

# **TMExcelBits Excel Addin Help**

**from : TMSOft**

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# TMExcelBits Addin : Help

## Introduction & Operation

Most of the features & tools available in TMExcelBits require that first select a cell, a group of cells or range of cells for the feature to work. This of course means that you need to make your selection of cell(s) before you select the relevant feature from the TMExcelBits Add-In menu.

Some routines will only operate on & require a group of cells in a single column. In these cases, if you select cells in multiple columns, then the routine will only use the cells in the first column in the range & ignore the remaining cells.

The following is a list of all of the routines & functions available from TMExcelBits grouped by category. Any items without an explanation are considered to be self explanatory.

## Numbers & Formula

### Clear Numbers From Selection

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

### Convert All Numbers To Formulas

*This routine will convert all number cells in the selection to formulas by placing a equal sign in front of the number.*

*There are often very good reasons for doing this. You may have a worksheet that contains a mix of numbers that you regularly want to or need to change along with some numbers that will not need changing.*

*If you convert all the number cells you want to keep to formulas, it is then very easy to use the Clear All Numbers From Selection routine (above) to clear all numeric cells ready for some new data entry.*

*Existing formula cells & non-numeric cells will be ignored.*

### Convert All Formulas To Values...

*Will convert all formulas in the selected area to values once you confirm.*

### Protect All Formula Cells In Current Worksheet

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

### Add Error Checking To Formulas

*Will add error checking to all formula cells in the selected area. You can optionally allow for an error message to be placed in cells will errors. Formula cells that already have error checking will not be changed.*

### Maths

*The routines here allow you to do basic maths operations on the selected range of cells & have the result substituted into the cell contents without having to insert columns etc.*

*Note however, that the original cell values will be replaced by the new calculated results.*

### Display Cell Format of Current Cell

*Simply displays a message box showing the format of the currently selected cell.*

## Dates

### Convert Dates To Text

*This routine will convert every date cell in the current range to a text value in the format DD:MM:YYYY*

*All day & month values will be represented as two characters (zero padded if required) & all year values will be represented with four characters with each value separated by a the : character.*

### Date Maths

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*This routine will either increase or decrease all date cells (excluding formula cells) in the selected range by a specific number of days, weeks, months or years as required.*

## **Calculate Exact Age (Years, month & days)**

*Will calculate a persons exact age or time difference in years, months & days.*

## **Links & Error Cells**

### **List and Remove External Links...**

*This routine will insert a new worksheet in the current workbook & then list all other Excel files that this workbook has an external link to & display all relevant information in relation to the links.*

### **Link Status Checker**

*This routine will list the status of the 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 (Current Worksheet)**

*Will insert a new worksheet showing a coloured map of all cells with external links in the current worksheet.*

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### **Find Cells With Errors**

*Will insert a sheet in the current workbook listing all of the error cells in the current workbook & the type of error*

### **Map Error Cells**

*Will insert a new worksheet & 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, 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 routine inserts a new sheet that graphically maps the cell types in such a way that any apparent irregularities in the sheet will be immediately obvious.

<b>T</b>	Text cell
<b>H</b>	Hyperlink
<b>F</b>	Formula cell resulting in a numeric result
<b>D</b>	Formula cell resulting in a date result
<b>N</b>	Number cell
<b>D</b>	Normal date cell that is not a formula cell
<b>E</b>	Error cell

### **Sort Worksheets**

Will sort worksheets by name in ascending order.

### **Save Sheet(s) As PDF**

Will save the current sheet or all visible sheets in the workbook as separate PDF files, with the sheet name used for the file name(s).

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The destination folder defaults to the location of the current workbook, but this can be changed.

You can also optionally add a common prefix to each sheet name to be used as part of the file name as each file is saved.

## **Save Sheet(s) As Excel Files**

Will save the current sheet or all visible sheets in the workbook as separate Excel files, with the sheet name used for the file name(s).

The destination folder defaults to the location of the current workbook, but this can be changed.

You can also optionally add a common prefix to each sheet name to be used as part of the file name as each file is saved.

You can optionally convert all formulas in the new files to values without affecting or changing the source workbook.

## **Text**

### **Upper Case**

### **Lower Case**

### **Proper Case**

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### **Process Names**

*This routine will take a name in the format "Christian Names Space Surname" and convert it to "Surname Comma Space Christian Names".*

*It will also take a name in the format "Surname Comma Space Christian Names" or "Surname Comma Christian Names" and convert it to "Christian Names Space Surname".*

*This routine will work successfully with or without a space after the comma when converting from surname/christian name to christian name/surname.*

*You can elect to place the result as a single string into the same cell or adjacent cell or, as a separate surname & christian names into adjacent cells.*

*The names in the source list do not have to be in the same format for this routine to work. It will also work successfully with a list of names in mixed format (either surname or christian name first).*

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### **Remove Leading & Trailing & Excess Spaces**

*Will without any further warning, not only remove leading leading & trailing spaces from text in the selected cells, but will also remove excess (more than one space) within the text.*

