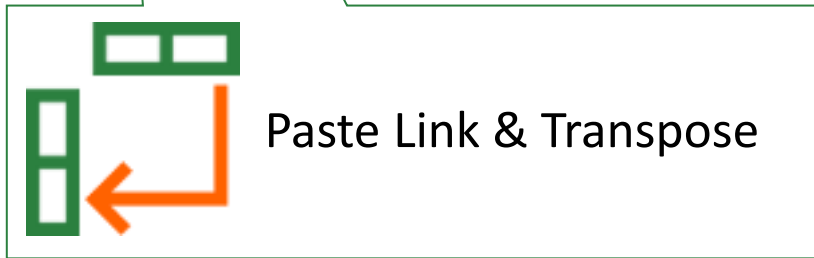
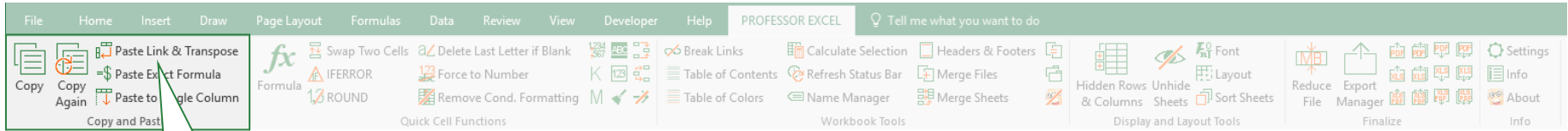
Copy Again



Copy
Again

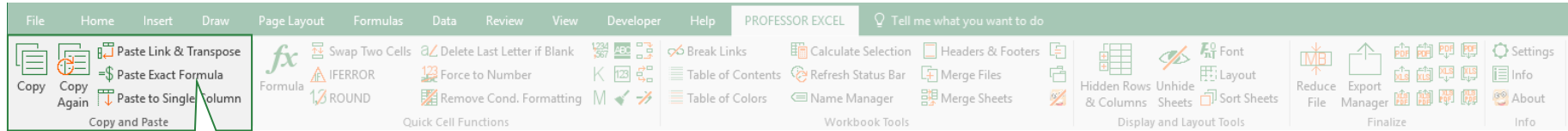
- With the 'Copy Again' function, the cell range you've copied before (using the 'Copy' function) is copied again to the clipboard.
- You can access this function with the keyboard shortcut Ctrl + Shift + C. You can furthermore disable this keyboard shortcut within the settings of Professor Excel Tools.

Paste as Link & 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 [10](#))

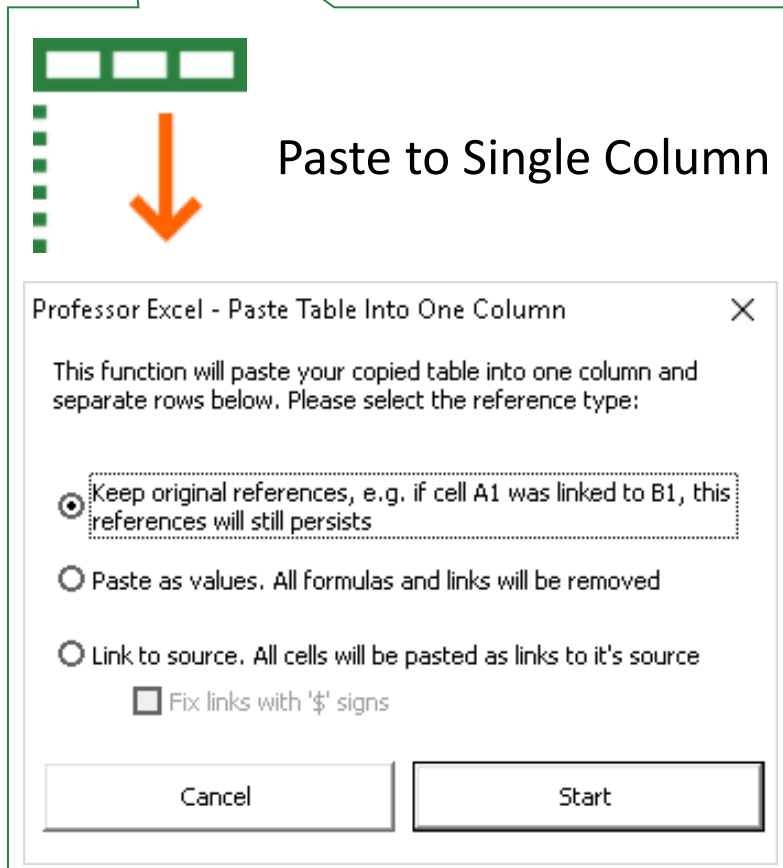
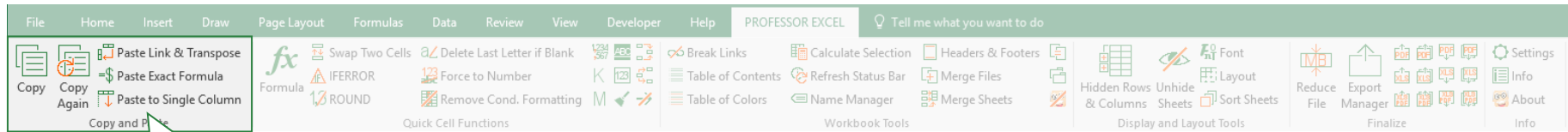
Paste Exact Formula



Paste Exact Formula

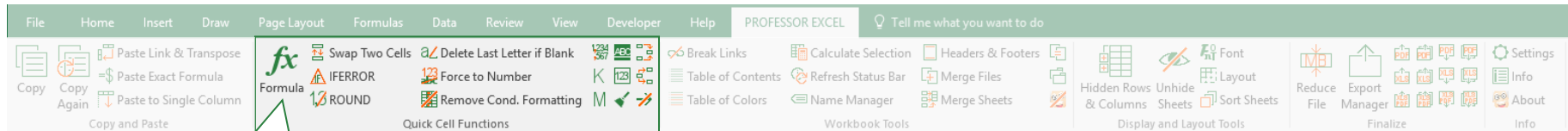
- With 'Paste Exact Formula' you can paste a cell or a cell range without changing any references.
- For example, your formula in cell A1 links to A2. If you copy and paste it with the normal copy and paste function in Excel to B1, the link will automatically be adapted to B2. Using Professor Excel's '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 [10](#)).

Paste to Single Column



- Especially for creating pivot tables, you need to have your data in a 'data base' format. Often 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 [10](#)).

Formula (1/3)



fx

Formula

Professor Excel - Insert Formula

Formula

PROFEXBackgroundColor
PROFEXColumn
PROFEXFileName
PROFEXFontColor
PROFEXHyperlinkAddress
PROFEXIndentLevel
PROFEXMaxIf

PROFEXBackgroundColor returns the background color of a cell. You can choose, if you want to get the RGB or the Excel Color Index number.

Arguments

	Value	Description
Cell:	Sheet1!\$C\$23	Select a single cell which you want to get the background color of.
RGB or Color Index:	TRUE	Write TRUE for getting the RGB value. Write FALSE for the color index number.

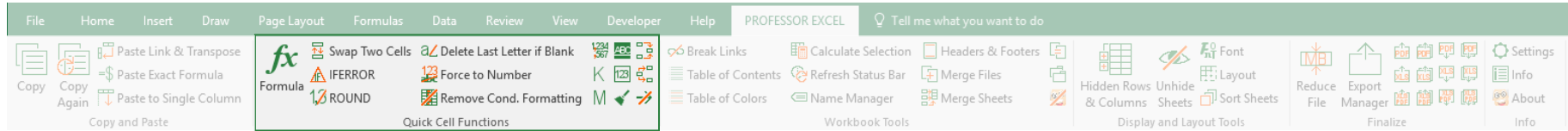
Formula: =PROFEXBackgroundColor(Sheet1!\$C\$23,TRUE)

Result: 255, 255, 255

Cancel Insert Formula

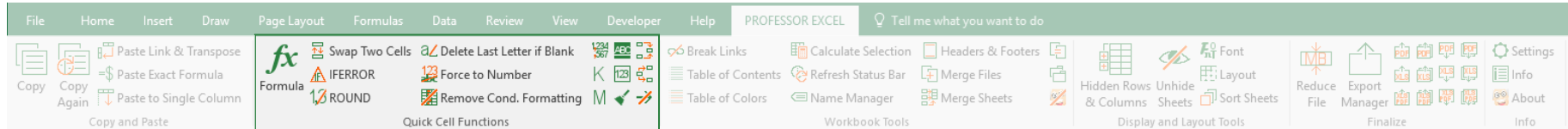
- Professor Excel Tools provide a lot of useful formulas which Excel doesn't have.
- All these formulas start with "={PROFEX".
- If Professor Excel Tools are not installed on a computer, these formulas will return error messages. There are three ways for avoiding or solve these errors:
 - Install Professor 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 [36](#) for instructions)
- **Important: Some formulas will be converted to built-in Excel formulas if you insert them via the 'Formula' function, e.g. PROFEXColumn.**

Formula (2/3)



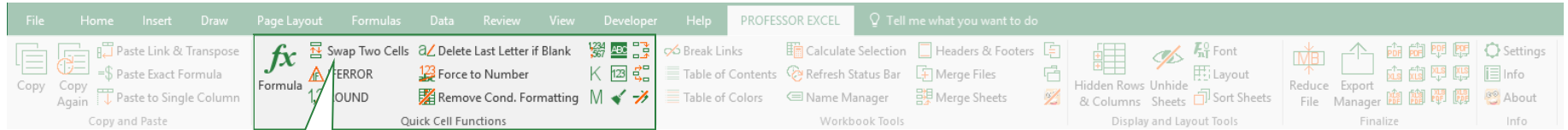
- **Function PROFEXAuthor(cell_reference):** Select a single cell of the workbook you want to get the name of the person who created the workbook from.
- **Function PROFEXBackgroundColor(cell_reference, optional TRUE/FALSE):** Returns the RGB values of the background color from the selected cell. Choose TRUE as the second argument (or leave it blank) for getting the RGB code and FALSE for the Excel color index.
- **Function PROFEXColumn(cell_reference):** Returns the column letter (not number) of the selected cell.
- **Function PROFEXDateCreated(cell_reference):** Returns the date on which the workbook was created.
- **Function PROFEXDateLastSaved(cell_reference):** Returns the date on which the workbook was saved the last time.
- **Function PROFEXFileName(cell_reference):** Returns the filename of the selected cell's workbook.
- **Function PROFEXFileSize(cell_reference):** Returns the file size of the workbook.
- **Function PROFEXFolderName(cell_reference):** Returns the name of the folder in which the workbook is saved in.
- **Function PROFEXFontColor(cell_reference, optional TRUE/FALSE):** Returns the RGB values of the font color from the selected cell. Choose TRUE as the second argument (or leave it blank) for getting the RGB code and FALSE for the Excel color index.

