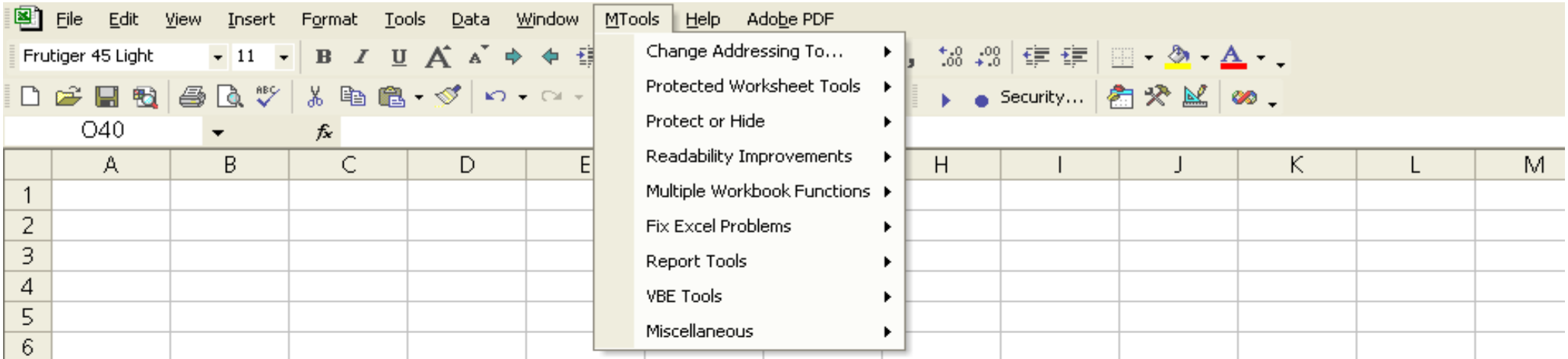

MTools (Pro/ Ultimate/ Enterprise)

The ultimative timesaving toolbox for every excel user!

v1.12

User Guidelines

Marc Müller
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Release date: 23.07.2019

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Edition	Price	Characteristics	Make a donation
MTools	USD 6.95 **(Now FREE)**	- Single User license - Provides over **30** time-saving functions - **No commercial use !** ⇨ **EULA**	
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MTools Enterprise	**(Now FREE)**	- Single User license for every employee of the company - Provides over **130** time-saving functions - **No commercial use !** ⇨ **EULA**	

Revisions History

Release	Date	Major Change
1.12	23.07.2019	Help Button
1.11	17.07.2019	The software is now available for free! (Voluntary donations are welcome... ☺)
1.10	03.05.2016	MTools Worksheet Functions (MWF) – Part IV
1.09	10.11.2013	MTools Worksheet Functions (MWF) – Part III
1.08	24.01.2013	MTools Worksheet Functions (MWF) – Part II
1.07	01.11.2012	MTools Worksheet Functions (MWF) – Part I
1.06	05.04.2012	Database functions for e.g. SAP User
1.05	20.12.2011	Ribbon User interface for Excel 2007 & 2010
1.04	01.05.2011	New Function: Encrypt/ Decrypt Excel files (128 Bit RC4 encrypted)
1.03	18.01.2011	French language support
1.02	23.11.2010	German language support
1.01	05.10.2010	New function "Edit Names"
1.00	02.09.2010	First public release
...		
0.01	10.12.2007	The first release of the Excel AddIn MTools

Key Benefits

1. Support for multiple worksheets
   Many functions support multiple worksheets. This means that you can select multiple worksheets - eventually you also need to select a cell range (valid for all selected sheets) - and execute the function.

2. Support for multiple closed workbooks
   There are tasks, that the user has to execute in multiple excel files (e.g Protect all worksheets). Many MTools functions let the user select an unlimited number of excel files and those files will be opened one after the other and the corresponding function will be executed.

3. Handles protected worksheets
   Many functions work also in protected worksheets. This means that you can execute those functions in protected worksheets and the function will ignore the locked cells but handle the unlocked cells. You can e.g. copy a formula to all unlocked cells in a worksheet without modifying the locked cells. This is something Excel cannot do by default.

4. Recovery of lost passwords
   This software is able to recover lost worksheet/ workbook passwords. An additional benefit is, that this functionality is not visible to people who do not know it, because you only get it by entering a special password.
   Please notice that you have to read and agree to adhere to the legality statement in the EULA before using this functionality. Whenever you use MTools, I assume that you are the legal owner of the used files and that you have the right to unprotect the sheets or workbooks even if it happens unnoticed.

5. As simple as possible but not simpler
   One of my goals was to make MTools as simple as possible and to think for the users instead of confusing them with too many options. I have a target audience in my mind to which I belong as well - people in a controlling and reporting environment - and I try to figure out what they need most and deliver that and only that, because I think that less is sometimes more. There is a reason, why Microsoft doesn't deliver a function for every possible Excel problem and the reason is maybe that they think as well, that too many functions would confuse the users more than they would serve them.

Install MTools

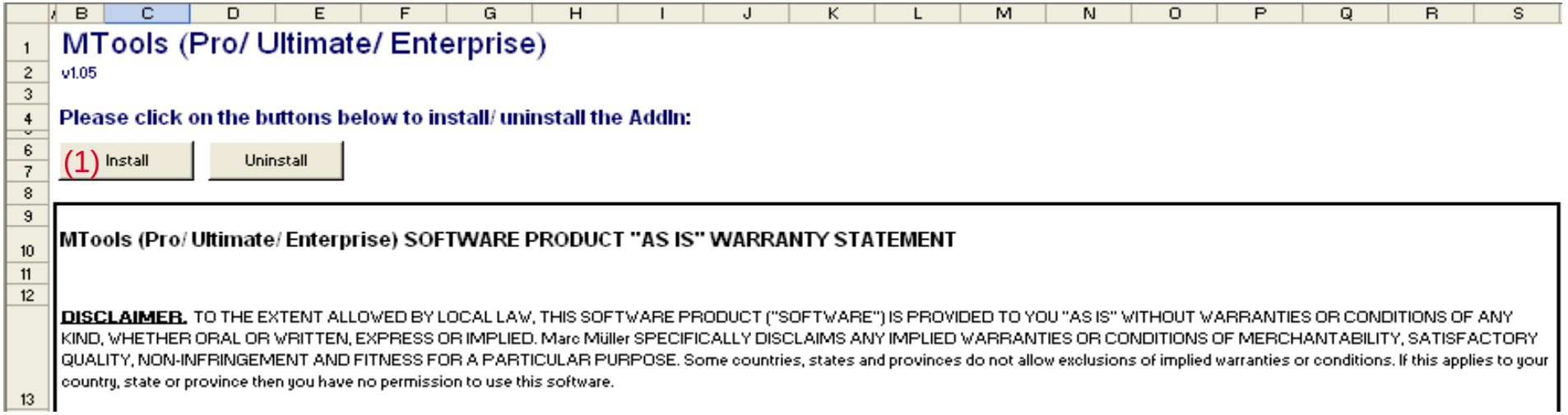
Automatic installation

How to Install MTools

The automatic installation installs MTools in the Microsoft Add-ins folder of the active User (e.g. C:\Users\Marc\AppData\Roaming\Microsoft\AddIns).
Advanced user might prefer to install MTools in a folder of their choice. That procedure will be explained on the next slide.

- UNZIP your download first! Otherwise the installation will fail! *(Do not just open the ZIP container with a double click!!!)*
- Open the Excel Workbook “Install.xls”
- Click (1) on the button “Install” *(Any previous installation of MTools (Pro/ Ultimate/ Enterprise) will be overwritten.)*

Please notice that MTools **doesn't make any entries in the Windows Registry**. No matter what access restrictions you have on your computer, MTools should work as long as you can use foreign excel spreadsheets on your computer.



Install MTools

Manual installation

How to install MTools manually

The manual installation of MTools in a folder of your choice is only for advanced users and will be soon replaced by a “semi automatic installation” procedure that is much simpler.

1. Open the Excel Workbook “Install.xls”
2. ‘File ⇨ Save As’ in the folder of your choice (e.g. C:\Tools\Mtools\MTools.**xla**) .
   Please notice that the **filename cannot be chosen!** It has to be ‘MTools.xla’ or ‘MTools.xlam’ but not e.g. ‘Tools.xla”.
3. Copy the file ‘Ribbon\MTools Ribbon.xlam’ in the same folder.
4. Now register the files ‘MTools.xla’ (or ‘MTools.xlam’) & ‘MTools Ribbon.xlam’‘ (File ⇨ Options ⇨ Add-Ins ⇨ Go… ⇨ Browse…’) and activate them by selecting the corresponding check marks.

Please notice that you have to make the manual installation only once. If you install later a new version of MTools, then the automatic installation will detect, that you prefer a different directory and will use it.

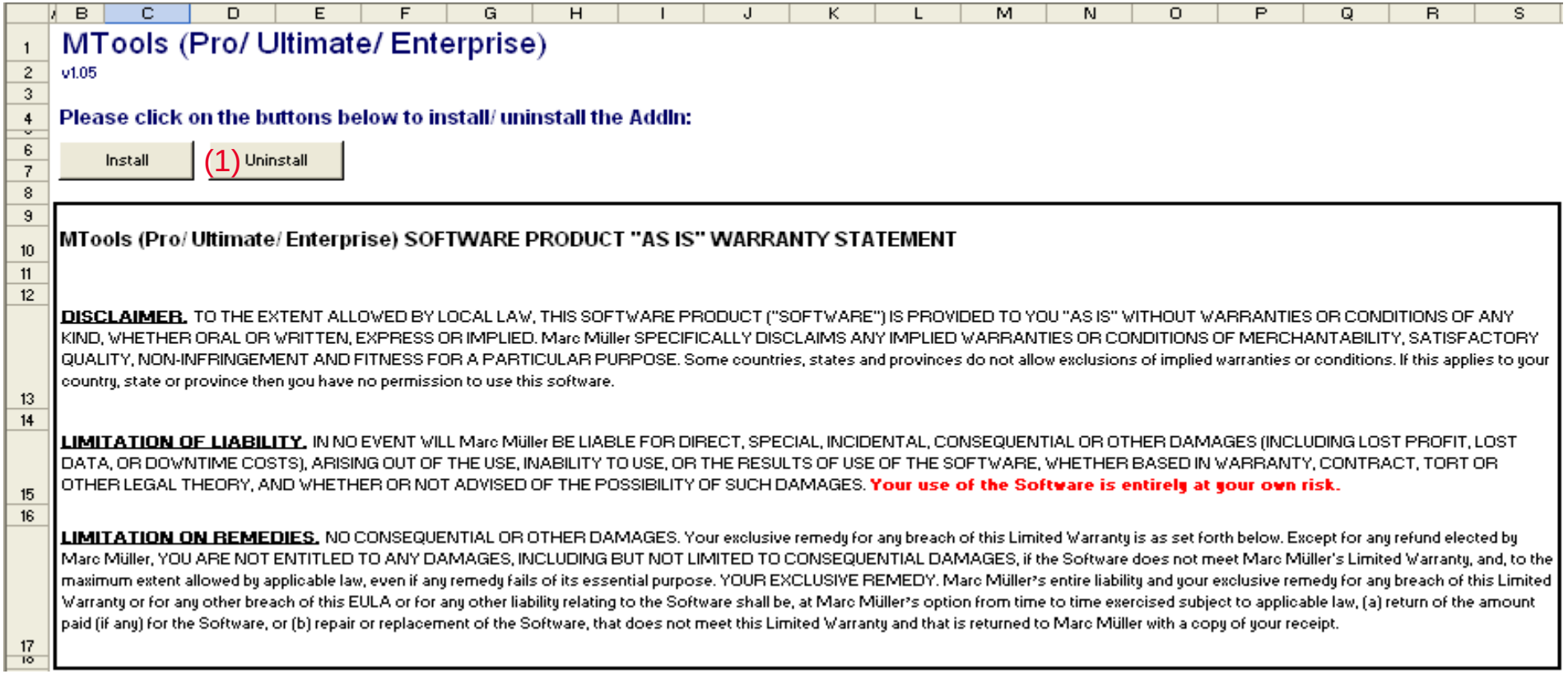
Why should I install MTools manually?

The automatic installation installs MTools in a user specific folder. This is a disadvantage, when you are using the ‘MTools Worksheet Functions” (MWF) and distributing your spreadsheets to other people. The reason for that is that, Excel is creating an excel link to the add-in MTools, when you are using the MWF. If you distribute now your spreadsheet to other people, then the mentioned excel link will point to a wrong location and for that user, the MWF will return a reference error. However, MTools will inform the user about this problem and fix it on demand, but nevertheless it is easier if every user saves the addin MTools in the same folder on the same drive (e.g. C:\MTools).

