TMExcelBits Add-In: Help

Introduction

TMExcelBits is an add-in for Microsoft Excel. It must be installed as an add-in in Excel before you can use it. Once you install it, it becomes available for use whenever you start Microsoft Excel. If you don't want to continue using it, it can be uninstalled at any time.

Most of the features & functions in TMExcelBits require that you firstly select a range of cells that you would like to operate on. Once you have selected the range of cells, then select the appropriate action you would like to perform from the TMExcelBits add-in menu.

The add-in will run in fully functional evaluation mode for 20 days before a registration code is required for a single user licence.

Some actions require that you only select a range of continuous cells in a single column. If you happen to select cells across multiple columns, the add-in will warn you & advise that only the cells selected in the first column will be used for the function you have selected.

Following is a list of all of the routines & functions available in TMExcelBits grouped by category. Any items without any notes are considered to be self-explanatory.

Installing & Uninstalling An Add-In

Firstly, save the add-in file you want to install (in this case, TMExcelBits.xlam) somewhere on your computer & remember where you saved it to.

Now start Microsoft Excel, & from the File menu, select Options, then select the Add-ins tab.

Now, from the bottom of this tab, select Manage > Excel Add-ins then click on the Go button.

Next, click on the Browse button, locate & select the add-in you have saved to your computer, then click on the OK button.

That's it, the add-in will add its own menu to the Excel menu & all of its functions will now be available to use.

If you do not want to continue using the add-in, simply navigate to the add-ins tab again, & uncheck the box beside to add-in you want to stop using. This does not remove the add-in file from your computer, it simply will not load into Excel any more unless you check the box beside its name again.

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Numbers & Formulas

Clear Numbers From Selection

Will clear all numbers from the selected range & leave text & formula cells intact. Remember that dates are just number to Excel displayed in a special format.

Convert All Numbers To Formulas

This routine will convert all numeric cells in the selected range to formulas by placing an equal sign in front of the number. Existing formula cells & non numeric cells will be ignored.

Convert Formulas To Values

Will convert formulas in the selected range in the current worksheet to values with the option of being able to select what types of formulas to convert

- All formulas
- All formulas with links outside the current worksheet (those with links to other worksheets or other workbooks)
- Only those formulas with links to other workbooks

Protect All Formula Cells In Current Worksheet

If you proceed after the warning, the all formula cells in the current worksheet will be locked & the worksheet then protected (without a password).

Add Error Checking To Formula Cells

Will add error checking to all formula cells in the selected range. You can optionally allow for an error message to be placed in cells with an error. Formula cells that already have error checking will not be touched.

Maths

The routine allows you to select a range of cells & perform basic maths operations on the contents & have the results immediately placed back in the respect cell without having to use helper cells or columns.

Display Format Of Current Cell

Simply displays the format of the current cell.

Dates

Convert Dates To Text
Date Maths
Calculate Exact Age (or difference between to dates)

Links & Error Cells

List External Links

This routine will insert a new worksheet into the current workbook & use it to list all external links (links to other workbooks) along with detailed information for each link

Link Status Checker

This routine lists the status of all external links in the current file

Convert External Links To Values

Will convert all external links in the current workbook (not just the current worksheet) to their values

Map External Links

Will insert a new worksheet showing a coloured map of all cells in the current worksheet.

Find Cells With Errors

Will insert a worksheet into the current workbook listing all of the error cells in the workbook & the type of error

Map Error Cells

Will insert a new worksheet into the current workbook & show a graphic map of error cells in the active worksheet

Worksheets

List Worksheets & Status

Will add a worksheet to the current workbook & create a list of each worksheet in the workbook, showing the worksheet name,the sheet type, the hidden status of the sheet & the protection status of the sheet.

Create Worksheet Map

No, not a "Google maps" type of map. This will create a colourful visual display of the different cell types in the current worksheet without affecting the current sheet in any way whatsoever.

The visual display will make it immediately obvious if there are any irregularities or missing formulas in the worksheet.

Sort Worksheets

Will sort all worksheets by name in ascending order.

Save Sheet(s) As PDF

Will save the current worksheet or all visible worksheets as separate PDF files with the sheet name being used as the file name

You can select the destination folder & optionally add a common prefix to the name of each file as it is saved (eg "MAY 2018_" followed by the rest of the file name.

Save Sheet(s) As Excel File(s)

Will save the current worksheet or all visible worksheets as separate Excel files with the sheet name being used as the file name

You can select the destination folder & optionally add a common prefix to the name of each file as it is saved (eg "MAY 2018_" followed by the rest of the file name.

You can convert all formulas to values as the files are saved.

Text

Upper case

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Lower Case
Proper Case
Process Names

This routine will place a list of names into either of the following formats as required

- Christian name & then surnames
- Surname & then Christian names

You can elect to place the full name into a single cell or with surnames & Christian names in separate adjacent cells.