Formula (2/3)

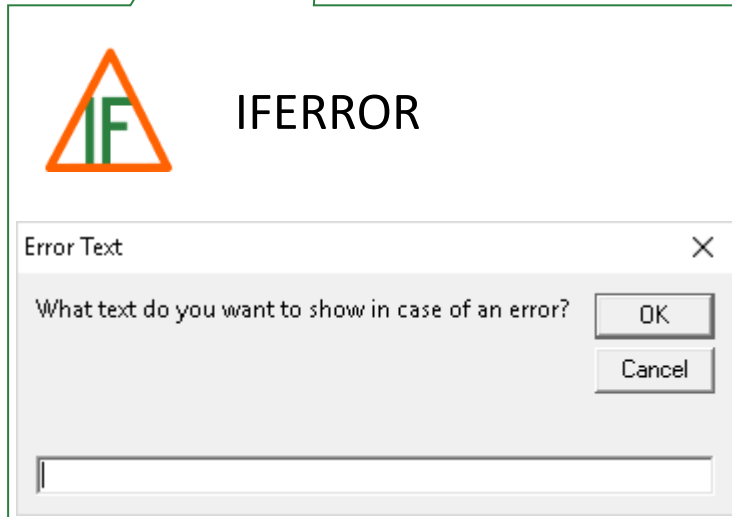
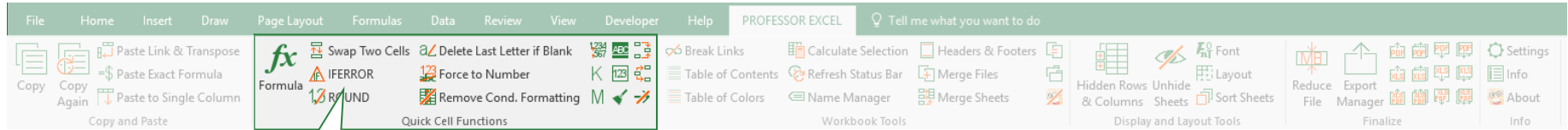


- **Function PROFEXHyperlinkAddress(cell_reference):** Returns the hyperlink address of the selected cell.
- **Function PROFEXIndentLevel(cell_reference):** Returns the indent level of the selected cell
- **Function PROFEXLastSavedBy(cell_reference):** Returns the name of the person who saved the workbook the last time.
- **Function PROFEXMaxIf(max_range, criteria_range, criteria):** Returns the maximum from a cell range under a condition in another range. Please note that this formula can slow down your workbook performance.
- **Function PROFEXMinIf(max_range, criteria_range, criteria):** Returns the maximum from a cell range under a condition in another range. Please note that this formula can slow down your workbook performance.
- **Function PROFEXNumberOfHiddenWorksheets(cell_reference):** Returns the number of hidden worksheets.
- **Function PROFEXNumberOfWorksheets(cell_reference):** Returns the total number of worksheets.
- **Function PROFEXSheetName(cell_reference):** Returns the sheet name of a selected cell.
- **Function PROFEXWeekdayName(cell_reference):** Returns the weekday name in English of a date.
- **Function PROFEXWorkbookPath(cell_reference):** Returns the path of the workbook.

Swap Two Cells

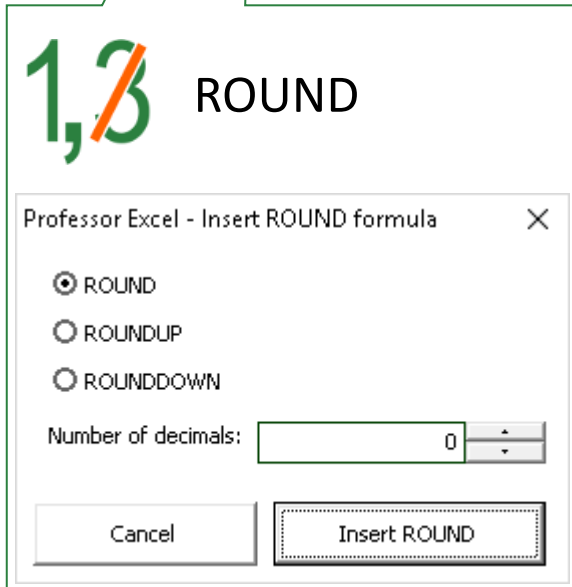
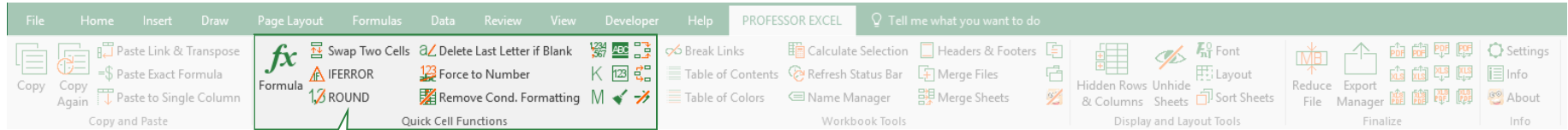


- 'Swap Two Cells' exchanges two selected cells.
- Within the settings you can define, if other cell references linking to the two cells that you are going to swap should be kept:
 - Either cell references will move with the exchange cells,
 - or other cell references will stay at the original position.
- All cell properties (including formatting) will swap as well. In large Excel files, this function might take some seconds.



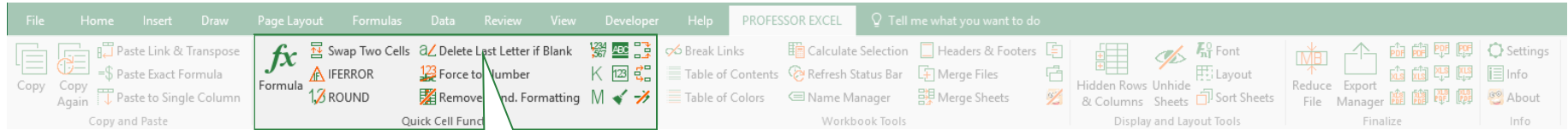
- Easily wrap the IFERROR formula around your existing formula on all selected cells.
- If your formula is already wrapped in an IFERROR formula, the existing IFERROR formula will be updated.
- If the input field is left blank, your formula will look like this:
`=IFERROR(old_formula,"")`

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.

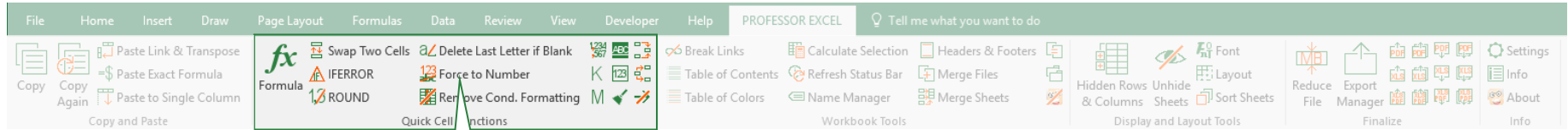
Delete Last Letter if Blank



Delete Last Letter if Blank

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

Force to Number

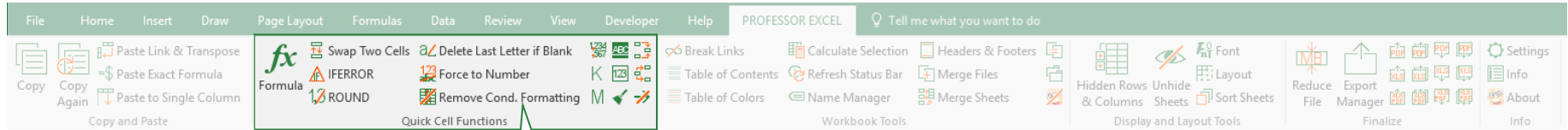


123
~~abc~~

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.

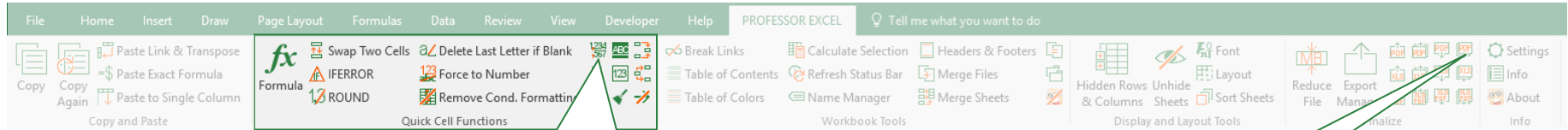
Remove Conditional Formatting



Remove Cond. Formatting

- Remove conditional formatting rules but keep the formats.
- Afterwards you can change the cell contents without the formatting to adapt.
- Please note that this function doesn't work on symbols (traffic lights, harvey balls, e.g.) but only on formatting like background or text color.

Quick Number Format



1234
567

Quick Number Format

Professor Excel - Settings

Status bar info: Quick number format | Quick cell formatting | Options

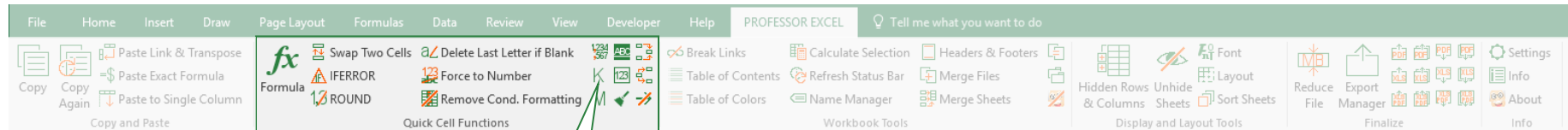
Professor Excel offers a quick number format button. The default format is: Thousands separator, no digits and zero values hidden.