Uninstall MTools

How to uninstall MTools

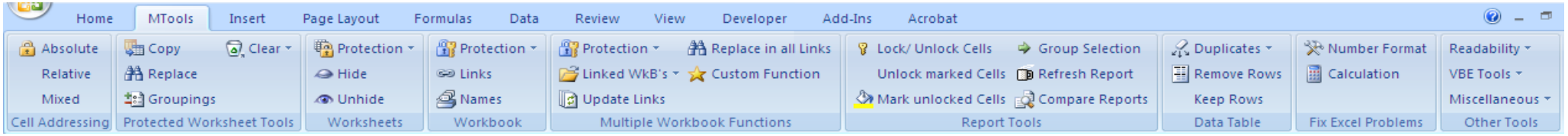
- Open the Excel Workbook “Install.xls”
- Click (1) on the button “Uninstall” *(You can use a Pro/ Ultimate or Enterprise (Trial) edition to uninstall any release of MTools)*



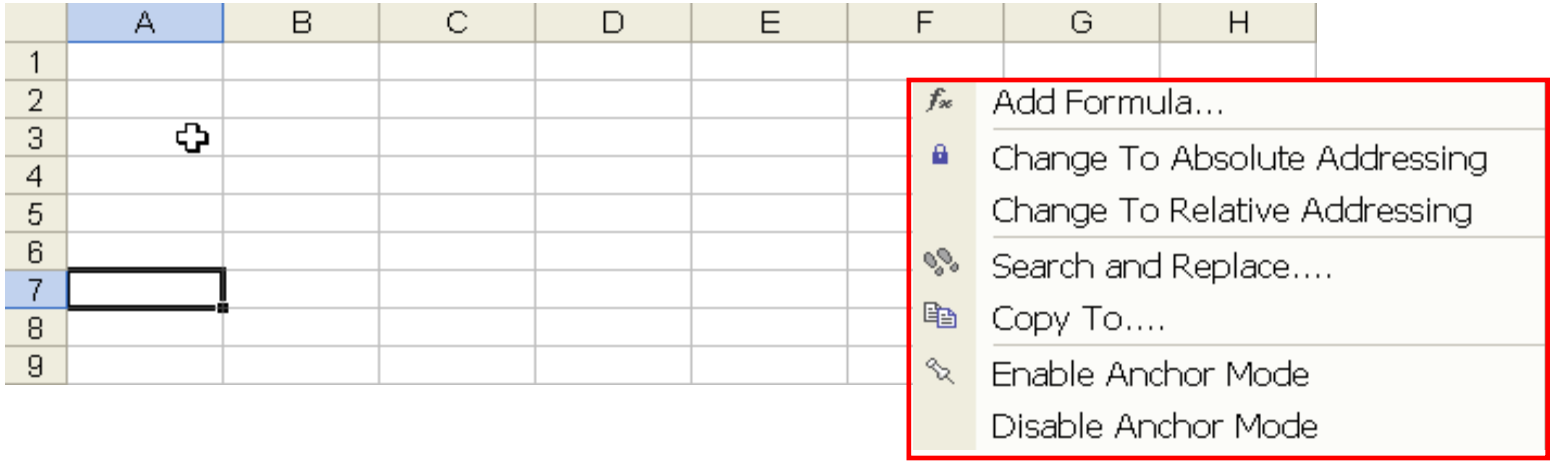
Functions Overview

Ribbon User Interface and Shortcut Menu

MTools Ribbon



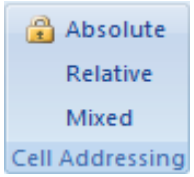
Shortcut Menu



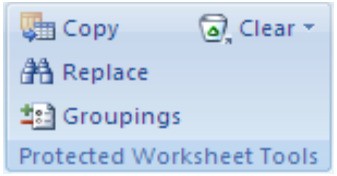
MTools Ribbon

Function Groups

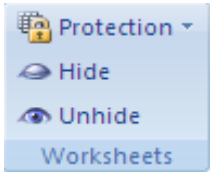
Cell Addressing



Protected Worksheet Tools

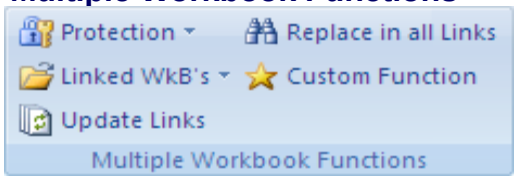


Worksheets

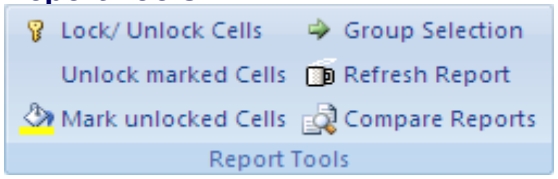


Workbook

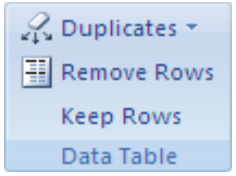
Multiple Workbook Functions



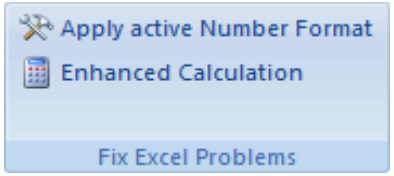
Report Tools



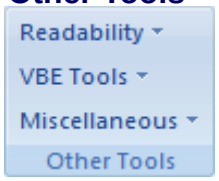
Data Tables



Fix Excel Problems



Other Tools

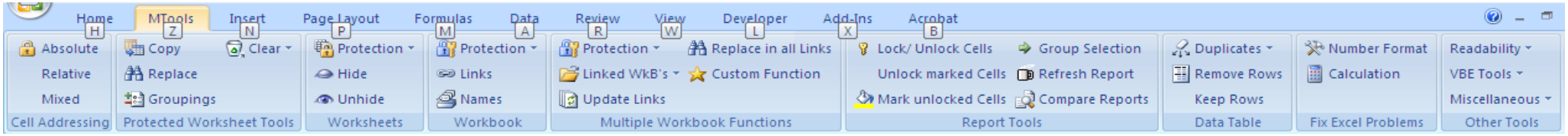


MTools Ribbon

Quick Access using KeyTips

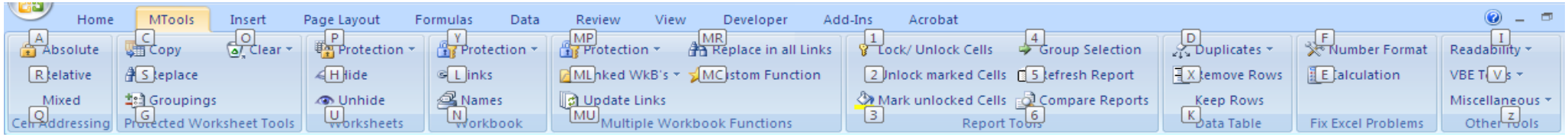
KeyTips

Using KeyTips is a quick way to execute the MTools Functions. Whenever you press the **<ALT> key**, you get an overview of keys you have to press to access the available tabs. Please press **'Z'** to access the tab MTools.



Now you can access a specific function by clicking on the shown keys:

e.g. - Press the key **"C"** to execute the function **"Copy To"**
- Press first the key **"M"** and afterwards the key **"U"** to execute the function **"Update Links"**



Shortcuts Overview

Function	Shortcut
Toggle MTools Menu and Ribbon (only MTools Ultimate/ Enterprise)	CTRL + SHIFT + **M**
Toggle Anchor Mode	CTRL + SHIFT + **A**
Enhanced Workbook Calculation	CTRL + SHIFT + **R**
Group Selection by Indent Level	CTRL + SHIFT + **G**
Edit Links	CTRL + SHIFT + **L**
Edit Names	CTRL + SHIFT + **N**
Add Worksheets	CTRL + SHIFT + **S**
Insert Rows	CTRL + SHIFT + **I**
Change Values to Text	CTRL + SHIFT + **T**
Paste Special Values	CTRL + SHIFT + **V**
Paste Special Formulas	CTRL + SHIFT + **F**

Function group “Cell Addressing“

Absolute and Relative Adressing

Absolute Addressing

This function changes the relative Adressing (i.e. =A1) in formulas into an absolute Addressing (i.e. =$A$1) in the selected cells (1) of the selected worksheet(s).

i.e: = A1 + A2 + 7 ⇨ = $A$1 + $A$2 + 7

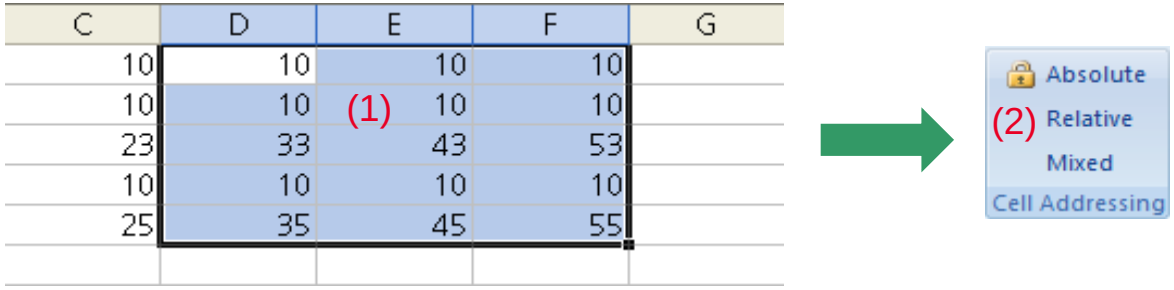
Relative Addressing

This function changes the absolute Adressing (i.e. =$A$1) in formulas into a relative Addressing (i.e. =A1) in the selected cells (1) of the selected worksheet(s).

i.e: = $A$1 + $A$2 + 7 ⇨ = A1 + A2 + 7

Key Benefit

- Works also in protected worksheets *(unlocked cells)*



Function group “Cell Addressing“

Mixed Addressing

Mixed Addressing

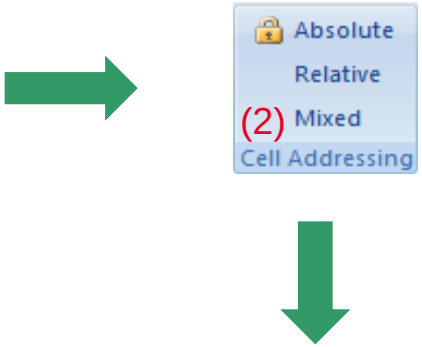
This function let‘s you change the addressing (i.e. =A1) in formulas into a combination of absolute und relative addressing (i.e. =$A1) in the selected cells (1) of the selected worksheet(s).

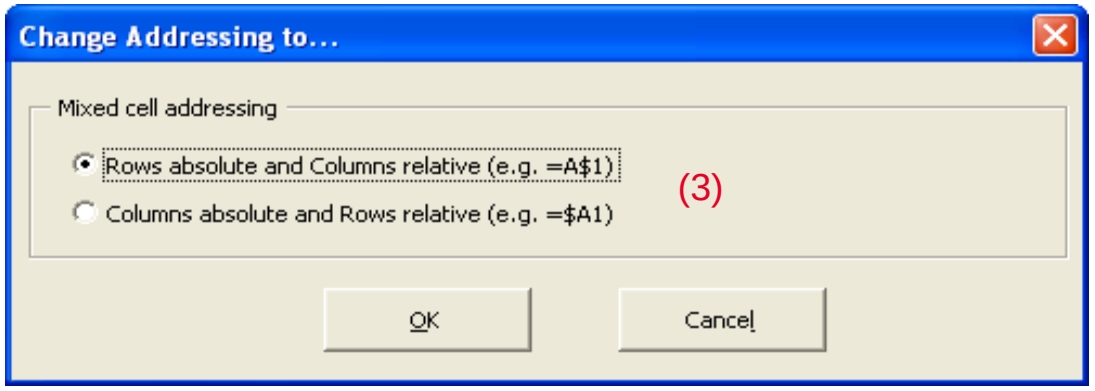
i.e: = A1 + A2 + 7 ⇨ = $A$1 + $A$2 + 7

Key Benefit

- Works also in protected worksheets *(unlocked cells)*

C	D	E	F	G
10	10	10	10	
10	10	(1) 10	10	
23	33	43	53	
10	10	10	10	
25	35	45	55	

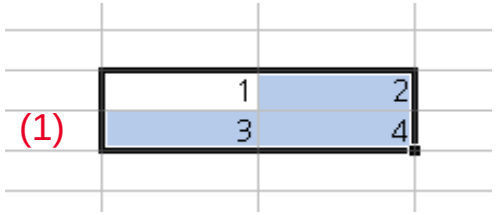


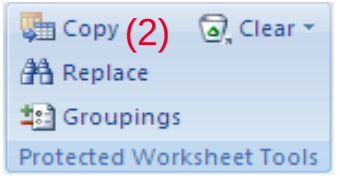


Function group “Protected Worksheet Tools”

Copy to

Copy to





1. Select the cells, that you want to copy
2. Click on “Copy To”
3. Click on the button "..."
4. Select the destination area
5. Paste data as formulas/values or only as values?

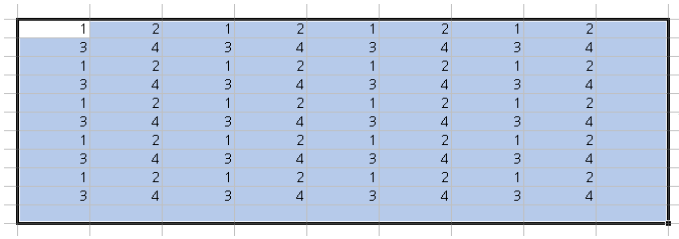
6. Do you want to copy the source data multiple times?
   'Multiple Paste' checked
   Copy the source data n-times in the destination area without passing over the selected destination area.