The names in the source list do not all have to be in the same format for this routine to work.

Remove leading, Trailing & Excess Spaces

All leading, trailing & excess spaces (more than one) will be immediately removed by this routone.

List All Characters Used In Cells

This routine will add a new worksheet & list all characters used in the selected range of cells.

Remove Unwanted Characters From Cells

This routine will remove all unwanted characters from the selected range.

You do this by nominating all characters that are OK & any other characters will be removed from any text in the selected range.

Copy & Join Text

This routine will copy & join text from multiple cells in a single column & place the results in a single cell.

You can optionally enter a single character or text string to place between the text from each cell as the text is combined.

If you make the string [NL] then the text from each source cell will be placed on a new line in the destination cell.

The Cells Per Group is the number of cells to merge. The total number of cells selected must divide evenly by the number of Cells Per Group.

Other options are also available when using this routine.

Advance Cells Merge

Keep First #n Characters In cells

Nominate the number of characters you would like to keep & all other characters will be removed from any text cells in the selected range.

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Add Text To Cells

Remove Number Of Characters From Cells
Remove the specified number of characters from all text cells in the selected range. You can elect to have the characters removed from the start or end of each text value.

Remove Specified Text String From Cell(s)
Enter a text string & if found will be removed from each cell in the selected range. Any other text in the cells will remain.

Remove Specified Characters From Cell(s)
Nominate what individual characters you would like to remove from text cells in the selected range & they will be removed.

Keep Or Remove First Or Last Word

Move First Or Last Word

Pad text

Data Lists & Duplicate Values

Copy Formulas Only & Insert New Row(s) Below
Will insert the nominated number of rows below the current row & copy all formulas into the inserted rows.

Replace Duplicate Values With
If you have a sorted range of cells you can replace all duplicate values with whatever string you nominate. Simply leave the "Replace With" field blank if required.

Replace Blank Cells With Value Above
Replace all empty cells in selected cells in the column with the value from above.

Number Duplicate Values
Sort the list first & then you can number the duplicate values.

Combine (Add) Numeric Values For Duplicate)

Hide Duplicate Values
Hide all duplicate values except either the first or last.

Find Differences In two Data Lists
The two data lists must be in the same workbook. If they are not, just place them in one workbook for the purposes of this routine.

The two data list do not have to be the same length & they do not have to be in the same column.

The comparison is a two way comparison firstly from list 1 to list 2 & then from list 2 to list 1.

Any differences will be highlighted in each list & a worksheet will be added giving a detailed report of any differences.

Find Similar Values In two Data Lists

The opposite of the previous routine, this one will find similar values in two data lists & created a detailed report by inserting a new worksheet into the current workbook.

You can nominate to do a full comparison or nominate the number of characters from the start of each cell to compare.

Copy Or Move Structured Data

Copy Or Move Unstructured Data

Insert Blank Row(s) Based On Changing Column Value

Standardise Data

This routine allows you to scan all text cells in the selected range & look for specific variations of text that you would like to present in a standardised manner.

The classic example if for say address fields & a quick example will show you how this routine operates

In a street address, we can have street presented in the following possible variations

- Street
- street
- St
- St.

The routine will search for all possible listed variations & replace it with a single "standardised" text of your choosing.

Same for say the state field

- NSW
- N.S.W
- New South Wales

You would normally want it just shown as NSW. With this routine, it is easy to standardise your data list.

The search routine is case insensitive but case sensitive when replacing.

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The add-in comes with a list of standardised values which you can export to a new workbook & name the sheet to your liking. You can then edit this list of standardised values to suit. You can edit or delete existing values in the list or add new values.

The worksheet contains two columns, with the first column titled "From" & the second column titled "To". As the names implies, the "From" column contains the text string you are looking for & the "To" column contains the values you want each occurrence changed to.

Each entry in both the "From" & "To" columns must start & end with the pipe character (above the Enter key on the keyboard). The pipe character is completely ignored during the search & replace routines. The sole purpose of the pipe character is to make it easier to see where spaces are in your text string, as trailing spaces are impossible to see & having spaces in your text strings can be crucial. There is no limit to the number of entries your list can contain as long as there are no blank lines in the list.

Rows & Columns

Hide Or Delete Rows Based On Cell Value
Copy Rows Based On Cell Value
Insert New Row(s) Below & Copy Formulas Down
Insert Blank Row(s) Based On Changing Cell Values

Toggle

Display Gridlines
Display Row & Column Headings
Print Gridlines
Print Row & Column Headings
Worksheet Tabs
Formula Bar
Column Headings As Numbers Or Letters

Select

Current Region
Used Range
Visible Cells
Cells With Errors
Cells With Formulas
Cells With Numbers
Cells With Text
Blank Cells
Unlocked Cells
Locked Cells

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Other
Display Contents Of Selected Folder
Excel Information

Register & Renew Trial
Renew Trial
Register TMExcelBits