General settings	Display in...	Add custom text
<input checked="" type="checkbox"/> Add thousands separators	<input checked="" type="radio"/> Normal	<input type="checkbox"/> Add custom text before value
<input type="checkbox"/> Hide zero values	<input type="radio"/> Thousands	<input type="text"/>
Number of decimals:	<input type="radio"/> Millions	<input type="checkbox"/> Add custom text after value
<input type="text" value="0"/>	<input type="radio"/> Billions	<input type="text"/>

Cancel Save and Close

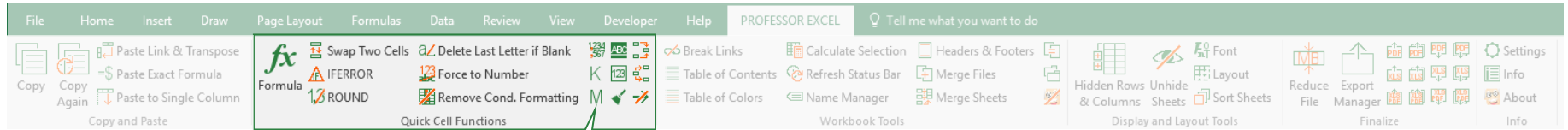
- The 'Quick Format Number' button applies a number format to all selected cells
- Please define your preferred number format within the settings:
 - Do you wish to add thousands separators?
 - Do you want to hide zero values?
 - How many decimals do you want to show?
 - Do you want to display the number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

Thousands



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

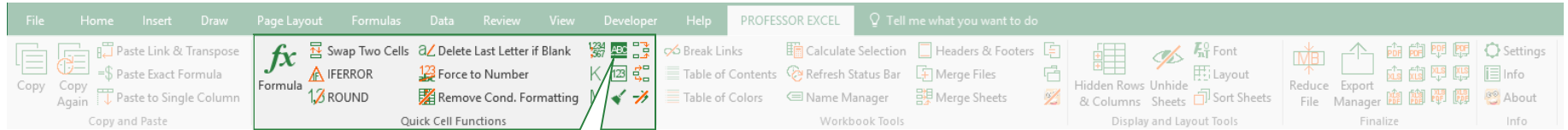
Millions



M Millions

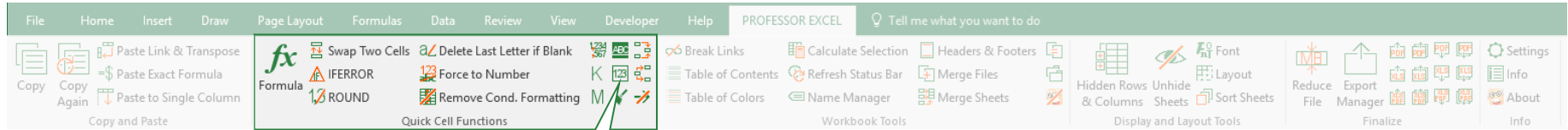
- Display all selected cell values in millions with just one click.
- The original value stays the same as only the appearance will change.

Heading Format



- Apply your favorite cell format for headings to the selected cells.
- For defining your favorite heading cell format go to settings on the right hand side.

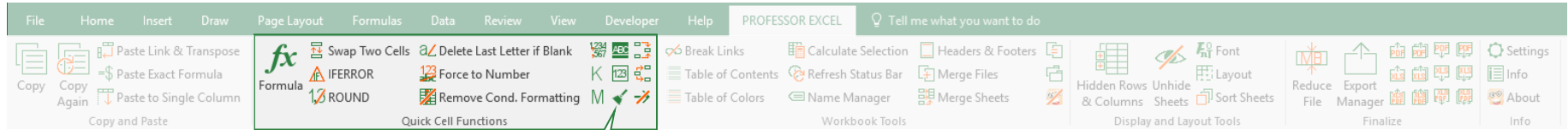
Body Format



123 Body Format

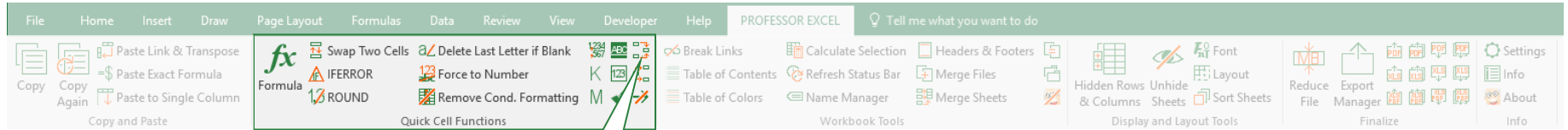
- Apply your favorite cell format for number of text cells to the selected cells.
- For defining your favorite body cell format go to settings on the right hand side.

Clean Formulas



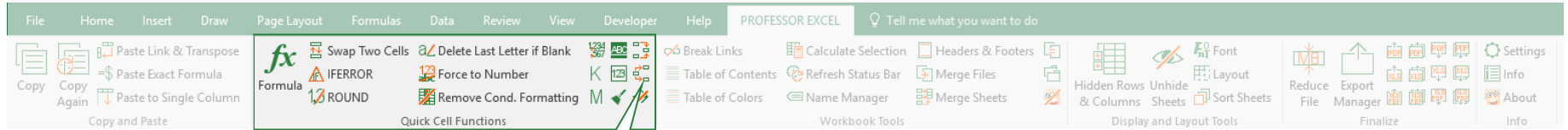
- Clean formulas removes =+ and own sheet names within formulas.
- Please note that using this function on a large number of cells might take some time.

Trace Precedents



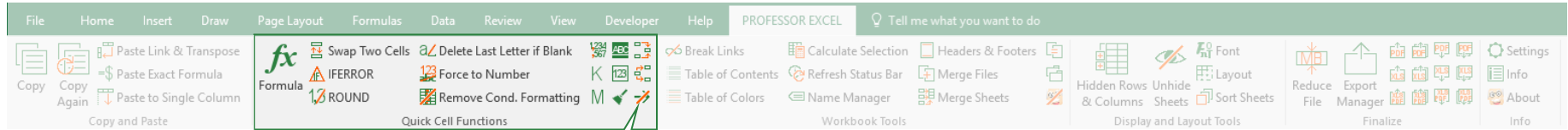
- Show arrows that indicate which cells affect the value of all cells in the currently selected cell range.
- Please note: Excel has a similar built-in function to trace precedents. But instead of only working on *one cell* at a time, the enhanced Professor Excel function works on *all cells* of the currently selected cell range.

Trace Dependents



- Show arrows that indicate which cells are affected by the value of all cells in the currently selected cell range.
- Please note: Excel has a similar built-in function to trace precedents. But instead of only working on *one cell* at a time, the enhanced Professor Excel function works on *all cells* of the currently selected cell range.

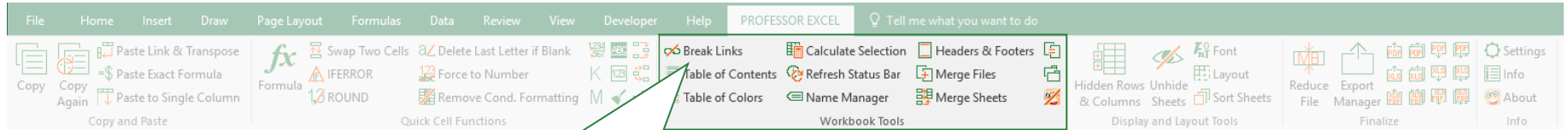
Remove Arrows




Remove Arrows

- Remove all arrows in the entire workbook drawn by the Trace Precedents and Trace Dependents functions.
- Please note: Excel has a similar built-in function to hide the arrows. But instead of only working on *one worksheet* at a time, the enhanced Professor Excel function works on *all worksheets* of the current Excel workbook.

Break Links





Break Links

Professor Excel - Break Link Tool ✕

Links to other workbooks

☒ Select all

	No. of occurrences
<input checked="" type="checkbox"/> Break workbook links	1
<input checked="" type="checkbox"/> Remove data validation relating to other workbooks	1
<input checked="" type="checkbox"/> Break data base links	1
<input checked="" type="checkbox"/> Convert Pivot Tables with data source in other workbooks into fixed values (formatting will be lost)	1
<input checked="" type="checkbox"/> Break links within conditional formatting	2
<input checked="" type="checkbox"/> Remove links from named ranges	1

Hyperlinks

☒ Remove all hyperlinks

Please note that once broken links can't be restored. It's also possible that your workbook doesn't work as before. We recommend saving a copy first.

Cancel

Start

- 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
- Recommendation: Check with the Break Link function first, which type of links still persists. In case of links within named ranges check the built-in name manager or Professor Excel name manager for details.

Table of Contents

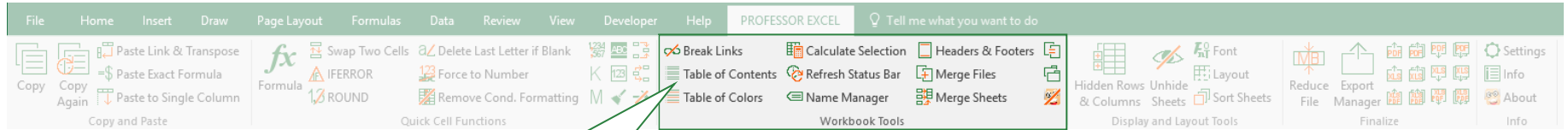


Table of Contents

Professor Excel - Insert Table of Contents

Format headline

Headline

Pick New Background Color for Headline

Pick New Font Color for Headline

Settings

☒ Insert links to worksheets

☒ Identify worksheet levels

Identifier for high level sheets:

-->

☐ Add entry for sheet "TableOfContents" itself

☒ Skip hidden sheets and don't add them to table of contents

Name of table of contents worksheet:

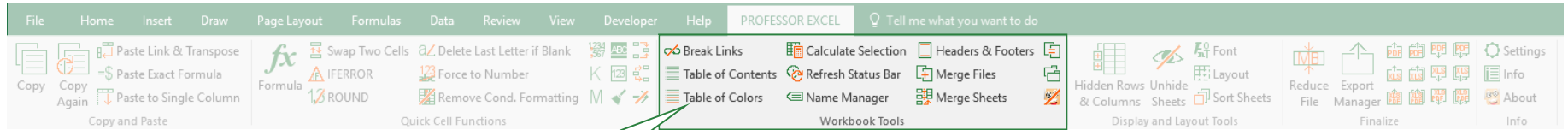
Content


Cancel

Create/ Refresh

- 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




 **Table of Colors**

Professor Excel - Table of Colors

Professor Excel can create a table with all colors in your workbook. Please note that conditional formatting won't be regarded. Also, colors outside your used range on each sheet won't be regarded.

Format headline

 **Headline**

Pick New Background Color for Headline Pick New Font Color for Headline

Settings

Name of table of contents worksheet:

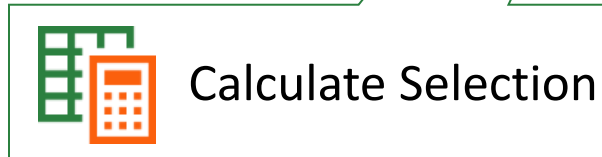
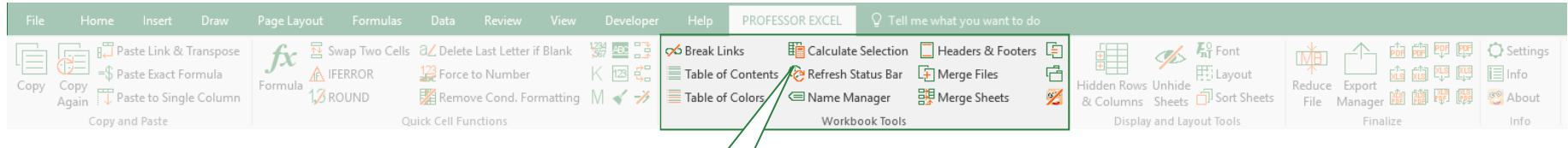
Worksheets

☐ All worksheets
☒ Current worksheet only

Please note that the update might take a while depending on the number of worksheets and cells.