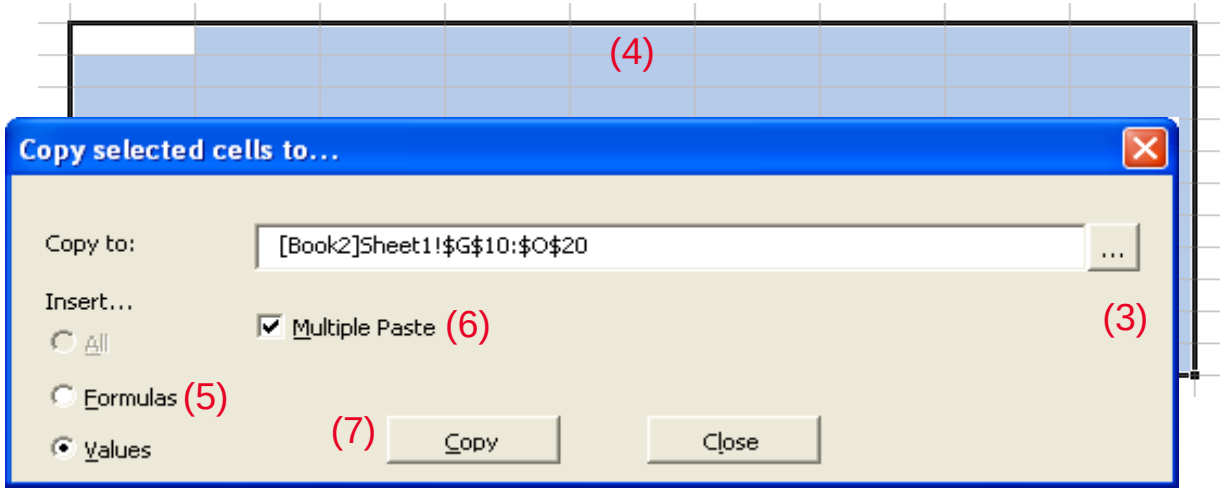
   'Multiple Paste' unchecked
   Copy the source data exactly once to the destination area.
   (Even if the destination area is smaller then the source area)

7. Copy

Key Benefit

- Works also in protected worksheets *(unlocked cells)*

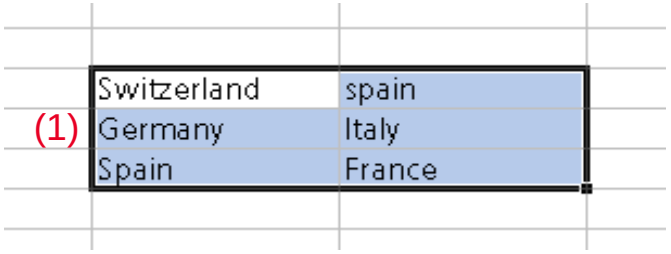


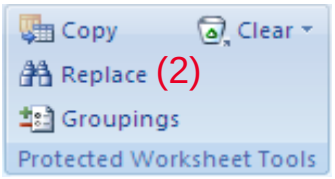


Function group “Protected Worksheet Tools”
Replace

Search and Replace

This function replaces in the selected area of the selected sheets a chosen string by another string.

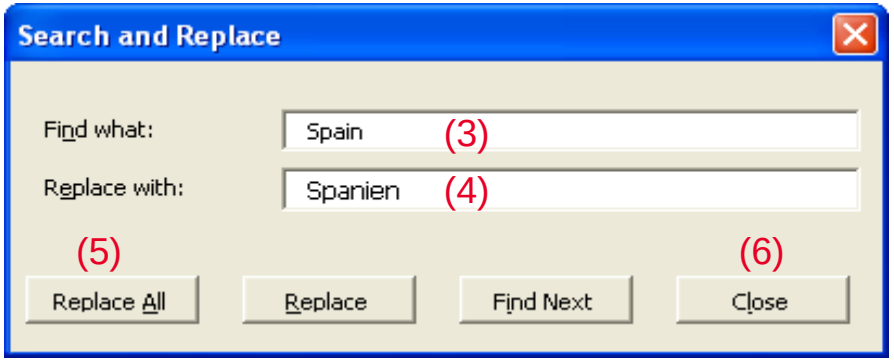


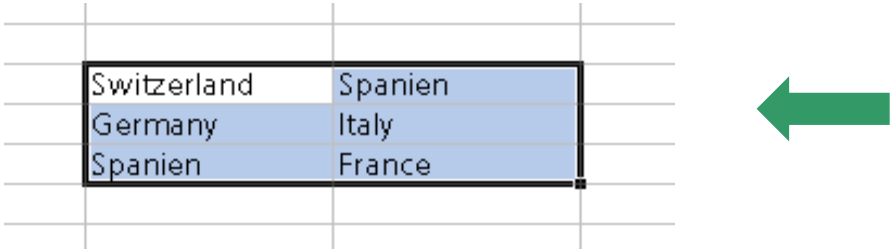


1. Select one or multiple cells
2. Click on “Replace”
3. Search for what? (not case sensitive)
4. Replace by what?
5. Replace All ⇨ Replace everywhere in the selected area
6. Close

Key Benefit

- Works also in protected worksheets *(unlocked cells)*





Function group “Protected Worksheet Tools”

Groupings

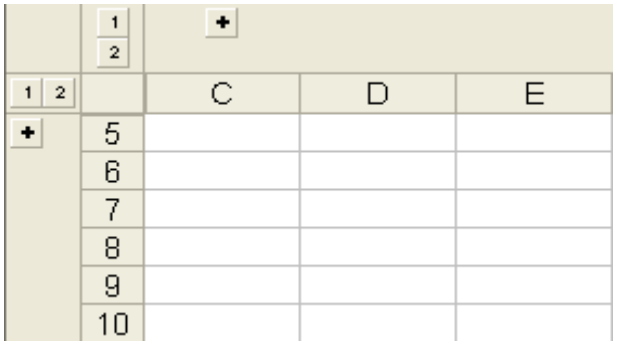
Change Outline Level

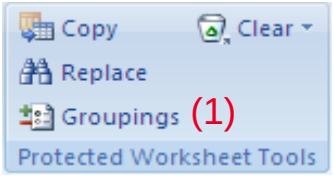
This function lets you determine the Outline level for all selected worksheets.You can open/close the Groupings in columns and/or rows.

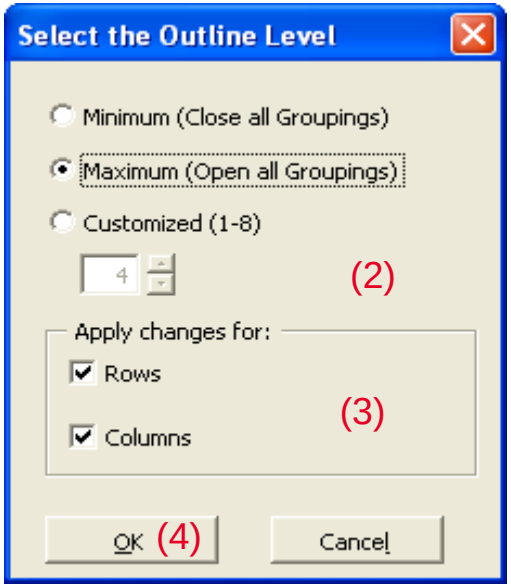
1. Click on “Groupings”
2. Minimize or Maximize the Groupings?
   (or select the outline level)
3. Apply changes for groupings in rows and/or columns?
4. OK

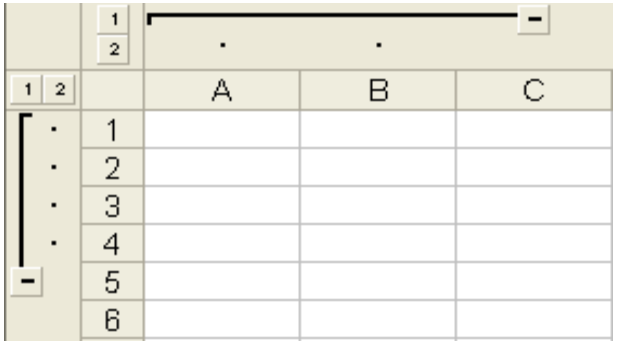
Key Benefit

- Changes the Outline level for multiple worksheets at once









Function group “Protected Worksheet Tools”
Clear

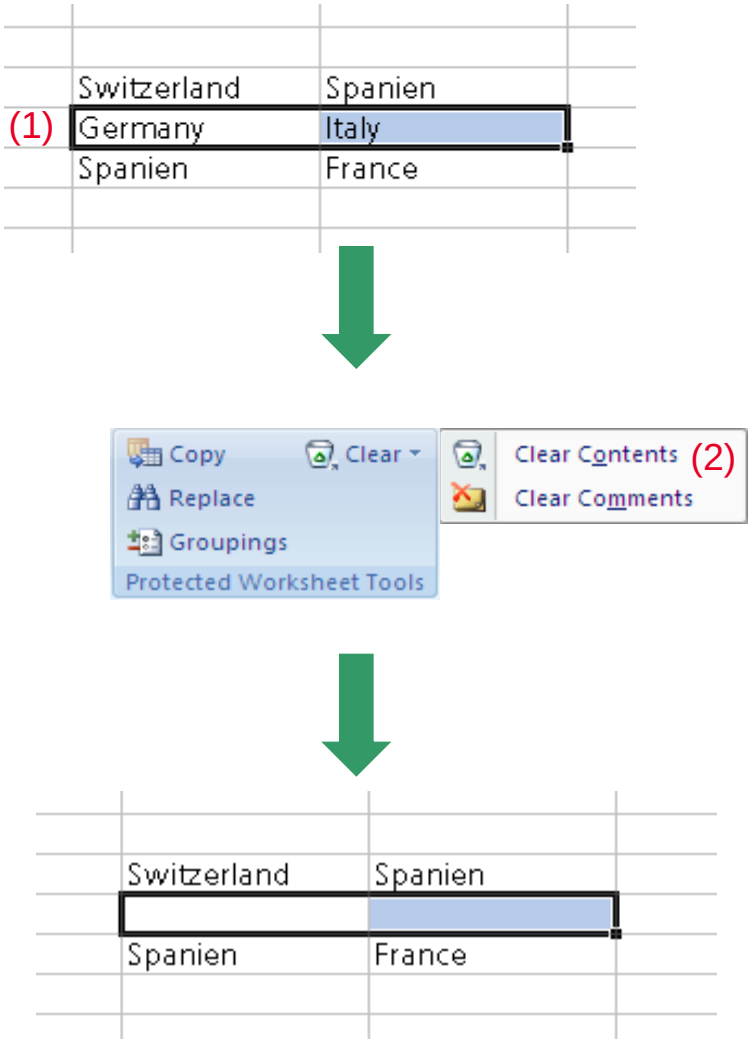
Clear Contents

This function deletes the content of the selected cells in the selected worksheets.

1. Select one or multiple cells

2. Click on “Clear Contents”

Key Benefit
- Works also in protected worksheets *(unlocked cells)*



Function group “Protected Worksheet Tools”
Clear

Clear Comments

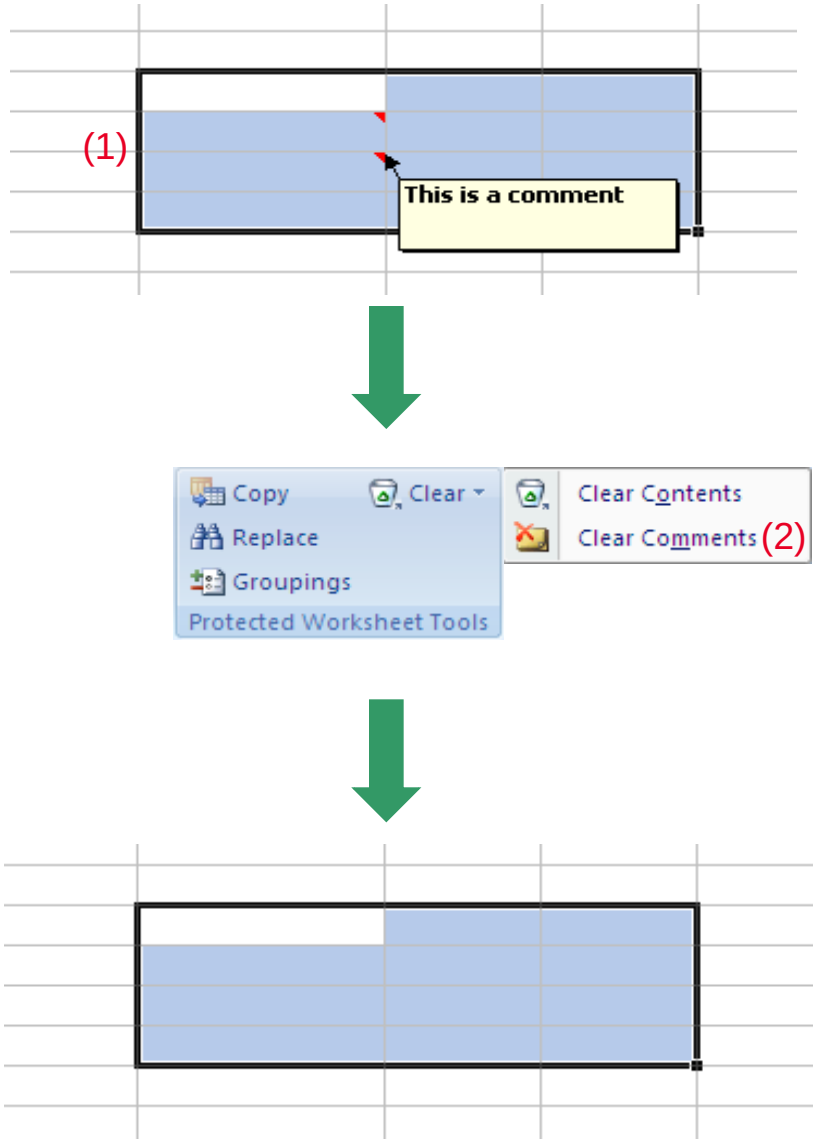
This function deletes the comments in the selected cells of the selected worksheets.