### **List All Characters Used In Cells**

*This routine will scan every text cell in the selected range & create a unique list of every character used within the selected range.*

*A new worksheet will be inserted into the current workbook to display the list of characters used & the code for each character.*

### **Remove Unwanted Characters From Cells**

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*This routine will remove all unwanted characters from text cells in the selected range.*

*You do this by nominating what text characters are acceptable & everything else will be removed from each text cell.*

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## **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 value from each cell as the text is joined.*

*If you make this string "[NL]" (without the quotes) then the text from each source cell will be placed on a new line within 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.*

*You can nominate the starting point where the results will be placed & how many blank rows (if any) should be inserted between each entry in the destination results.*

## **Advanced Cells Merge**

*This routine will merge the contents of a group of selected cells either across columns or down rows into a single cell & allow you to include a character or text between each merged value.*

*You can also select where to place the merged text & whether you want to delete the original cell contents or not.*

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## **Keep First #n Characters In Cell**

*Enter the number of characters to keep for the selected range & the rest of the cell value will be discarded.*

## **Add Text To Cells...**

*Will add a specified string of text to the existing cell value for the selected range of cells. You can add the string to the beginning of the cell, the end of the cell or a specified number of characters from the start of the cell.*

## **Remove Number Of Characters From Cells...**

*Will remove the number of characters that you specify from either the beginning or the end of the cell value for the selected range.*

## **Remove Specified Text String From Cell(s)**

*Select a range of cells and type in the text string that you would like removed from the selected cells. You can optionally make the comparison case sensitive. The text string is a continuous string of characters that will be searched for & removed if found.*

## **Remove Specified Characters From Cell(s)**

*First select a range of cells then enter the individual characters that you would like removed from each cell within the range.*

## **Keep or Remove First or Last Word**

*Will simply keep or remove the first or last word (& the space before it) from the selected range of cells & leave the balance of the cell value.*

## **Move Last Or First Word**

*Will move either the last word or the first word in the currently selected cells & place that word on the same row in a column of your choice.*

*If you are moving the last word & there is already some text in the destination cell, then the word will be added to the start of the existing text separated by a space.*

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*If you are moving the first word & there is already some text in the destination cell, then the word will be added to the end of the existing text separated by a space.*

*The word that is moved and any remaining trailing commas in the source cell are removed from the text in the source cell.*

## **Pad Text**

*This routine will pad all text in the selected cells so that each cell ends up with text with text of the same length (number of characters).*

*You can select the text character to use as the padding character, and you can also select whether padding is placed at the start or the end of each cell. You can also nominate whether blank cells should be processed or not.*

## **Data, Lists & Duplicate Values**

### **Copy Formulas Only & Insert In New Row Below**

*Will insert a new row below the current row and copy all formulas in the current row to the new row.*

### **Replace Duplicate Values With...**

*You have a column sorted with all duplicate values together & you only want the first duplicate value in the active column to be unique or have a value.*

*Simply select the range, & leave the Replace With field blank to clear all duplicate values, or insert any other character or text that you would like to replace the duplicate values after the first one with.*

### **Replace Blank Cells With Value Above...**

*The reverse of "Replace Duplicate Values With..."*

*You have a column where only the first item for each duplicate value has a cell value. Select the range & the routine will replace all empty cells in the range selected with the first non blank value from a above.*

### **Number Duplicate Values**

*For this routine to work correctly, you firstly need to sort the range of cells based upon a column containing duplicate values. Now select a range of cells containing a series of duplicate values.*

*Next, select the target column where you would like the numbers to be placed.*

### **Combine (Add) Numeric Values For Duplicates**

*Do you have a column containing text values that include lots of different duplicate values & at least one other column that contains numeric values for each of the duplicate entries.*

*You would like to combine (add) the numeric values to get just one amount for each duplicate value then clear the cells containing the amounts you have combined to leave just a single amount showing for each duplicate entry.*

*This routine will do just that. Firstly, sort based on the column containing the duplicate values before calling this routine.*

*After sorting, highlight the range of duplicate values that you want to combine values for, call the routine & then enter the column number containing the numeric values to be combined.*

*If you have more than one column of numeric values to be combined, repeat this process for each column.*

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## Hide Duplicate Values

*This routine requires that you firstly sort on the column with the duplicate values.*

*You can then hide duplicate values in the selected range, leaving only the first or the last duplicate value of each group within the selected range shown.*

*If more than one column within the range is selected, only the first column will be used to check for duplicates.*

## Compare Data Lists

*This routine will allow you to compare two data lists which must be in two separate worksheets in the same workbook.*

*You select the two worksheets containing the data, enter the column to compare (can be a different one for each sheet) & the starting & end data rows in each sheet. Once you enter the start row number the routine will calculate the last data row but this can be changed.*

*The data lists do not have to contain the same number of records.*

*The comparison is done both ways & each value in one list which does not appear in the other list will have the cell background colour highlighted in the colour you have nominated.*