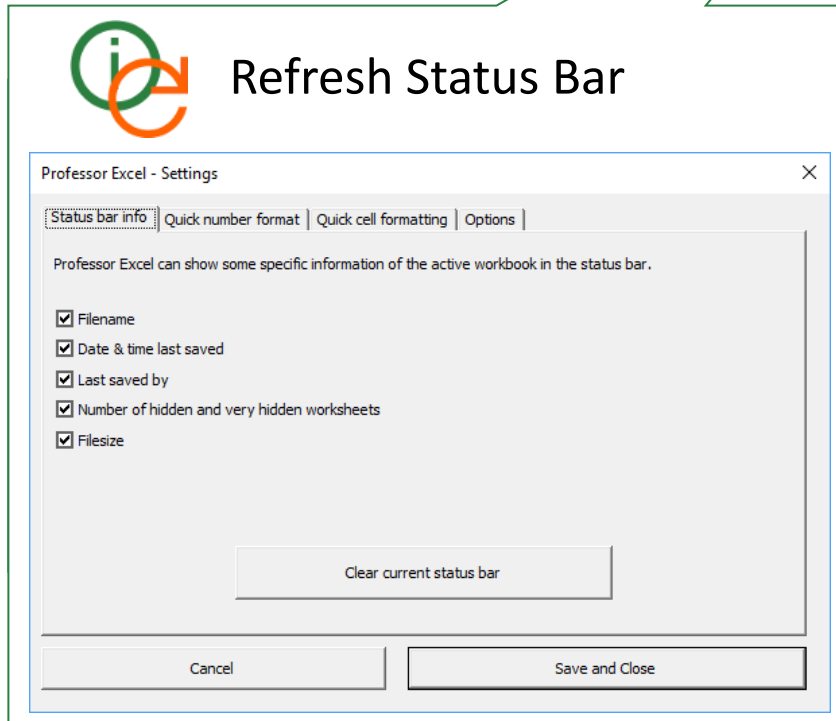
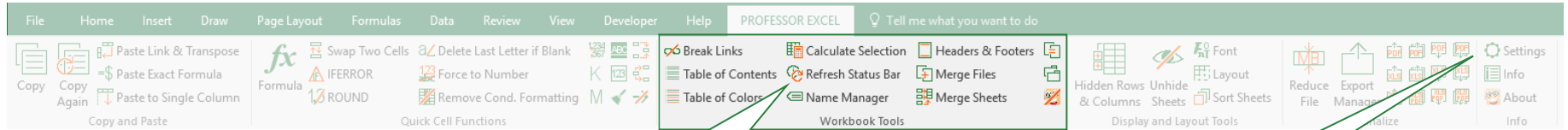
- Besides a table of contents, you can add a table of color keys
- Professor Excel Tools will list all background colors used in the workbook except the following cases:
 - Conditional formatting will be omitted
 - Formatted cells outside your used range will be omitted
- You can define the headline 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



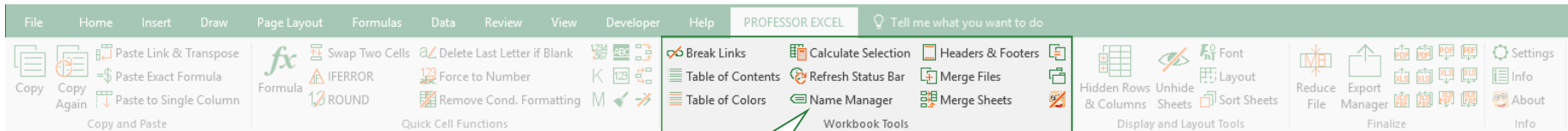
- If you work with large Excel workbooks and even the manual calculation takes too much time, you might want to take a look at the 'Calculate Selection' function.
- 'Calculate Selection' only calculates the selected cell range.
- Works only on manual calculation mode as the cells are permanently recalculated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

Refresh Status Bar

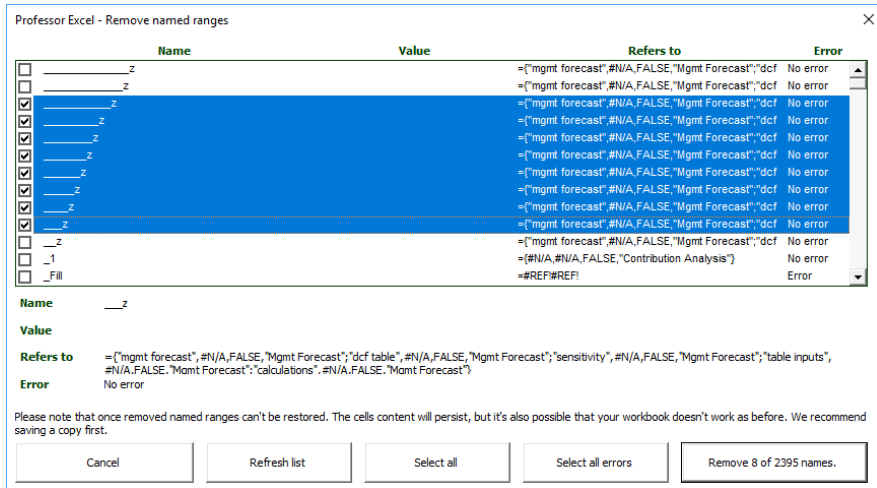


- Professor Excel can show the most important specification of the current workbook in the status bar.
- Every time you click on 'Refresh Status Bar' the information shown in the status bar at the bottom of the screen are updated.
- Within the settings, you can define what information you want to display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

Name Manager

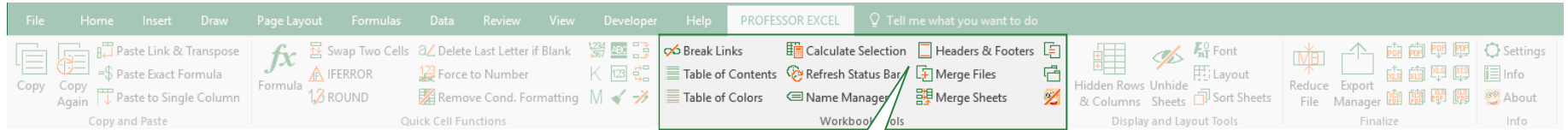


Name Manager



- Manage all the cell names and named ranges - similar to the built-in name manager in Excel.
- The only difference: See and edit *all* the names. The built-in Excel name manager doesn't show all names.
- This function opens in a new window.

Headers and Footers



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

Date

Set individual text here

Center Header

Sheet Name

Set individual text here

Right Header

File Name

Set individual text here

Left Footer

Blank

Set individual text here

Center Footer

Page Number/Number of Pages

Set individual text here

Right Footer

Blank

Set individual text here

Worksheets

- ☒ All worksheets
- ☐ Selected worksheets
- ☐ Current worksheet only

Cancel

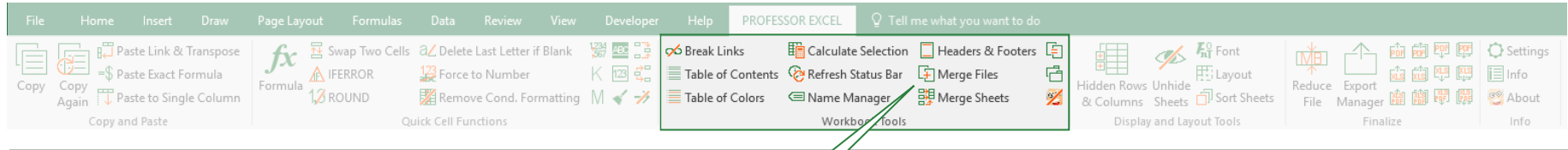
Start

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.

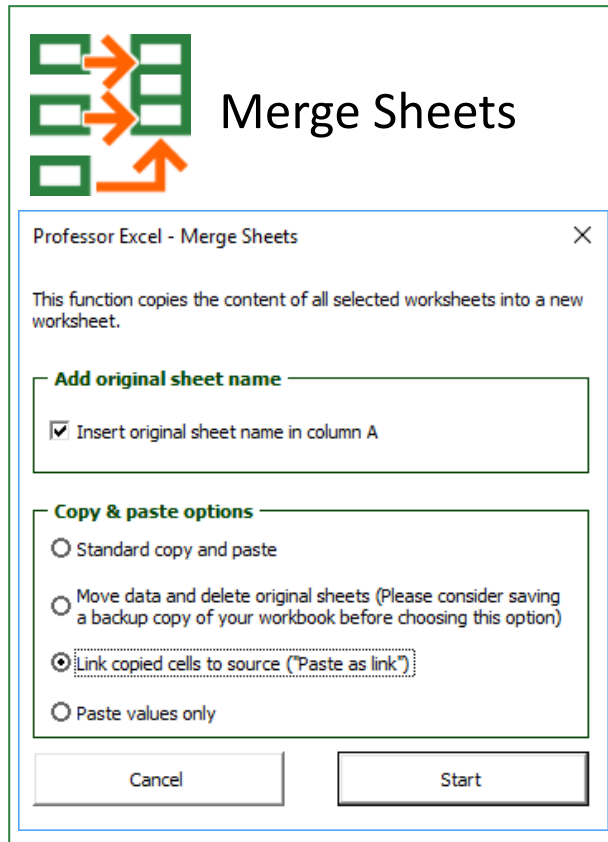
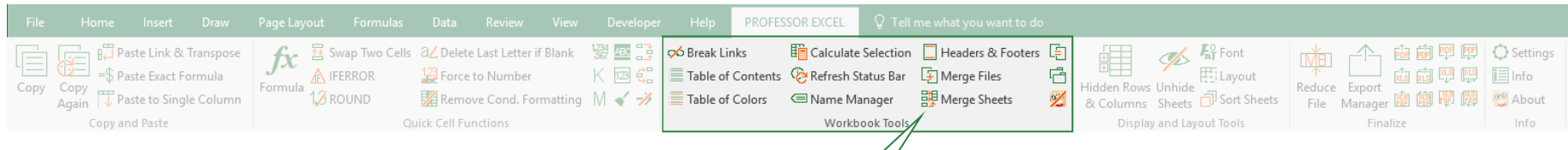
- Usually when you change the headers and footers for several sheets at the same time, all other printing preferences will be lost.
- Professor Excel provides the functionality to only change the headers and footers. All other printing preferences will be left untouched.
- Furthermore, the last settings 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



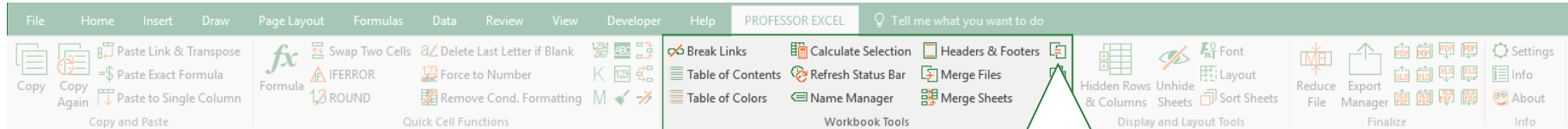
- Clicking on 'Merge Files' will open a file browser
- Please select all workbooks you want to merge into the current workbook
- Professor Excel will copy all worksheets from all selected workbooks into the active workbook