1. Select one or multiple cells

2. Click on “Clear Comments”

Key Benefit

- Works also in protected worksheets *(unlocked cells)*

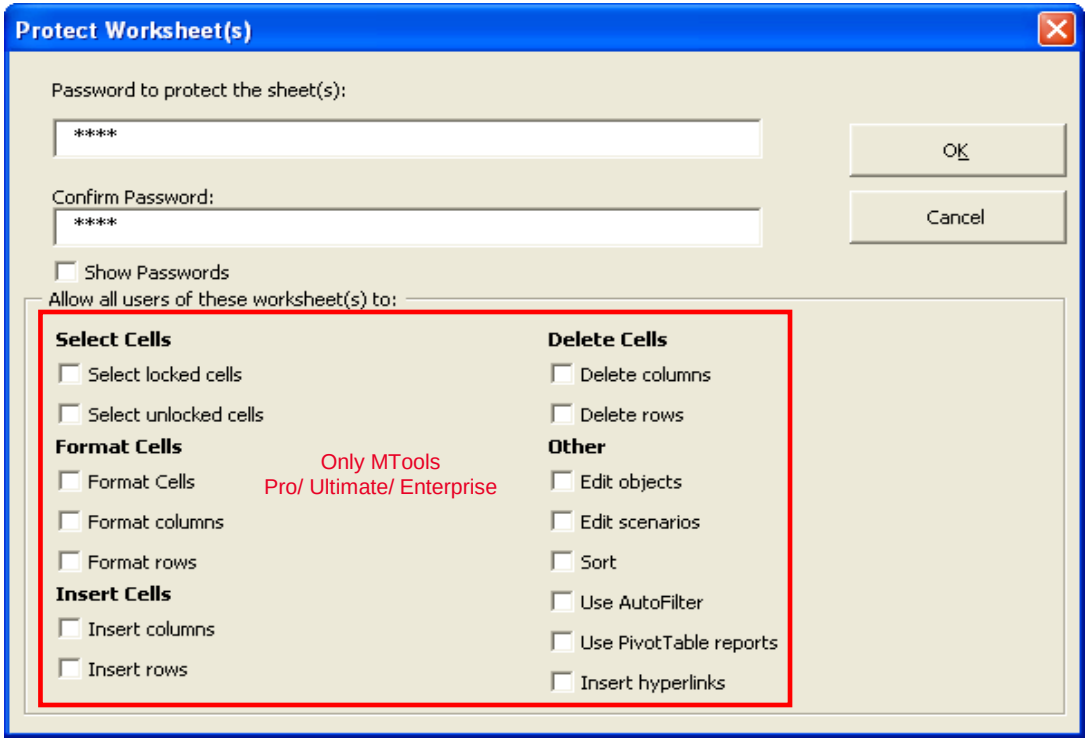


Function group “Worksheets”
Protection

Protect All Worksheets

This function protects all worksheets
in the active workbook with a chosen password.

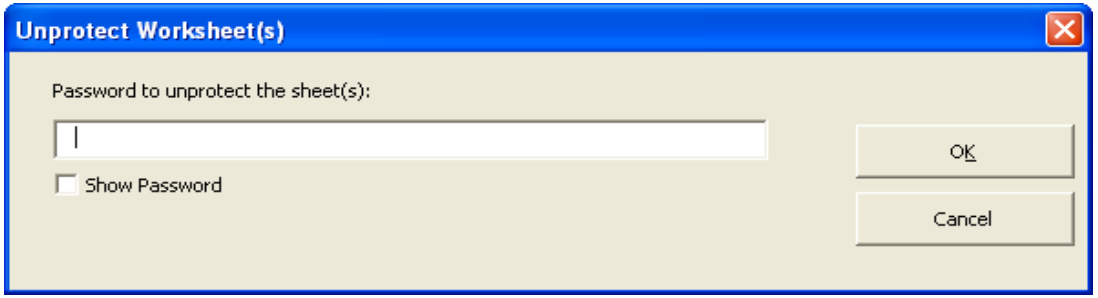
Please notice that by default you should not select
any of the advanced options below.



Unprotect All Worksheets

This function unprotects all worksheets
in the active workbook. If necessary, you will
be asked for a password.

The required password to "recover" any lost
password will be delivered when you buy the software.



Key Benefit

- Recovers lost passwords
- Protects/ unprotects multiple worksheets at once

Function group “Worksheets”
Protection

Protect Selected Worksheets

This function protects the selected worksheets in the active workbook with a chosen password.

Please notice that by default you should not select any of the advanced options below.

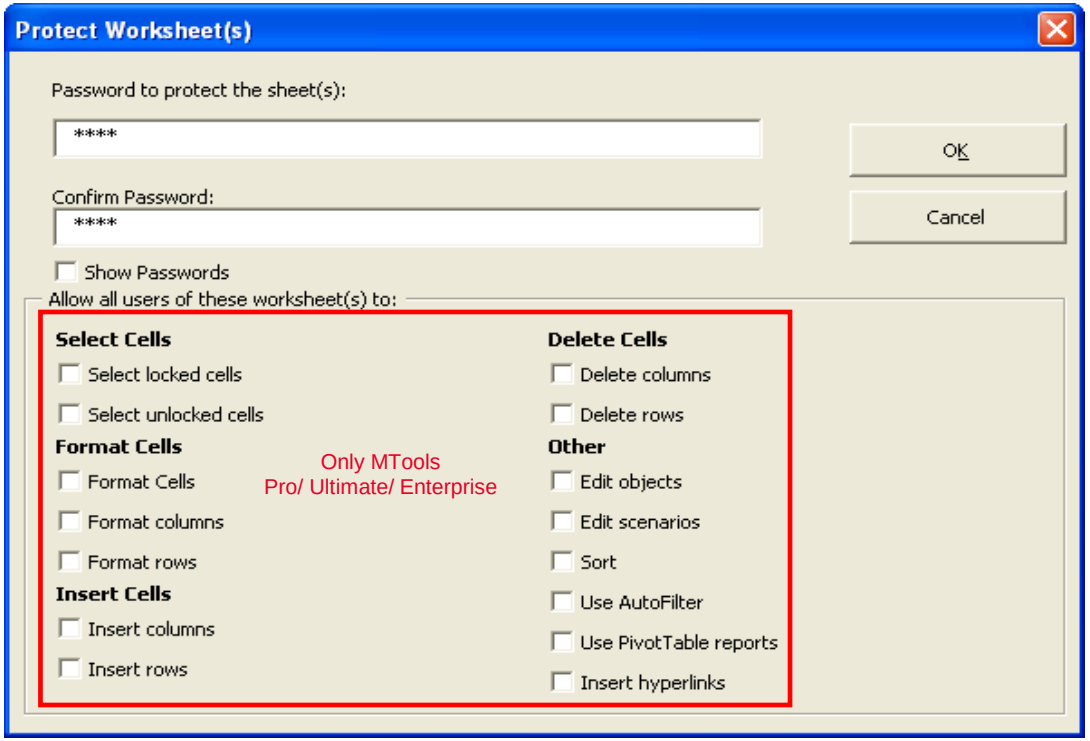
Unprotect Selected Worksheets

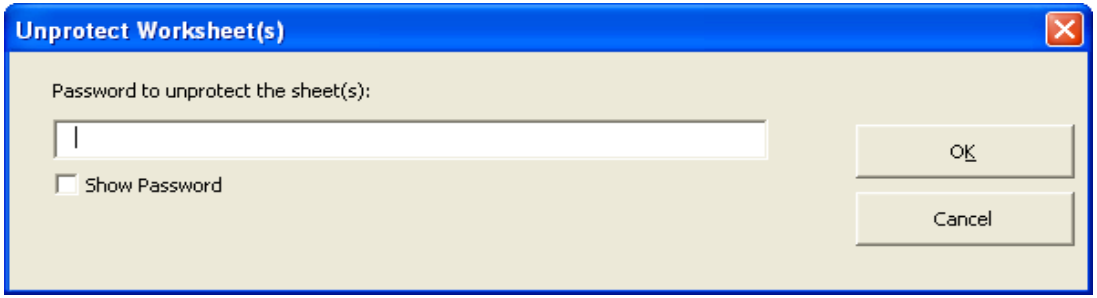
This function unprotects the selected worksheets in the active workbook. If necessary, you will be asked for a password.

The required password to "recover" any lost password will be delivered when you buy the software.

Key Benefit

- Recovers lost passwords
- Protects/ unprotects multiple worksheets at once





Function group “Worksheets”

Hide/ Unhide

Hide Sheets

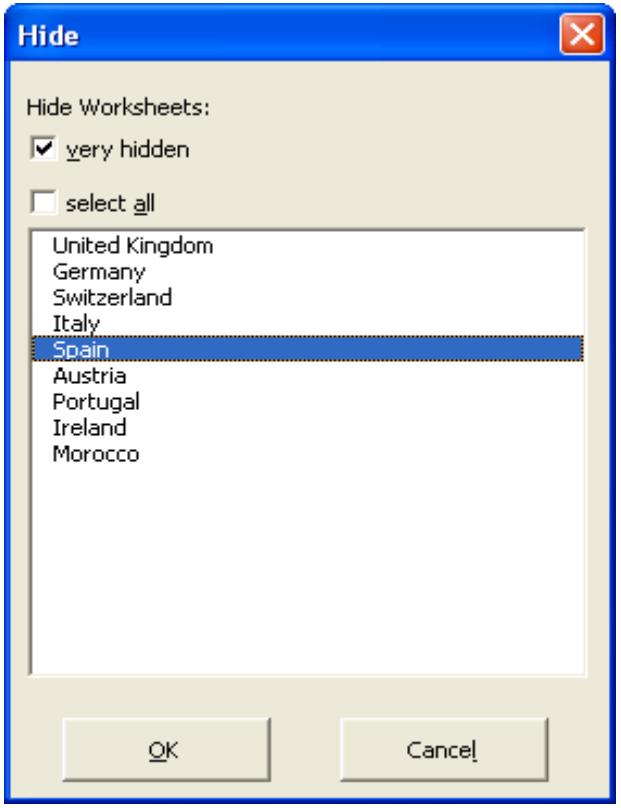
This function let's you hide one or multiple worksheets. It will not be possible to unhide those sheets with the standard Excel Unhide function. If the checkbox “very hidden“ is checked, then it will not be possible to unhide those sheets later with the standard Excel Unhide function.

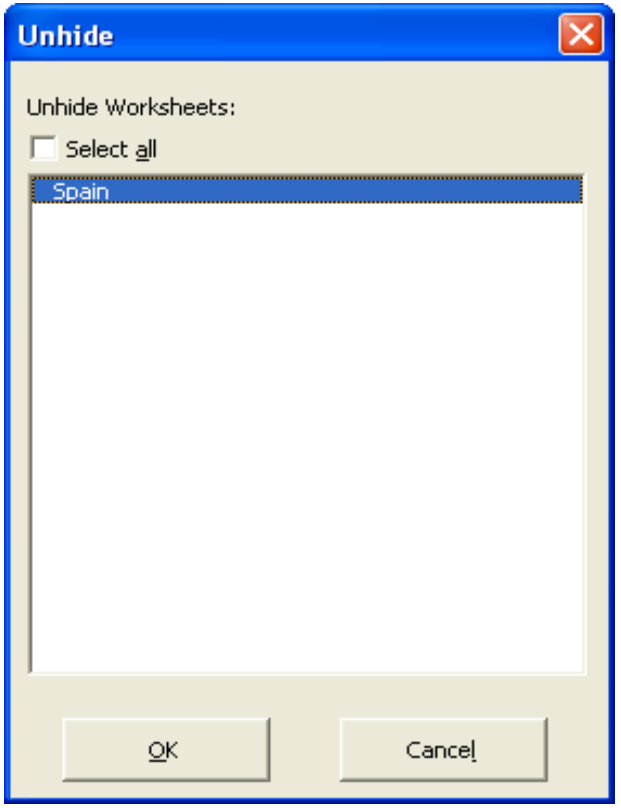
Unhide Sheets

This function let's you unhide one or multiple worksheets in the active workbook.

Key Benefit

- Unhides multiple sheets at once
- Hides sheets as 'very hidden'
- Unhides 'very hidden' sheets





Function group “Workbook”
Protection

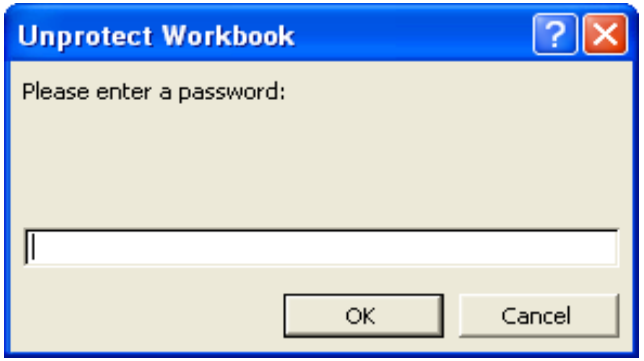
Protect Workbook

This function protects the active workbook with a password of your choice. This function doesn’t offer any additional benefit compared to the corresponding ‘Protect Workbook’ function from Excel. I offer it only to complete the function category.

Unprotect Workbook

This function unprotects the active workbook. If necessary, you will be asked for a password

The required password to "recover" any lost password will be delivered when you buy the software.



Key Benefit

- Recovers lost password

Function group “Workbook“
Protection

Encrypt Workbook (only MTools Pro/ Ultimate/ Enterprise)

This function encrypts the active workbooks with a 128 Bit RC4 encryption and saves the workbook afterwards. You will be prompted for a password when opening those files later.

Decrypt Excel files (only MTools Pro / Ultimate/ Enterprise)

This function removes the file opening password from the active workbook, decrypts and saves it.

Function group “Workbook”
Links

Edit Links

This function supports the user in updating or modifying Excel links. Please notice that this tool let's you modify different links at the same time and that you can even change links to files that do not yet exist. Select first the links you want to change and click then on one of the buttons at the right.

Update All
Update all Links.

Update Selection
Update the selected Links.

Change Source
Replace one selected Link
by chosing a new Excel file.