## Copy Or Move Text From Single Column To Multiple Columns (Structured)

*Ever get say a list of names & addresses (or other data) in different cells in a single column & you want them of course in separate cells on the same row. This routine will easily take care of that for you.*

*If each address record takes up the same number of cells, then you can highlight multiple records, tell the routine how many cells to a record, & then indicate where you want them moved to.*

*If the number of fields in each record varies, then you will have to use the unstructured version (see below) which will process the list just as well but without some of the options.*

*You can optionally elect to clear the contents of the source cells as you proceed.*

*The Row Gap field allows you to leave blank rows between the rows of data that are copied/moved.*

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## Copy Or Move Text From Single Column To Multiple Columns Unstructured Data

*Very similar to the structured routine (see above), except that this routine will handle "records" (group of cells) where the number of "fields" (cells) per record is not consistent.*

*There must be at least one blank row between each record for this routine to work. The number of blank lines is not relevant as long as there is at least one there can be a different number of blank lines between each record.*

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So, each "record" can contain a different number of fields (cells) and each related record (group of cells) must be separated by at least one blank line.

Turning "Smart Action" on allows you some flexibility where the number of fields varies from record to record.

You can tell the routine how many fields (cells) from the start of each record (group of cells) you want placed in the first columns available. The remaining fields (if any) are allocated from the last column available backwards.

Alternatively, you can tell the routine how many fields from the end of each record you want placed in the last columns available. The remaining fields (if any) are allocated from the first column on.

Say you have a list of names & addresses in a single column with each group of cells (record) separated by at least one blank line.

It is common for there to be a different number of address fields, but usually all records have the Town, State & Postcode as the last three fields.

Say you have a list of names & addresses in a single column with each group of cells (record) separated by at least one blank line.

It is common for there to be a different number of address fields, but usually all records have the Town, State & Postcode as the last three fields. In the Smart Setting box, select the "Fields To Place At End" option, then set this value to 3.

The data can be placed on the same worksheet as the source data on the same row as the first field (cell) in each record (group of cells), or on a new worksheet starting in row 1.

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## **Insert Blank Row(s) Based On Changing Column Value...**

Will simply insert one or more blank rows between each range of duplicated values in the active column. The blank rows can be easily removed with the "Remove Blank Rows" routine.

## **Standardise Data**

## **Rows & columns**

### **Delete Empty Rows**

### **Hide Or Delete Rows Based On Cell Value**

This routine will allow you to hide or delete rows based upon the contents of cells in the active column for the range of rows selected.

You can optionally hide or delete rows if the cell contents either equals or does not equal the trigger text that you have entered.

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*Note that this routine allows you to hide or delete rows based on a value either being present or not present in the active column, whereas the previous routine will only delete rows based upon an empty cell value in the active column.*

## **Copy Rows Based On Cell Value**

*This routine will allow you to copy rows where the value of selected cells meets a given criteria. If the value of the cells meets the condition for the "trigger text", than that row will be copied to a new worksheet.*

*You enter a value for the text or number you want to compare the cell values to & select the type of test you want applied.*

## **Copy Formulas Only & Insert In New Rows Below**

*Will insert a new row(s) below the current row and copy all formulas in the current row to the new row. You can select how many rows to insert.*

## **Insert Blank Row(s) Based On Changing Column Value...**

*Will insert a blank row between each range of duplicated values in the active column. The blank rows can be easily removed with the "Delete Blank Rows" routine.*

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## **Delete Empty Columns**

*You do not have to select the entire columns for this routine to work. You can simply select cells in a single row across multiple columns & the routine will work.*

## **Toggle**

**Display Gridlines**

**Display Row & Column Headings**

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**Print Gridlines**

**Print Row & Column Headings**

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**Worksheet Tabs**

**Formula Bar**

**Column Headings - Letters/Numbers**

## **Select**

**Current Region**

*A rectangular block of cells surrounded by blank rows & blank columns.*

**Used Range**

**Visible Cells**

**Cells With Errors**

**Cells With Formulas**

*You can then choose to lock or unlock the selected formula cells, or do nothing.*

**Cells With Numbers**

**Cells With Text**

**Blank Cells**

**Unlocked Cells**

**Locked Cells**

## **Other**

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## Display Folders & Files In Selected Folder

*This routine allows you to select a folder & then display the files and or folders within that folder.*

*The routine does not search below the level of the current folder.*

*The routine inserts a new sheet into the current workbook to list the entries in the selected folder.*

## Excel Information

*This option will show lots of information about the version of Excel you are running, and also some information about the current workbook.*

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## Register TMExcelBits

*TMExcelBits initially installs as a 20 day evaluation copy. If you are happy with the product & would like to continue using it, you can purchase TMExcelBits & register your copy to remove the evaluation status.*

*Once you have entered a valid registration code, you can no longer select this menu option.*

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## About TMExcelBits

*Shows the version number & version date of the add-in & contact details of the author.*

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