Merge Files

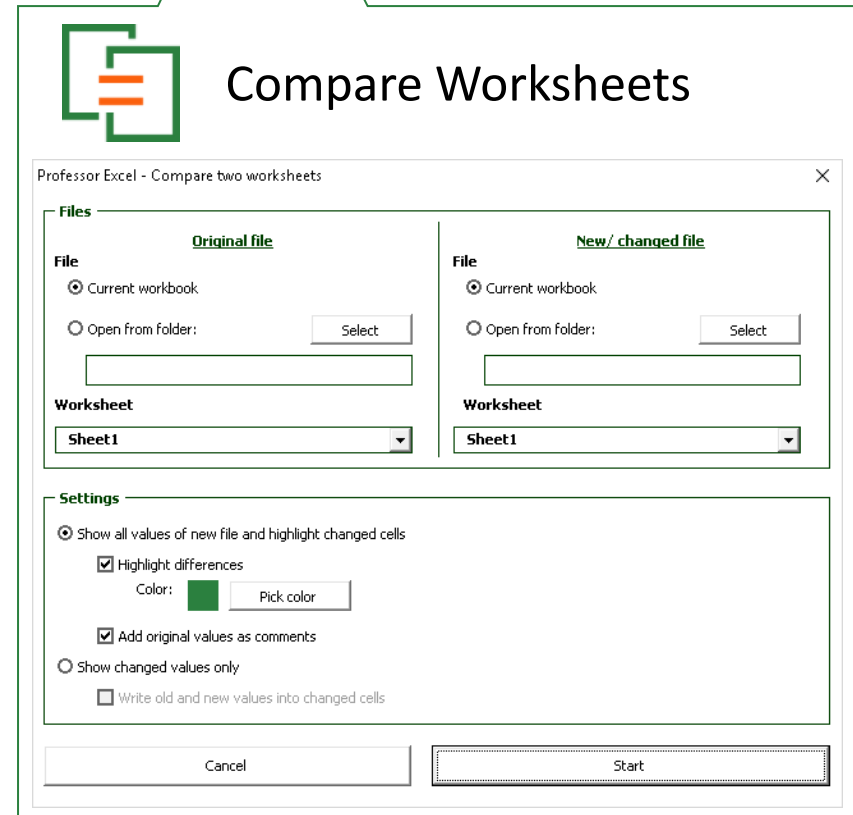


- Merge all selected worksheets in the current Excel workbook into a new worksheet.
- You can choose the following options:
 - Insert the sheet name of the original sheet in column A.
 - Define the copy and paste method:
 - Standard copy and paste. Copy also formatting and leave the original sheets untouched.
 - Move data and delete original sheets.
 - Link copied cells to source.
 - Paste values only. Formatting is not regarded.

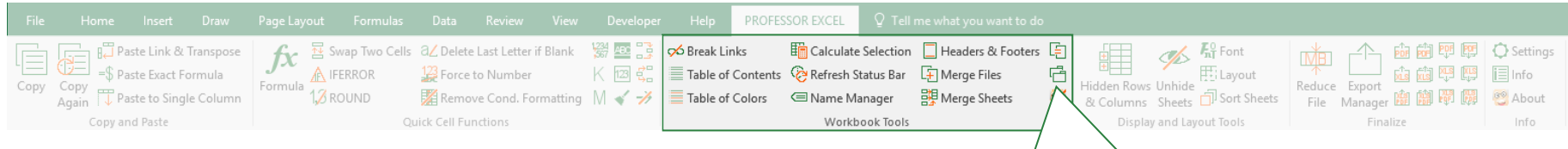
Compare Worksheets



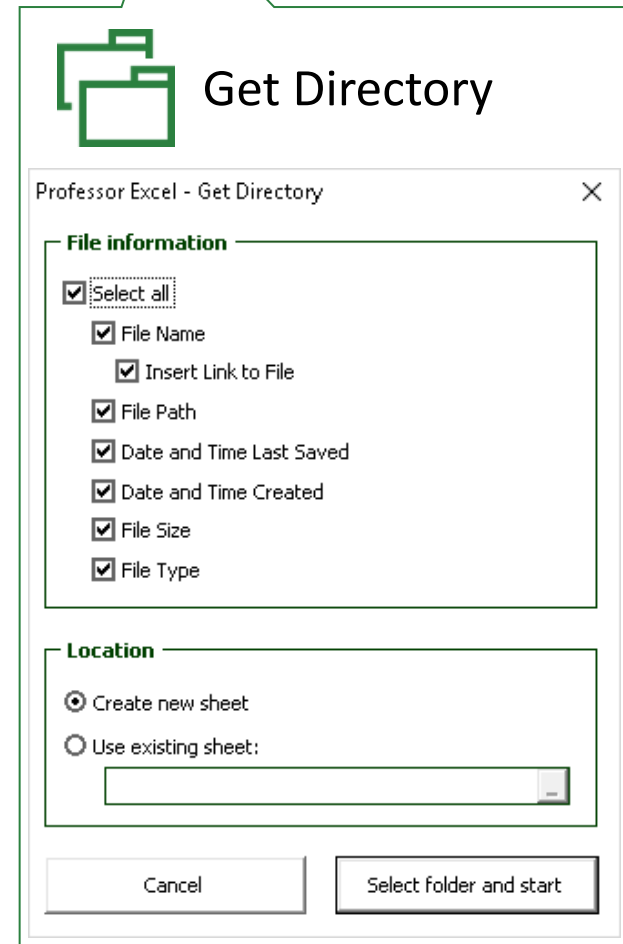
- A colleague has modified your worksheet and you want to see all changes immediately?
- 'Compare Worksheets' compares two worksheets (for example, original and the updated) and highlights all differences.
- Select the two input worksheets:
 - The original file, either from a folder or the current workbook
 - 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 creates a new workbook and adds copies of the original and new worksheets. A third worksheet with the actual comparison will be created.



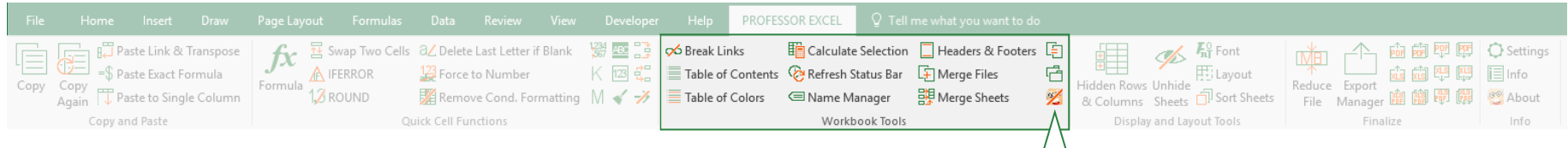
Get Directory



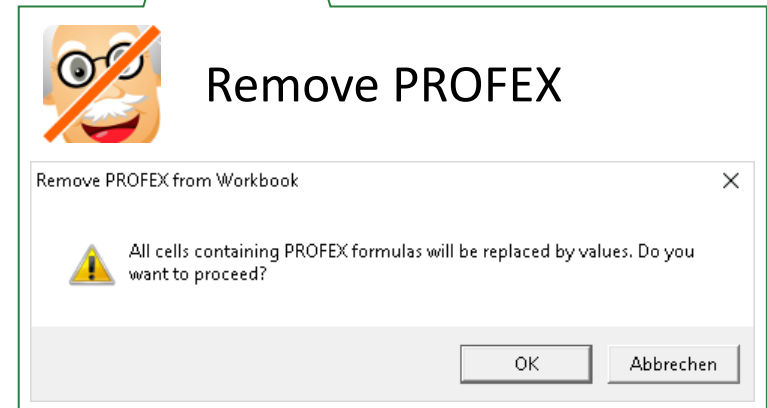
- 'Get Directory' creates a list of all files within a folder and subfolders.
- You can select the information shown in the list:
 - File name, with an option to link to the file
 - File path
 - Date and time last saved
 - Date and time created
 - File size
 - File type
- Where should the list be placed? 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.



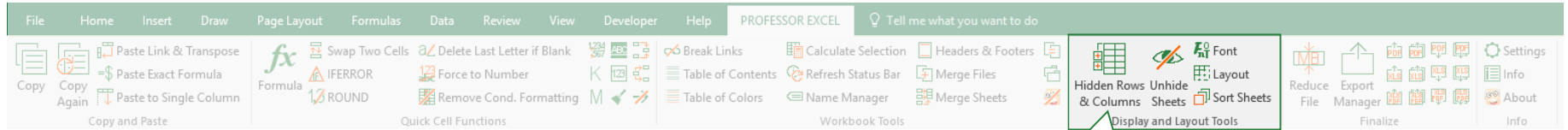
Remove PROFEX from Workbook



- 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.