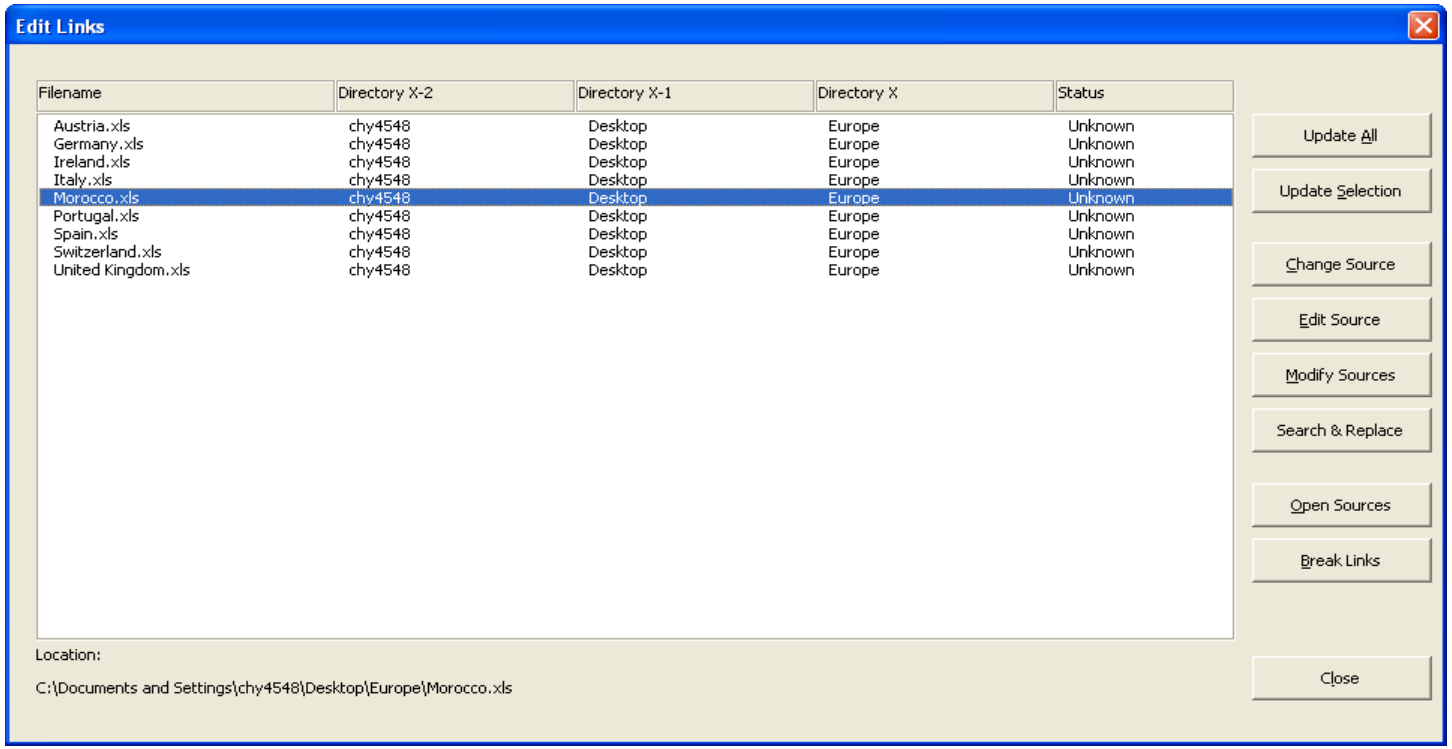
Edit Source
Manually edit the selected Link.

Modify Source
Modify the corresponding parts of
the selected links at once.

Search & Replace
Replaces a string in all selected Links.

Open Sources
Opens the selected Excel workbooks.

Break Links
Removes the selected links.

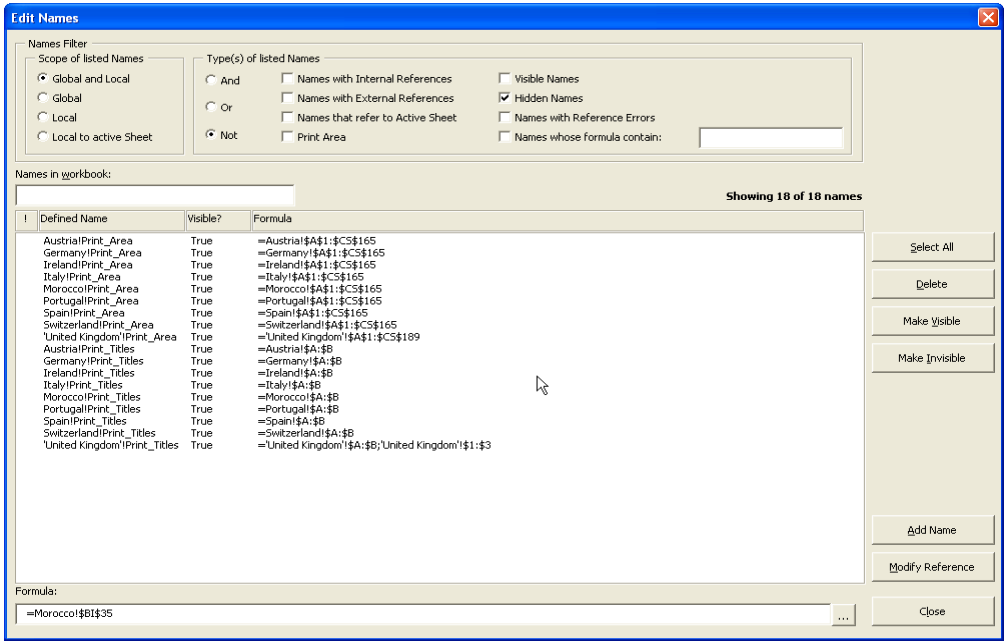


Function group “Workbook”

Names

Edit Names

This function let's you edit the names in the active workbook. You can create/ modify or delete names and you can filter them by scope and type.



Scope of listed Names
Global Names: Unique names in the workbook
Local Names: Names that refer to a specific sheet

Filter by type of listed Names
AND: Only those names that meet all conditions in the checked checkboxes will be shown in the box below.

OR: All names, that meet one of the conditions in the checked checkboxes will be shown in the box below.

NOT: All names, that do not meet any condition of the checked checkboxes, will be shown in the box below.

Function "Make Visible/Invisible"
This function lets you toggle the visibility of the names. Please notice that the standard Excel function only shows the visible names.

Function "Add Name"
Enter a name in the Textbox and a formula in the formula textbox and click on 'Add Name'.

Function "Modify Reference"
Select a name, modify the formula in the formula textbox and click on "Modify Reference"

Function "Delete Name"
Select the names you want to delete and click on "Delete".

Function group “Multiple Workbooks Functions“
Protection

Protect Workbooks

This function protects multiple workbooks with a password of your choice.

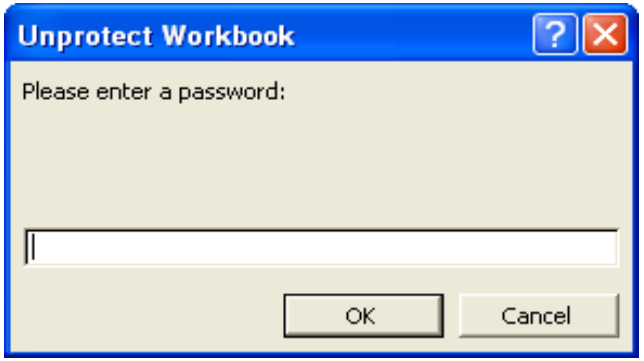
Unprotect Workbooks

This function unprotects multiple workbooks. If necessary, you will be asked for a password

The required password to "recover" any lost password will be delivered when you buy the software.

Key Benefit

- Recovers lost password



Function group “Multiple Workbooks Functions“
Protection

Encrypt Excel files (only MTools Pro/ Ultimate/ Enterprise)

This function encrypts multiple excel files with a 128 Bit RC4 encryption. You will be prompted for a password when opening those files later.

Decrypt Excel files (only MTools Pro / Ultimate/ Enterprise)

This function removes the file opening password from multiple workbooks and decrypts the files.

Key Benefit

- You can work with your excel files without an opening password and before you distribute them to other people you can comfortably add a password to all those files.

Function group “Multiple Workbook Functions“
Protection

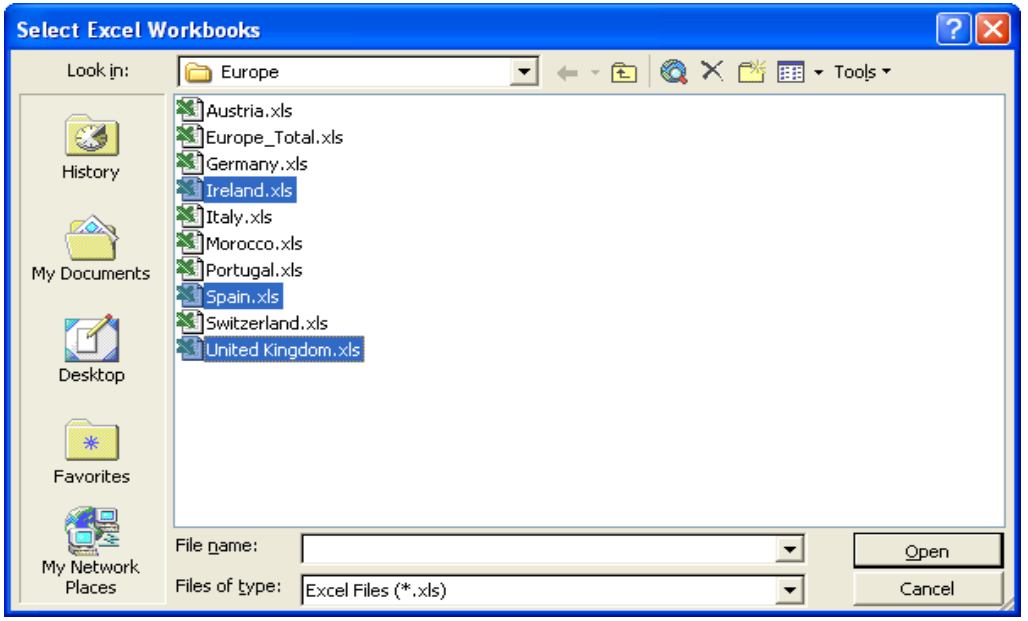
Protect All Worksheets (only MTools Pro/ Ultimate/ Enterprise)

This function protects all worksheets in the selected workbooks with a password of your choice.

Unprotect All Worksheets (only MTools Pro/ Ultimate/ Enterprise)

This function unprotects all worksheets in the selected workbooks. If necessary, you will be asked for a password.

The required password to "recover" any lost password will be delivered on demand.



Key Benefit

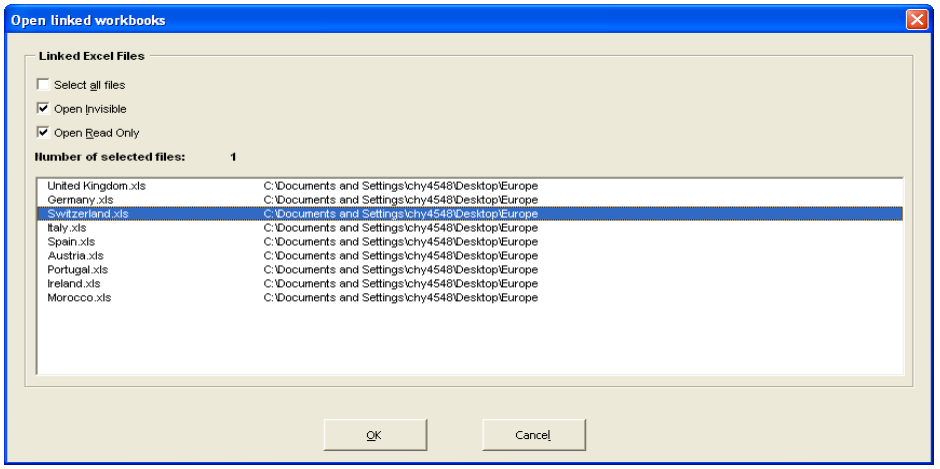
- Protects/ unprotects multiple sheets in multiple excel files

Function group “Multiple Workbooks Functions“

Linked WkB‘s

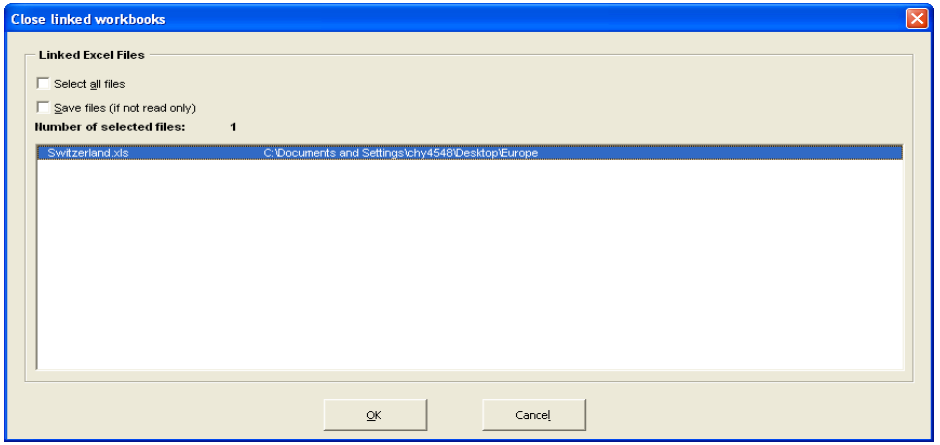
Open linked Workbooks (only MTools Pro/ Ultimate/ Enterprise)

If the active workbook links to other excel workbooks, then this function let's you open those files or some of them. If you open the files “invisible“, you can save excel ressources what means that you can open more files at the same time.



Close linked Workbooks (only MTools Pro/ Ultimate/ Enterprise)

If the active workbook links to other excel workbooks, then this function let's you close those files or some of them.