Hidden Rows & Columns

Professor Excel - Hidden Rows and Columns

Unhide type

☒ Grouping

☐ Expand to maximum level

☐ Collapse to minimum level

☒ Open until level

1

☒ Hidden rows or columns

Area on worksheets

☒ Rows

☒ Columns

Worksheets

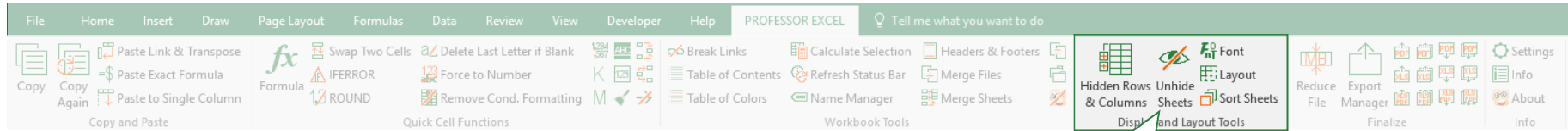
☒ All worksheets

☐ Selected worksheets

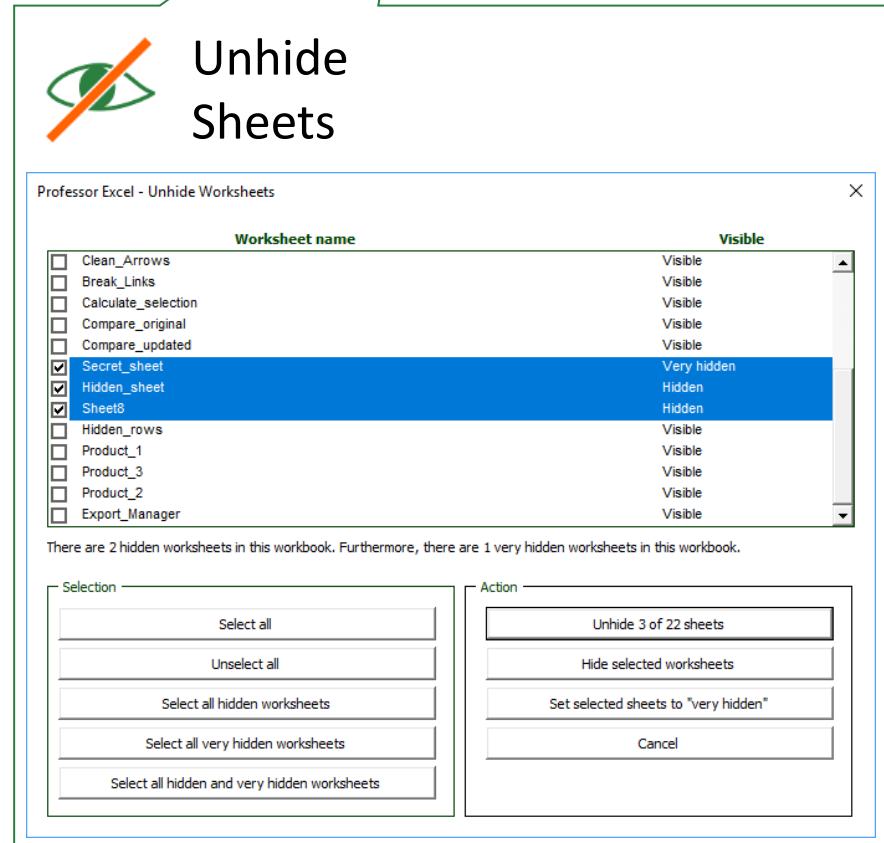
☐ Current worksheet only

Cancel Start

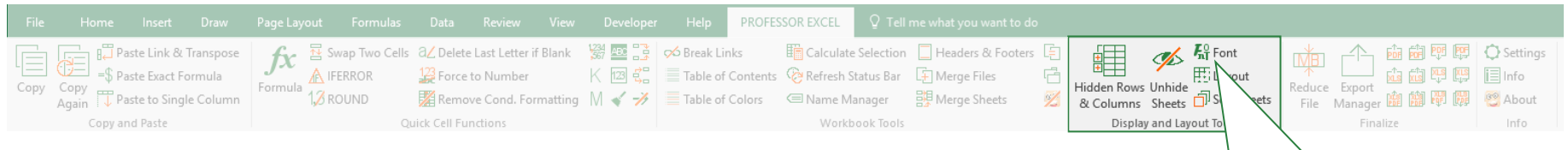
Unhide Sheets



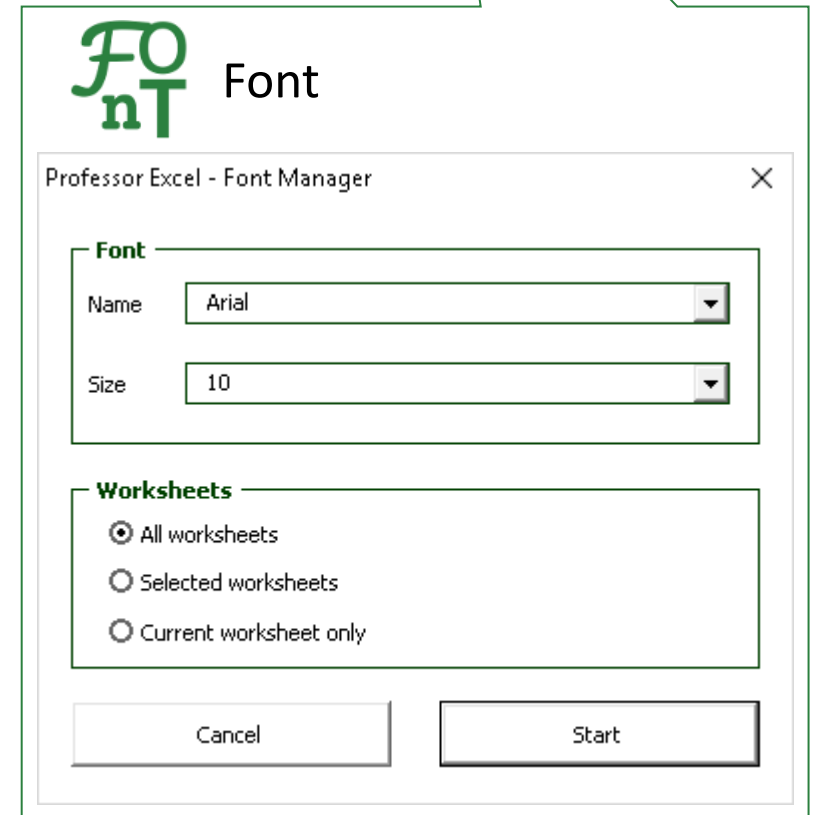
- Unhiding hidden worksheets in Excel is usually troublesome: You can only unhide one worksheet at the time by right clicking on the sheet names at the bottom of the screen and pressing 'Unhide'. Furthermore, very hidden sheets can't be easily unhidden (you can only do it within the VBA section).
- Professor Excel Tools provides an easy and powerful method of unhiding all hidden and very hidden sheets.
- Select all the worksheets you want to unhide, hide or set to very hidden. Then press the corresponding button on the right-hand side.
- When you open the 'Unhide Sheets' function, all hidden and very hidden worksheets are selected by default.



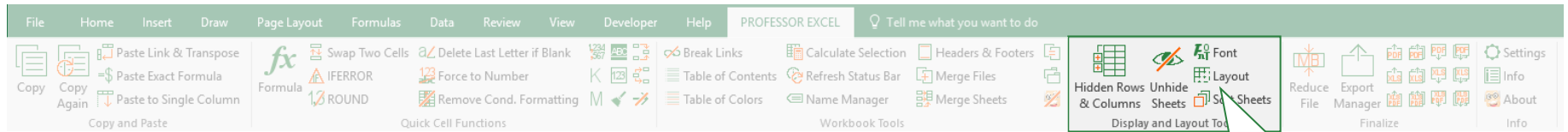
Font Manager



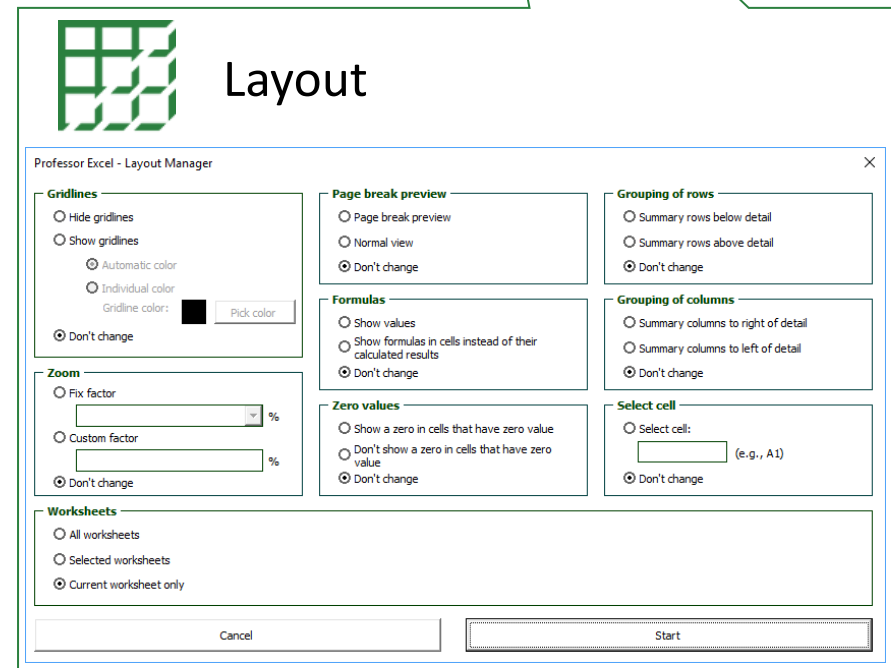
- 'Font Manager' can change the font in your whole workbook or selected sheets to a single font type (e.g. 'Arial').
- Optionally, the size of the font can also be changed.



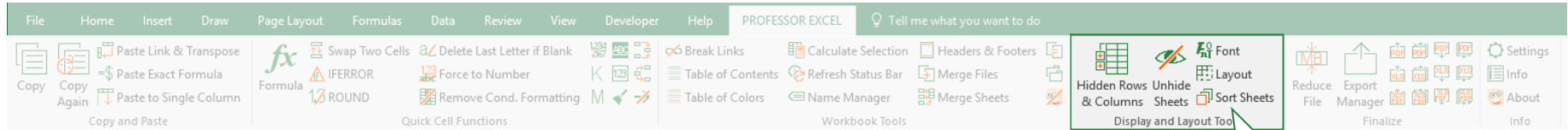
Layout Manager



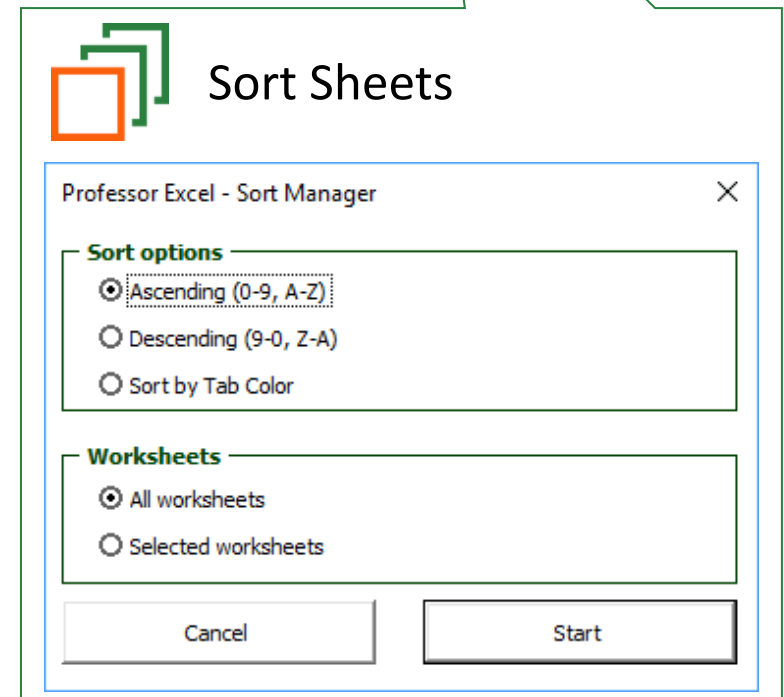
- 'Layout Manager' comfortably adapts a layout to either all worksheets, selected worksheets or the current worksheet only.
- The following layout options can be changed:
 - Gridlines: Show, hide gridlines or change the color its color.
 - Zoom: Select a zoom factor.
 - Page break preview: Switch between page break preview and normal view.
 - Formulas: Show formulas instead of the resulting values in cells.
 - Zero values: Show or hide all zero values.
 - Grouping of rows: Either show the grouping sign (+ or -) above or below the grouped rows.
 - Grouping of columns: Either show the grouping sign (+ or -) to the right or left of the grouped rows.
 - Select cell: Select a cell. For example, cell A1 on each worksheet.
- All options can be left untouched.



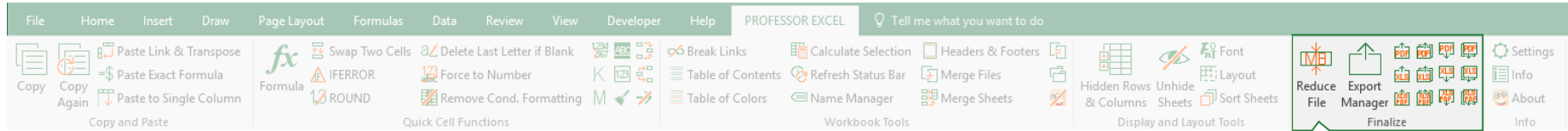
Sort Sheets



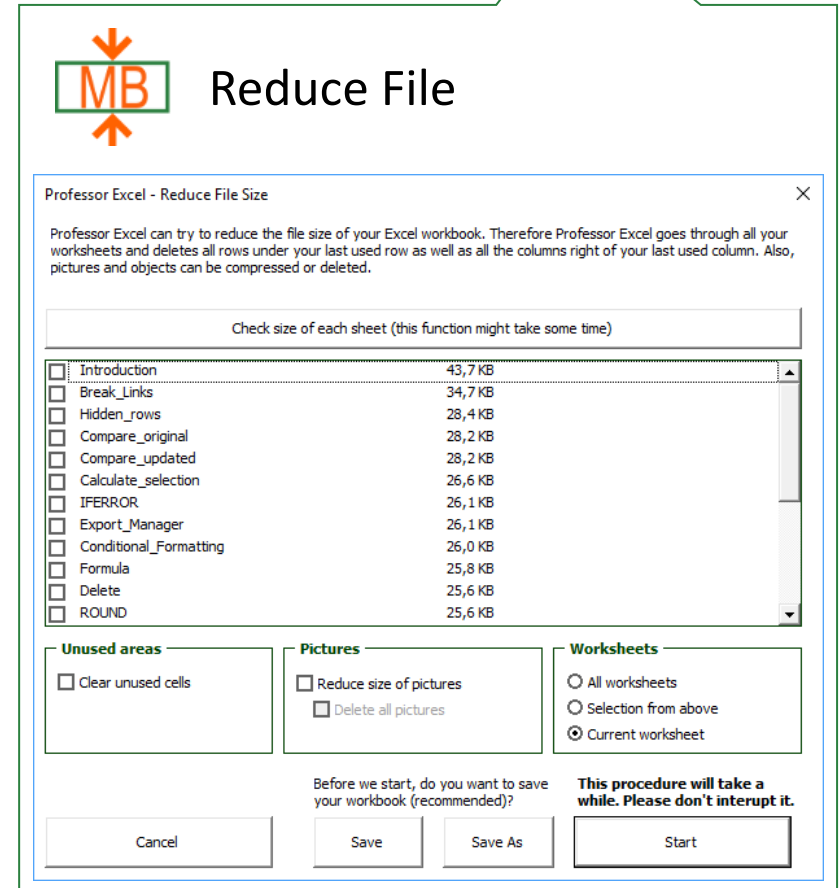
- Sorting sheets is a useful function particularly in a large workbook with many worksheets.
- 'Sort Sheets' can sort the sheets by their name or group them by their tab color.
- You can choose if you want to sort all worksheets within the active workbook or just selected worksheets.



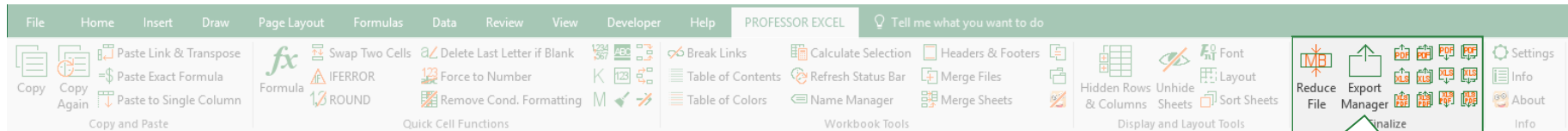
Reduce File Size



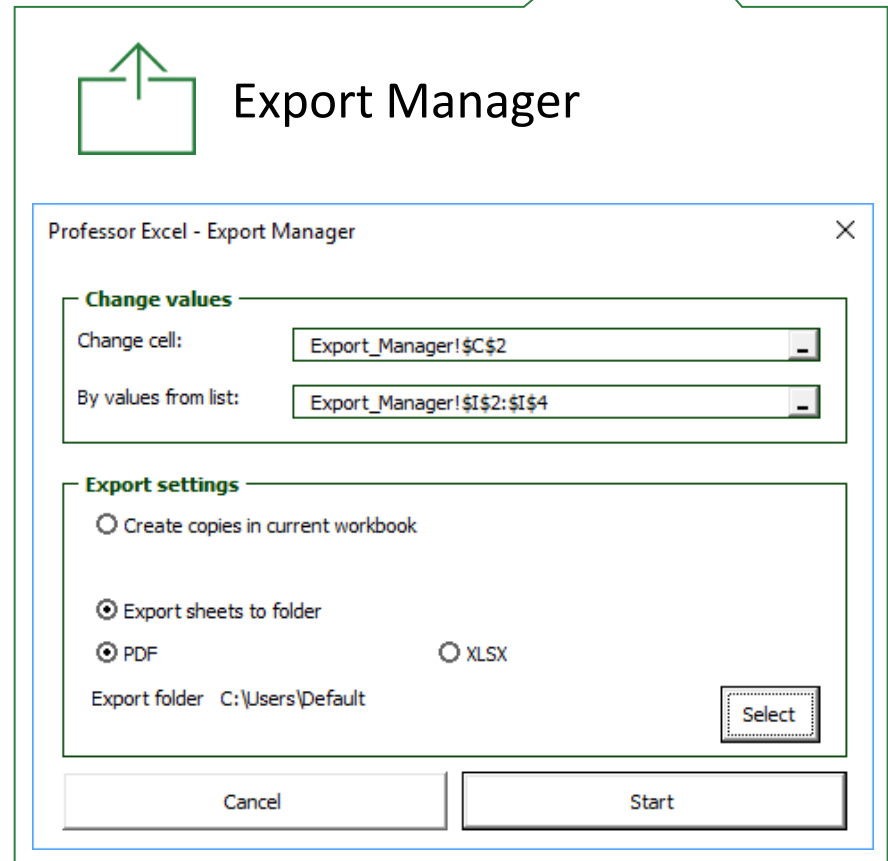
- Sometimes, Excel workbooks can have comparatively large file sizes. There are some possible reasons:
 - Unused areas (for example complete columns or rows) are formatted.
 - Pictures increase the file size.
 - Large amounts of data and formulas.
- 'Reduce File Size' can help to reduce the file size. It lists all worksheets with their file size. This number provides a rough estimation so that you know which worksheet really increases the file size.
- Furthermore, Professor Excel Tools loops through all worksheets (or optionally just the current worksheet or all selected worksheets) and clears all unused cells by the following pattern:
 - Professor Excel Tools walks from the bottom of each worksheet to the top until it reaches the first row with contents. Then deletes the area below.
 - Next, Professor Excel Tools walks from the right of each worksheet to the left until it reaches the first column with contents. Then it deletes 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.

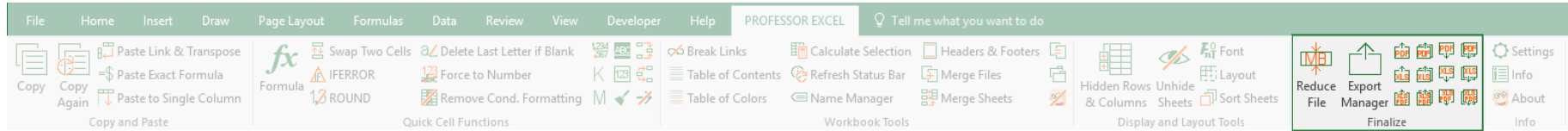


Export Manager

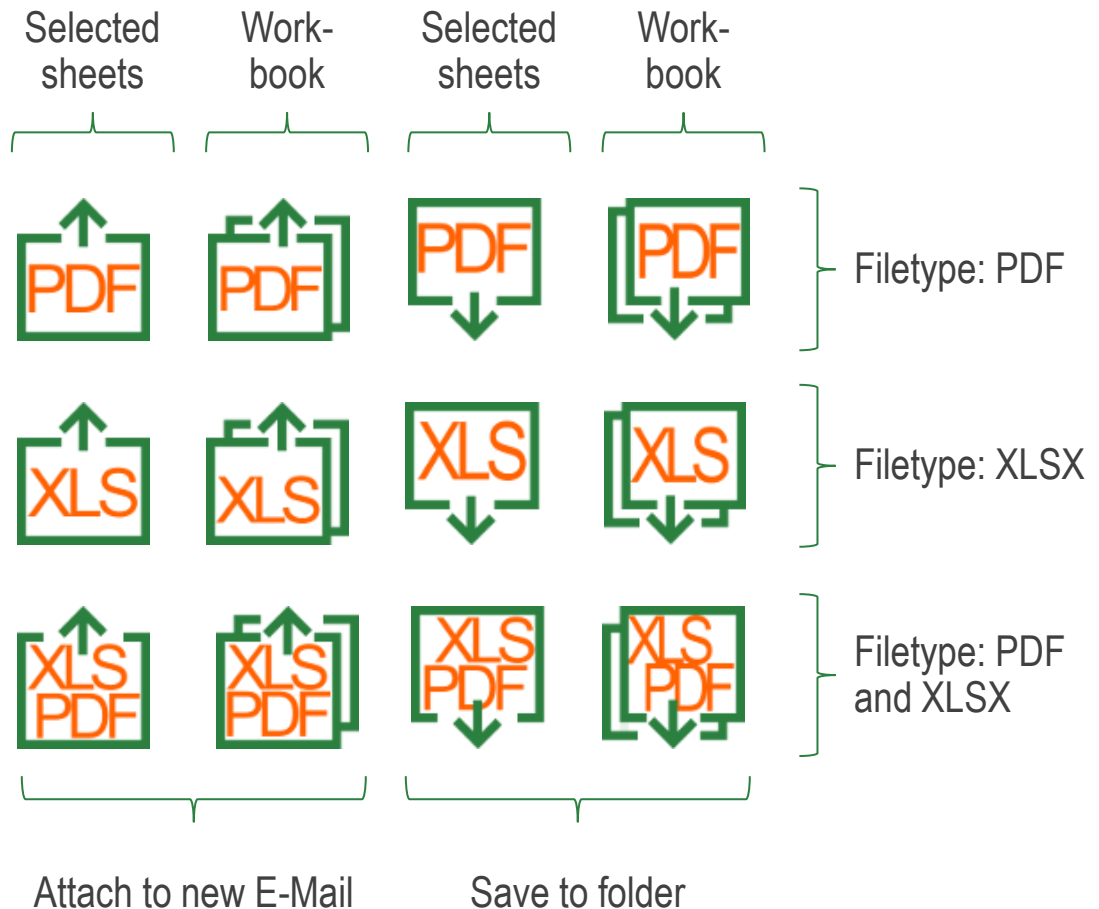


- You want to create exports of your Excel workbook in large numbers?
- The 'Export Manager' changes one variable from a list creates copies.
 - You can just create copies of a worksheets within your current workbook
 - Alternatively, you can export all selected worksheets as PDF or XLSX files.
- The 'Export Manager' creates copies of all selected worksheets.
- Only one cell can be changed. If you want to change more than one variable, you have to set up a common variable, which combines all separate variables.
- The exported Excel or PDF files will be named by the current item from your list.
- The last settings will be saved and loaded when you open the 'Export Manager' next time.