Key Benefit

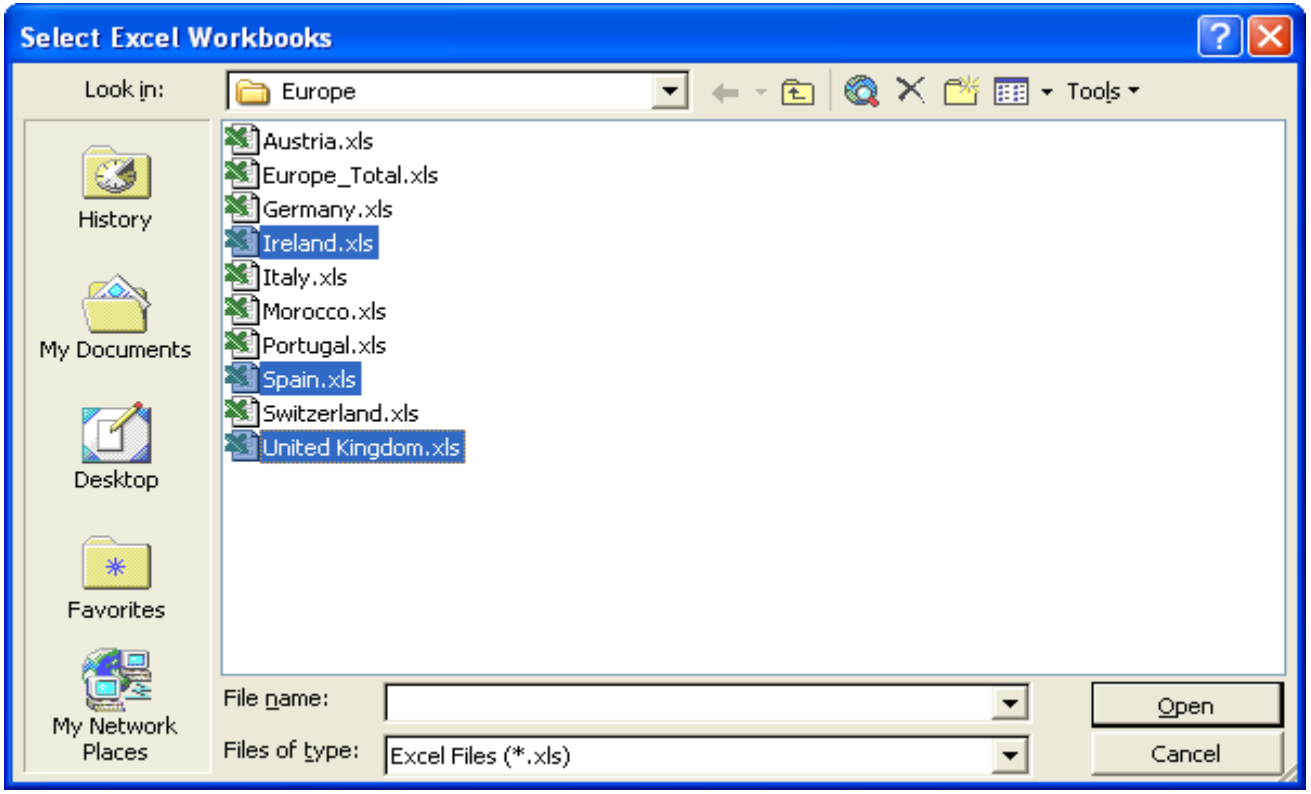
- Saves Excel ressources when opening the excel files invisible
- Prevents any unwanted changes when opening the files read-only
- Opens all linked excel files at once

Function group “Multiple Workbook Functions“
Update Links

Update Links (only MTools Pro/ Ultimate/ Enterprise)

This function updates all external Excel Links in the selected Excel workbooks and saves and closes them.

1. Select the excel files that you would like to update
2. Click on the button 'Open'



Key Benefit

- Updates Links in multiple excel files

Function group “Multiple Workbook Functions“

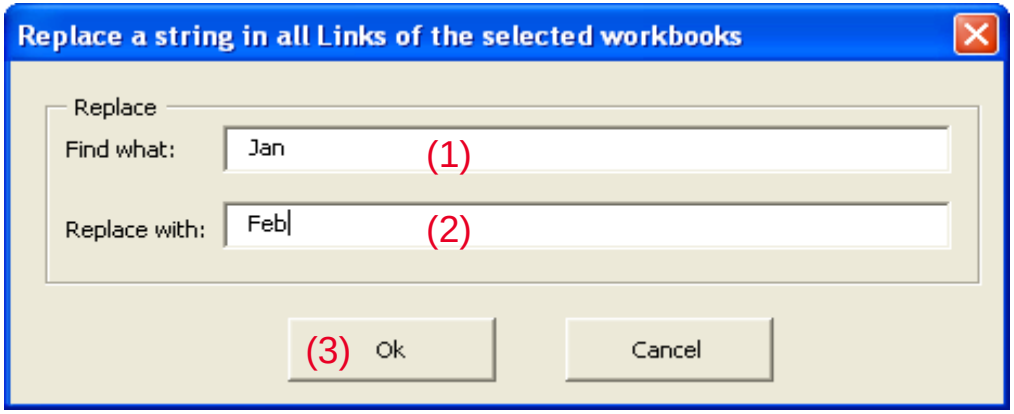
Replace in all Links

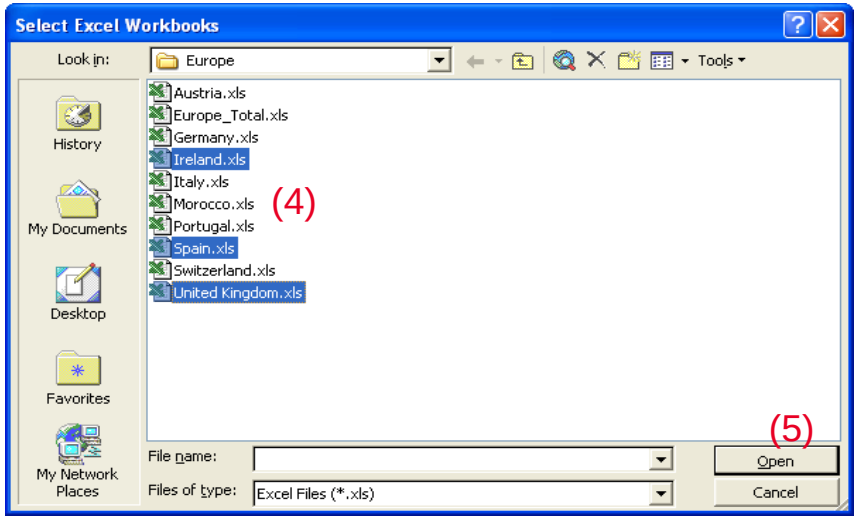
Replace in all Links (only MTools Pro/ Ultimate/ Enterprise)

This function replaces a chosen string (not case sensitive) in every link in the selected excel workbooks.

Key Benefit

- Modifies Links in multiple excel files





Function group “Multiple Workbook Functions“

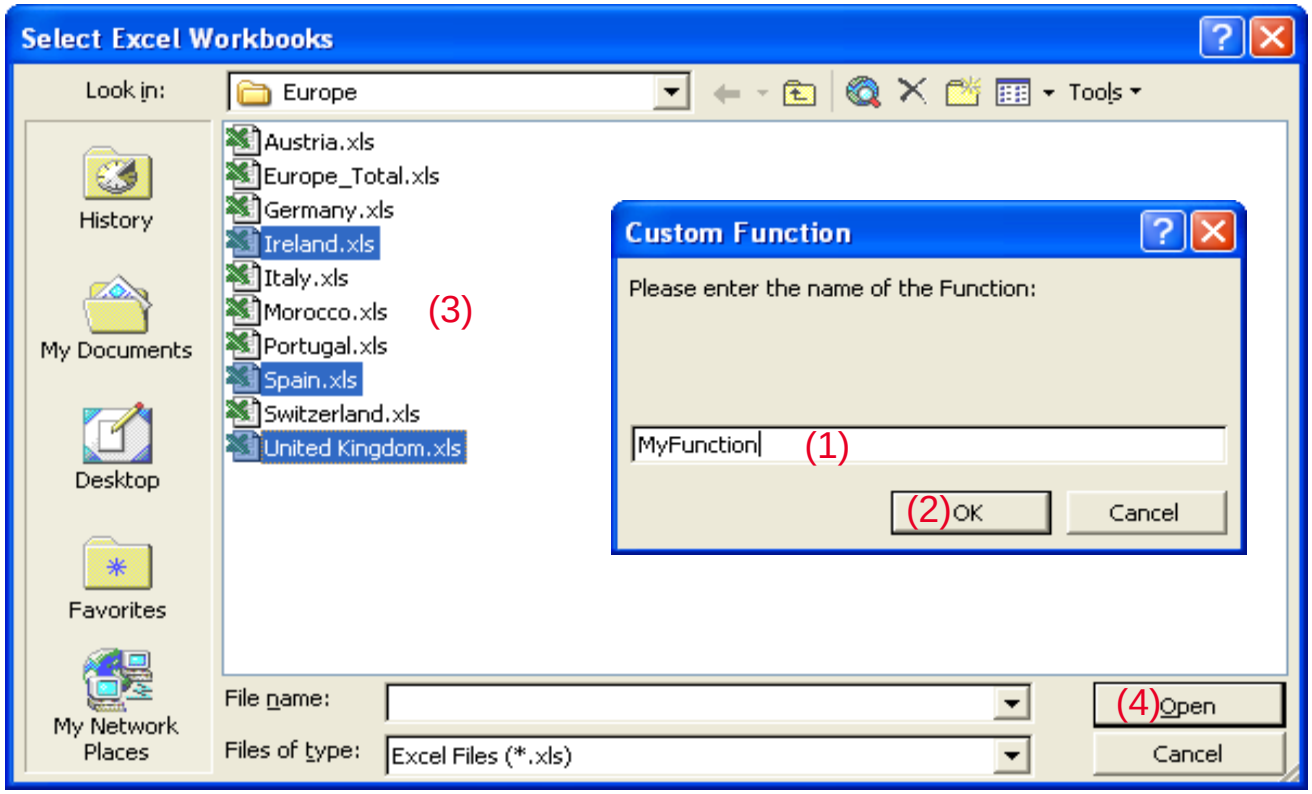
Custom Function

Custom Function (only MTools Ultimate/ Enterprise)

This tool is for the advanced Excel User, who creates it's own Macros. The function will ask you for the name of a Macro and that Macro will be executed in all selected files. The Macro can be stored in any open excel file. It could even be part of the file that you open. The Macro needs to be PUBLIC and you cannot pass any data to it.

Key Benefit

- Executes any function in multiple excel files



Function group “Report Tools“

Lock/ Unlock Cells

Lock/ Unlock Cells (only MTools Pro/ Ultimate/ Enterprise)

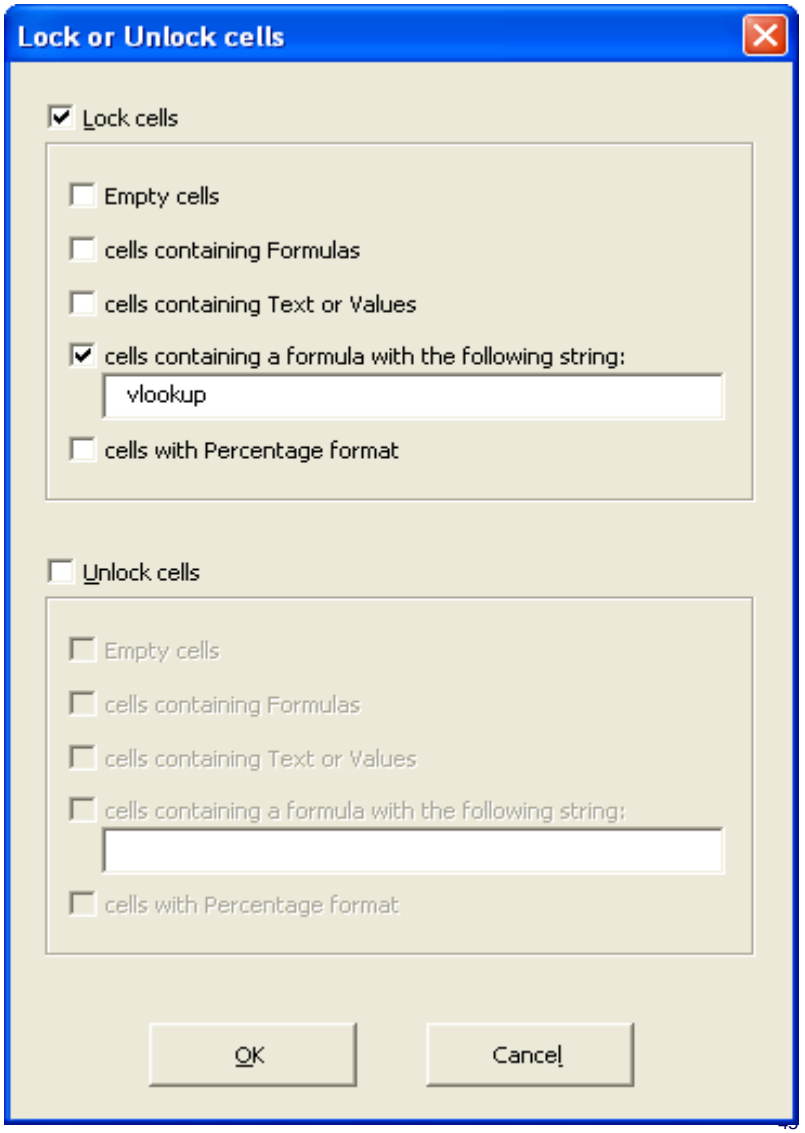
This function let's you lock and/or unlock those of your selected cells that apply to certain conditions:

- empty cells
- cells that contain any formula
- cells that contain text or values
- cells that contain formulas with a specific string *(not case sensitive)*
- cells that have a % in the number format
  (Please be aware that this doesn't 100% mean that the cell has a percentage format)

Please notice, that the worksheet must be unprotected when you use this function.

Key Benefit

- Selective locking/unlocking of cells supports the user in the development of reports
  (e.g. Copy a formula (e.g. VLookup) in all unlocked cells)



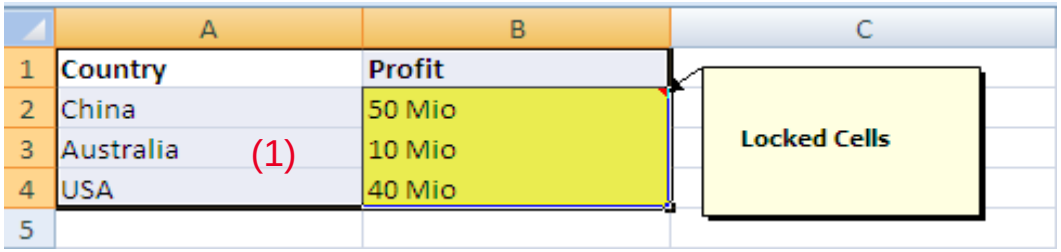
Function group “Report Tools“

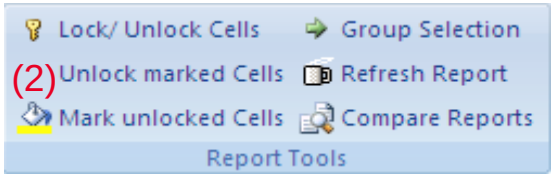
Unlock marked Cells

Unlock marked Cells (only MTools Pro/ Ultimate/ Enterprise)

This function let's you unlock those cells in your selection, that have a specific background color.

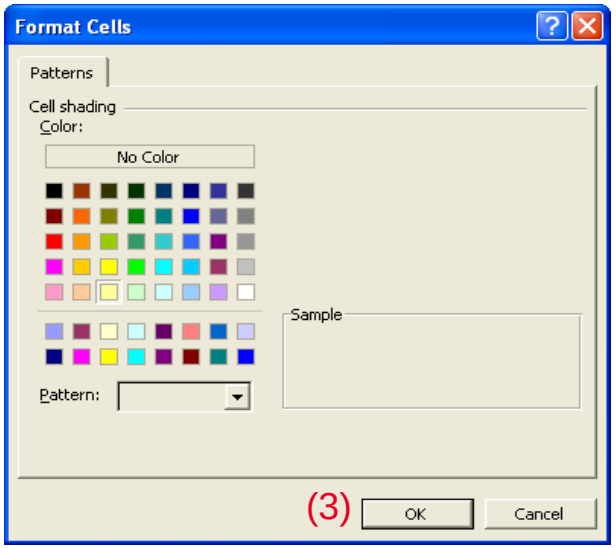
Please notice, that the worksheet must be unprotected when you use this function.

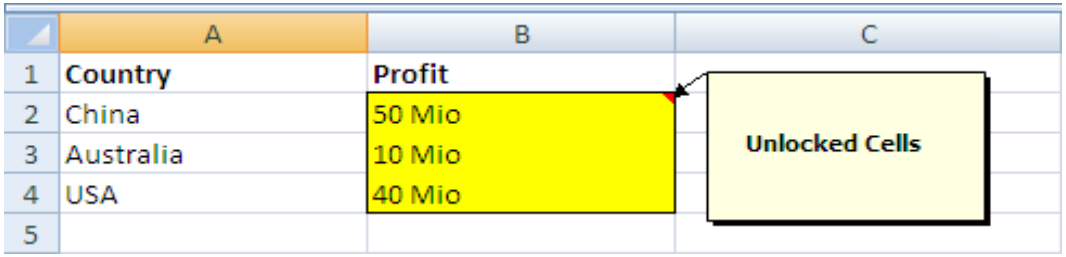




Key Benefit

- Selective unlocking of cells supports the user in the development of reports
  (e.g. Unlock all yellow cells, that represent the input cells)





Function group “Report Tools“

Mark unlocked Cells

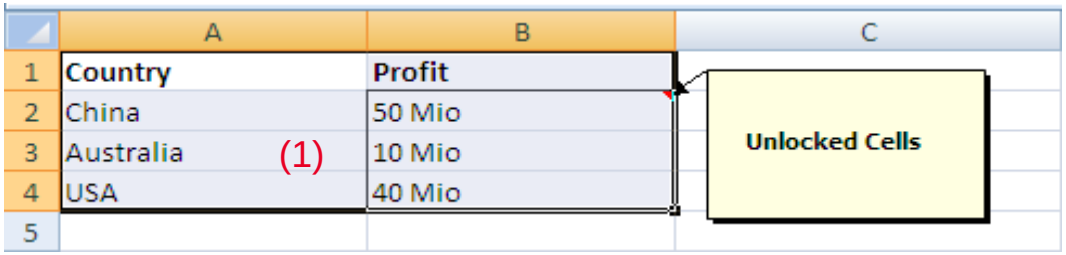
Mark unlocked Cells (only MTools Pro/ Ultimate/ Enterprise)

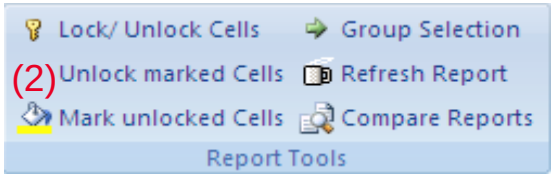
This function changes the background color of all unlocked cells in your selection to a color of your choice.

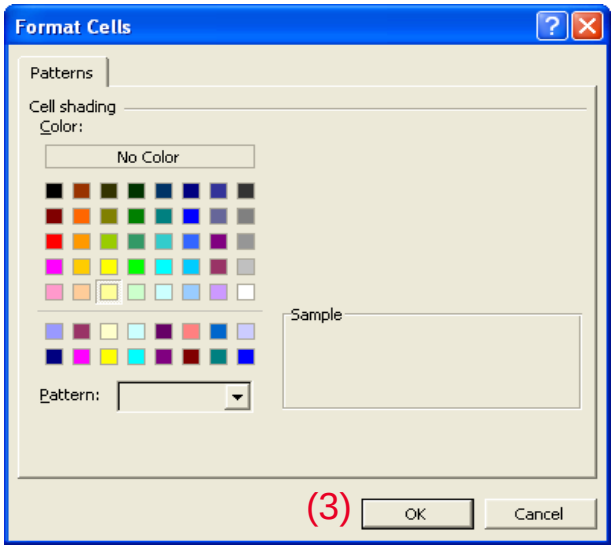
Please notice, that the worksheet must be unprotected when you use this function.

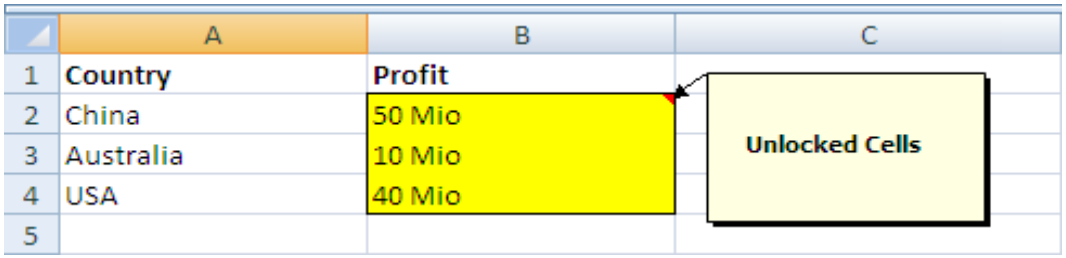
Key Benefit

- Shows visually the lock status of the selected cells









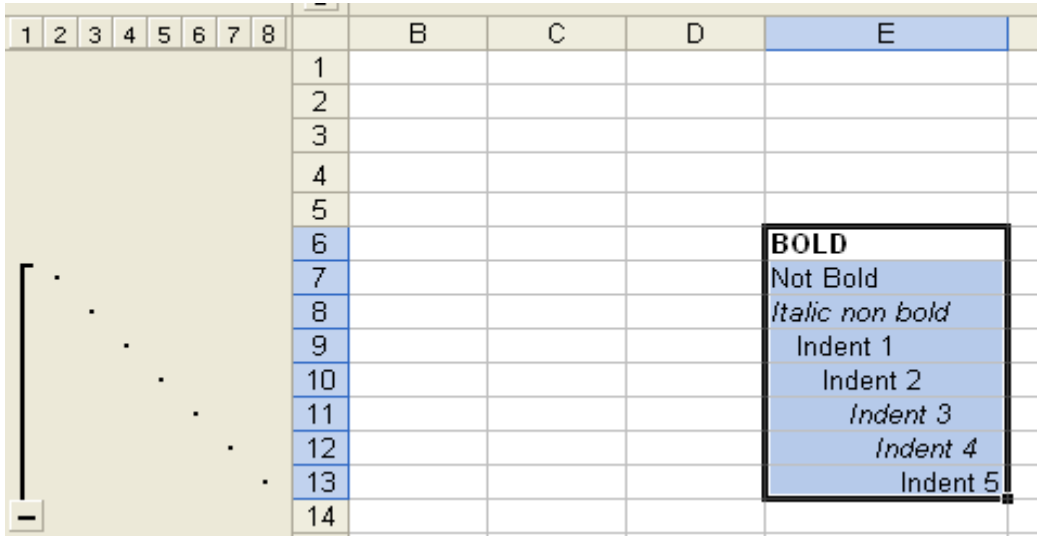
Function group “Report Tools“

Group Selection

Group Selection by Indent Level (only MTools Pro/ Ultimate/ Enterprise)

This function groups rows or columns mainly depending on the indent level of the text in the selected cells.

Outline Level 1: Bold text *(Indent level 0)*
Outline Level 2: Normal text *(Indent level 0)*
Outline Level 3: Italic, non bold text *(Indent level 0)*
Outline Level 4: Text with Indent Level 1
Outline Level 5: Text with Indent Level 2
Outline Level 6: Text with Indent Level 3
Outline Level 7: Text with Indent Level 4
Outline Level 8: Text with Indent Level 5

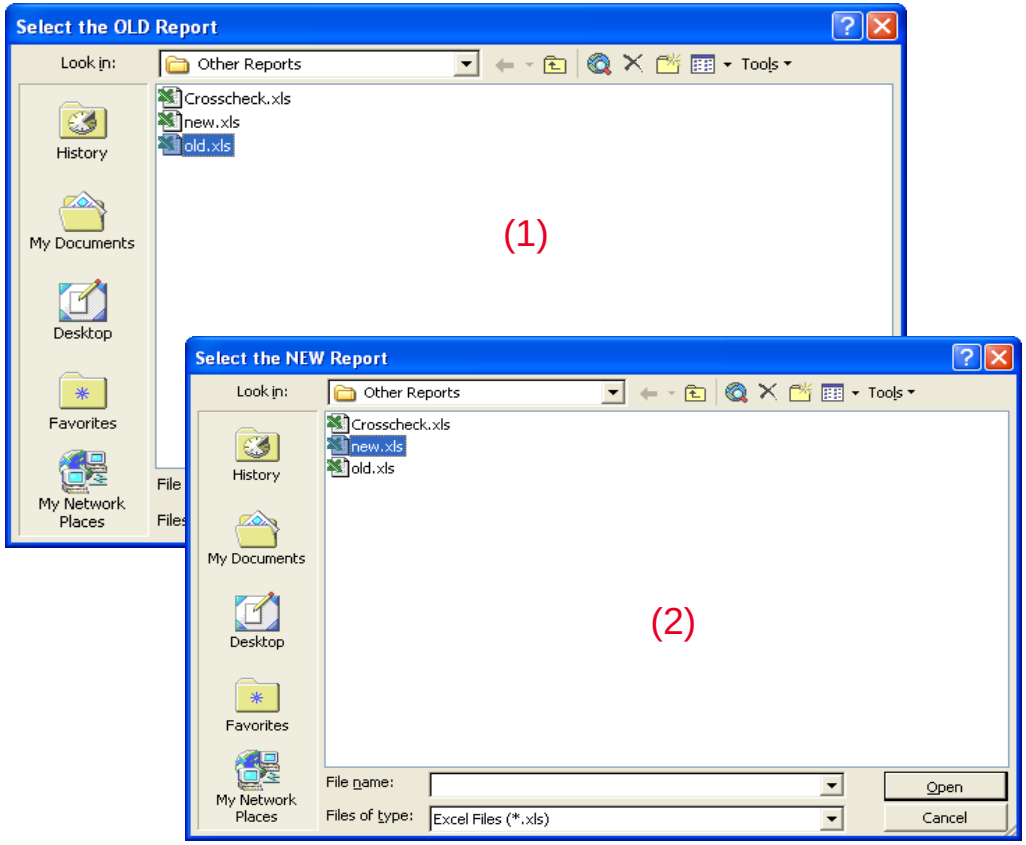


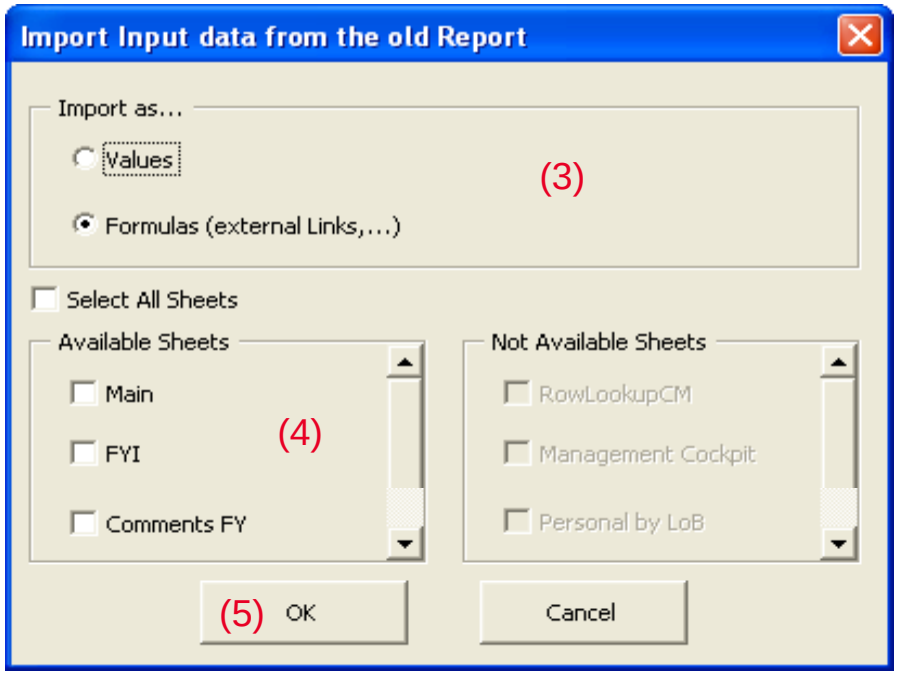
Function group “Report Tools“

Refresh Report

Refresh Report (only MTools Ultimate/ Enterprise)

This is a general Import Tool, that let's you import the data of the unlocked cells from an old into a new report. The tool is comparing the distribution of locked and unlocked cells in each sheet and allows an import only in those sheets where the structure is identical. Depending on the differences between the old and the new report, you will get a list of available and not available sheets for the import. Please notice that only the data of unlocked cells will be imported. Therfore it is not relevant whether the sheets are protected or unprotected.