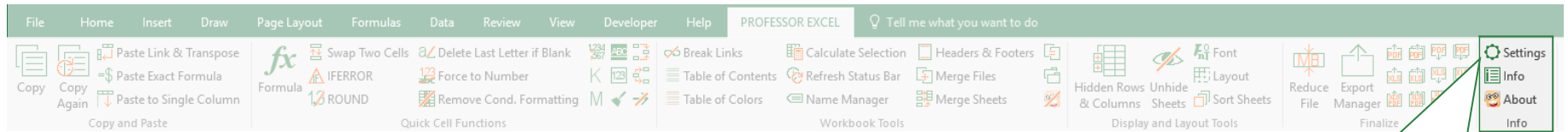




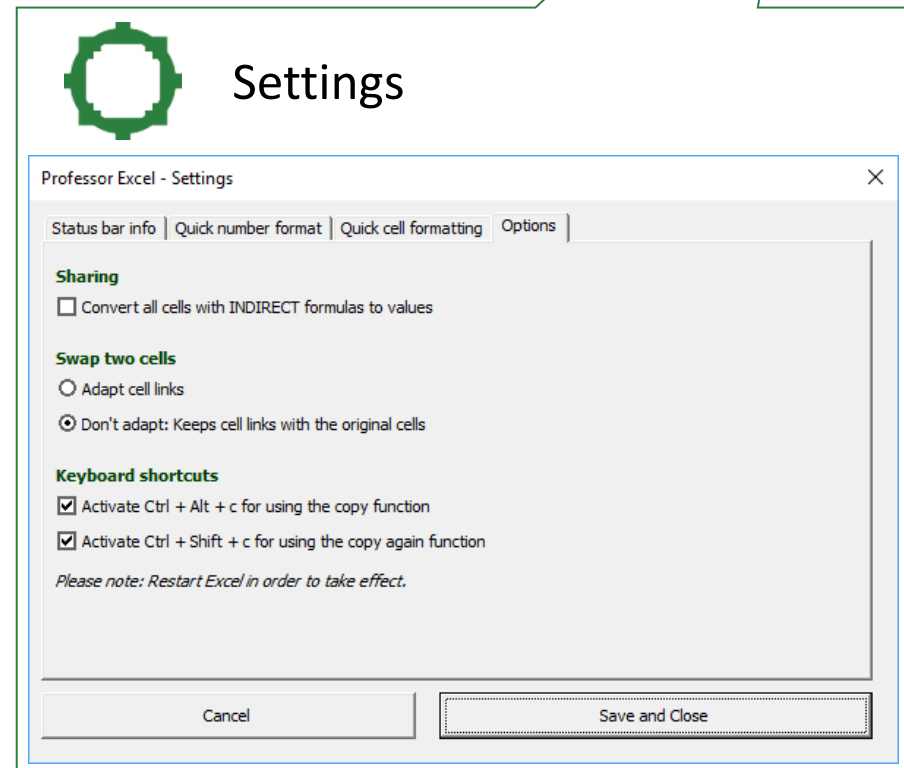
- Comfortably attach the selected sheets to an E-Mail or save them on your computer.
- When attaching to a new E-Mail, the file names are the same as your workbook name.
- If you choose to save the workbook to a folder, you'll be asked to select a location as well as a file name.
- Please note: Within the settings, you can further decide, if cells having INDIRECT formulas should be converted to values only. This might take – depending on the number of cells on your export sheets – some time, because Professor Excel looks into each cell separately.



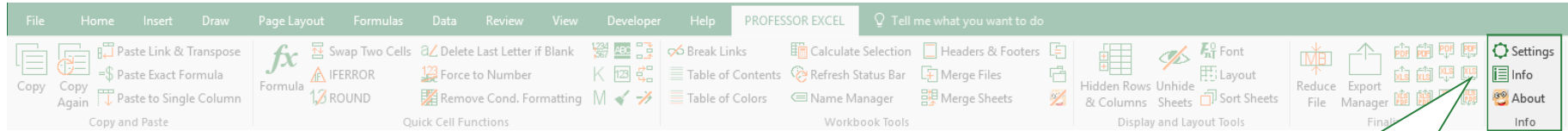
Settings



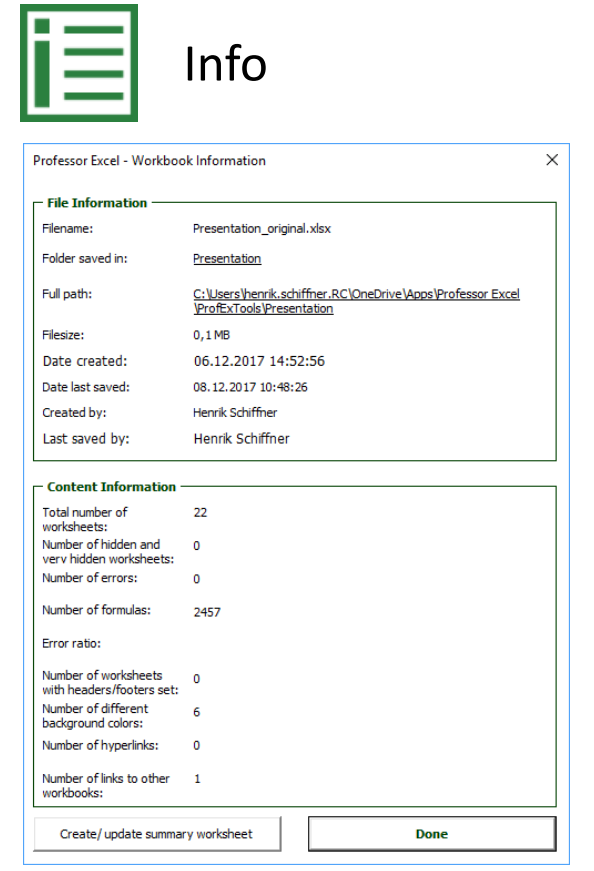
- Within the settings, you can define the information should be shown in the status bar after pressing 'Refresh Status Bar':
 - Filename
 - Date & time last saved
 - Last saved by
 - Number of hidden and very hidden worksheets
 - Filesize
- Set your favorite number format for using the 'Quick Number 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?

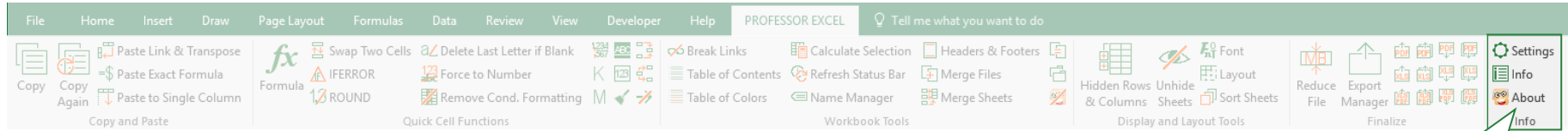


Workbook Info

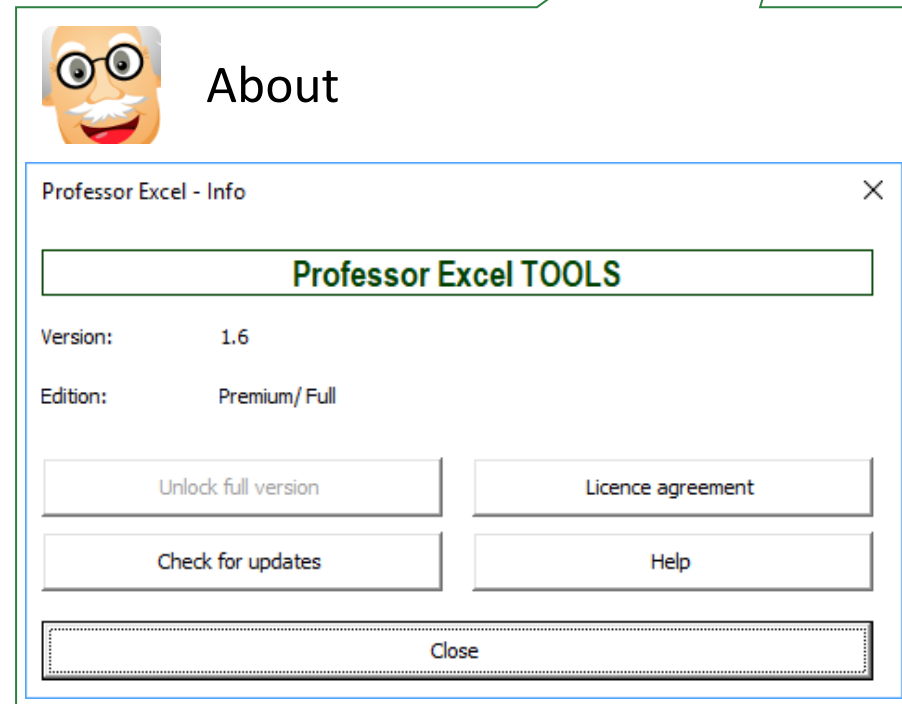


- Besides a summary of the workbook specifications in the status bar, you can get more detailed information by clicking on 'Workbook Info'
- Please note that many fields will be empty if the workbook hasn't been saved yet
- Error ratio: The ratio of cells containing error messages as #VALUE! divided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

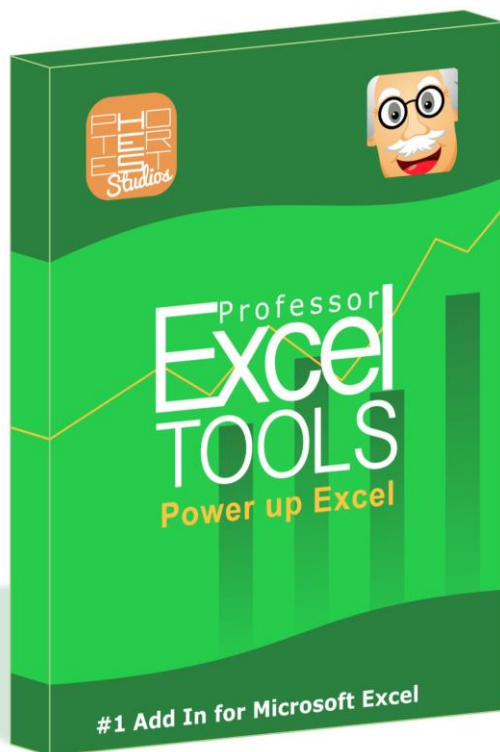




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