Function group “Report Tools“

Compare Reports

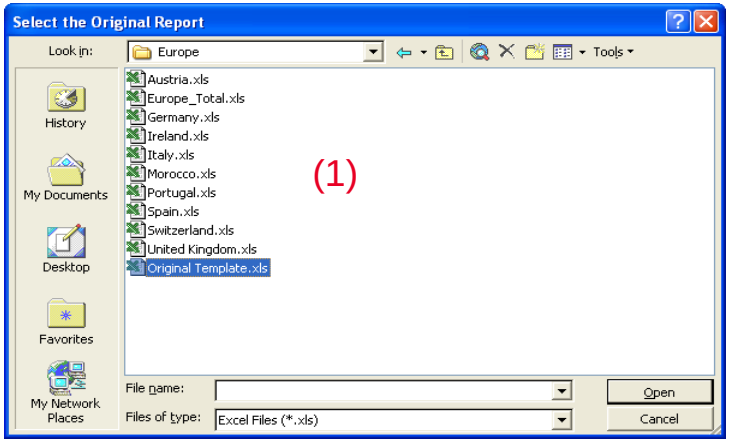
Compare original with manipulated Report (only MTools Ultimate/ Enterprise)

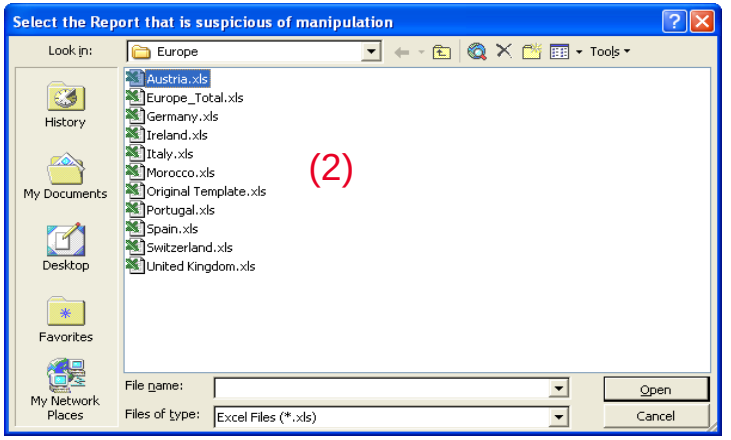
Whenever people create protected excel templates with unlocked input cells that the users should fill in, and locked cells that the users shouldn't modify, you can be sure, that some of them unprotect the worksheets - for their comfort - and modify the structure of the report or destroy some protected formulas. This tool offers a comfortable way to compare a returned report with the original template.

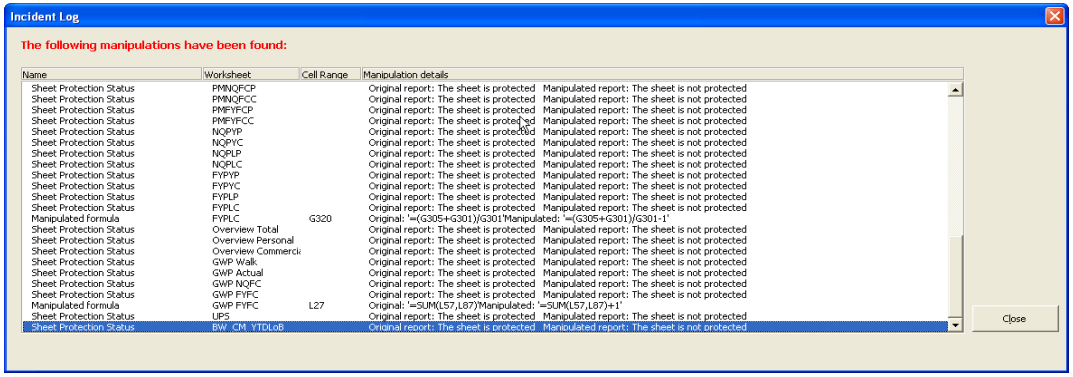
1. Select the original report (original template)
2. Select the report, that you want to compare with the original report

Executed Checks

- Checks for missing sheets
- Compares the protection status of the worksheets
- Compares the sheet passwords (if protected)
- Compares the number of locked cells in each worksheet
- Compares the formulas in the locked cells
- Compares the distribution of the locked cells (structure)







Function group “Data Table“
Duplicates

Remove duplicate Rows (only MTools Pro/ Ultimate/ Enterprise)

This function deletes all duplicate rows in the selection by comparing the values (not case sensitive) in the selected column(s). If you select rows in multiple columns, then the data in all columns has to be identical with the corresponding data in another row (not case sensitive) so that a row qualifies as a duplicate row.

Function group “Data Table“
Duplicates

Mark duplicate Rows (only MTools Pro/ Ultimate/ Enterprise)

This function marks all duplicate rows in the selection by comparing the values (not case sensitive) in the selected column(s). If you select rows in multiple columns, then the data in all columns has to be identical with the corresponding data in another row (not case sensitive) so that a row qualifies as a duplicate row. The duplicate rows in the table will then be colored with a background color of your choice.

Function group “Data Table“

Remove specific Rows

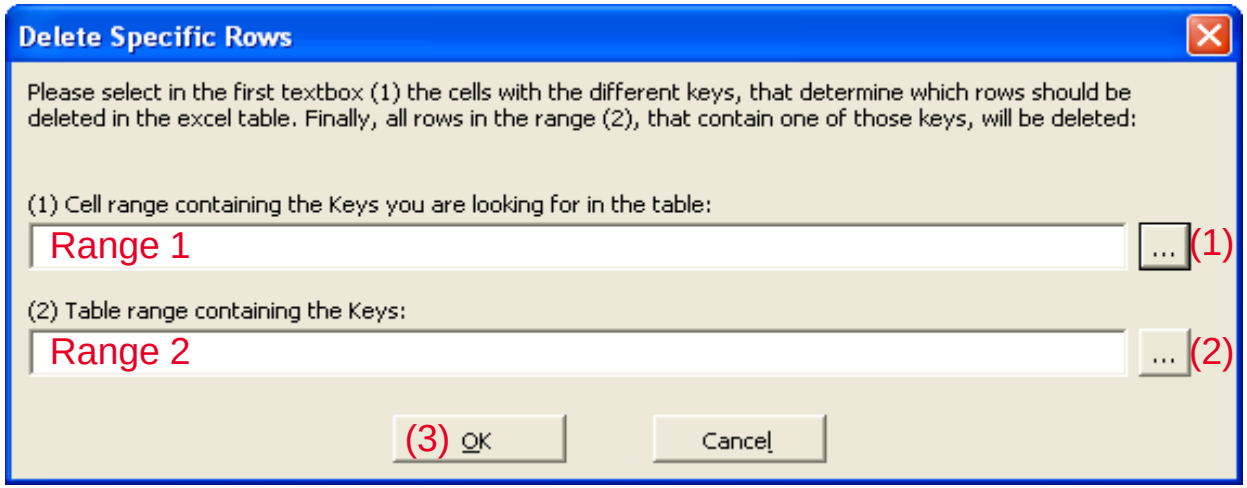
Remove specific Rows (only MTools Ultimate/ Enterprise)

This function deletes all rows in the **Range 2** that contain one of multiple "key values" (not case sensitive) from the **Range 1**.

1. Select the cells, that contain the "key values" that determine which rows should be deleted
   (Each cell in your selection defines exacly **one** "key value")

2. In the table where you like to delete rows, please select cells in the column where you want to look for those "key values".
   (If your selection contains multiple columns, then the **combination** of the values in the different columns will be compared against the "key values")

3. Click on the OK button. Now, all rows in the **Range 2** that contain one of the "key values" from **Range 1** will be deleted.



Function group “Data Table“

Keep specific Rows

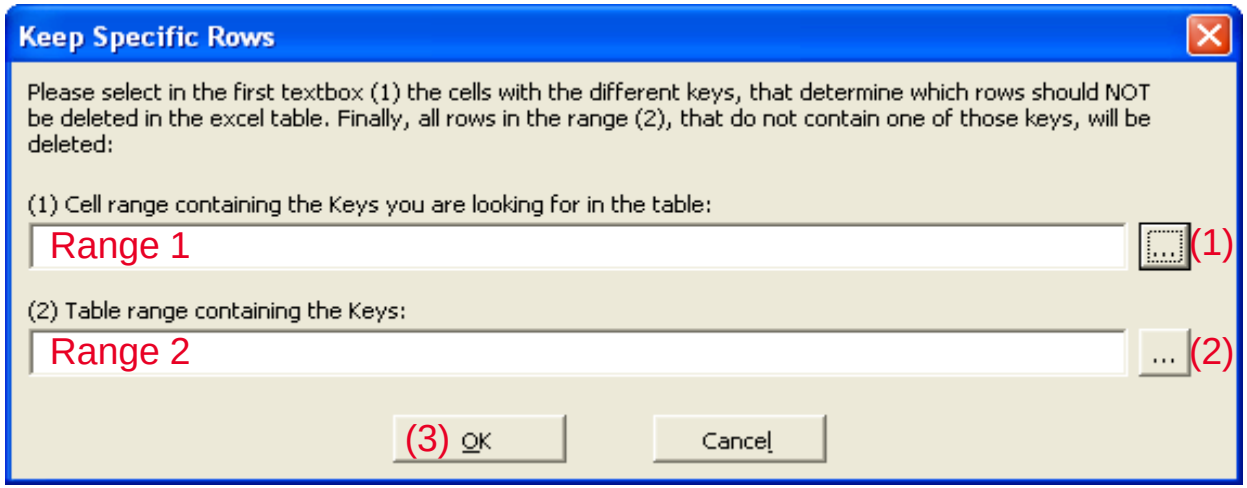
Keep specific Rows (only MTools Ultimate/ Enterprise)

This function deletes all rows in the **Range 2** that **do not contain** one of multiple "key values" (not case sensitive) from the **Range 1**.

1. Select the cells, that contain the "key values" that determine which rows should not be deleted
   (Each cell in your selection defines exacly **one** "key value")

2. In the table where you like to delete rows, please select cells in the column where you want to look for those "key values".
   (If your selection contains multiple columns, then the **combination** of the values in the different columns will be compared against the "key values")

3. Click on the OK button. Now, all rows in the **Range 2** that do not contain one of the "key values" from **Range 1** will be deleted.



Function group “Fix Excel Problems“

Apply active Number Format

Apply active Number Format

This function applies the presetted number format for each cell in the selected cells of the selected worksheets. It can be used to correct some number formatting problems.

e.g.: You chose the "number format" for all cells, but still excel treats the cell content as text. This function assures, that excel recognizes, that the content in the cells is your chosen number format.

Example

Cell Content (Before)	Regognized as:	Presetted Format	Cell Content (After)	Regognized as:
'1000	Text	Number	1000	Number
1000	Text	Number	1000	Number
'12.05.2007	Text	Date	12.05.2007	Date
12.05.2007	Text	Date	12.05.2007	Date

Function group “Fix Excel Problems“

Enhanced Calculation

Enhanced Workbook Calculation

Sometimes it can happen, that the automatic calculation doesn't work (doesn't calculate). In that case you can use this function to make a full recalculation of the file.

Key Benefit

- Makes sure that complex workbooks are correctly calculated
  (where automatic calculation sometimes fails)

Function group “Other Tools”
Readability

Freeze Panes

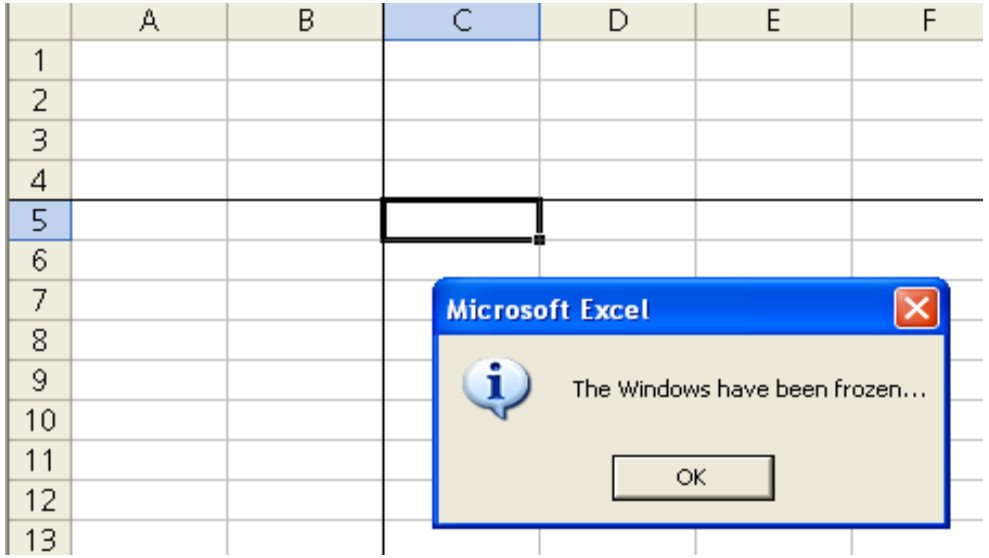
This function let's you split the visible screen at the selected cell in the selected worksheets.

Unfreeze Panes

Unfreeze Panes in the selected worksheets.

Key Benefit

- Multiple worksheets can be frozen/ unfrozen at once



Function group “Other Tools”

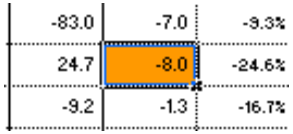
Readability

Toggle Anchor Mode

This function turns on/off the anchor mode. In this mode, the active cell will be centered, orange highlighted and Excel will behave different when changing the active worksheet or workbook:

- When you change the active worksheet, the active (highlighted) cell will be the same as in the previous worksheet.
- When you change the active workbook, the active sheet and cell will be the same as in the old workbook, if the according worksheet exists in the new workbook.
- When you go by link to another workbook/ worksheet then the active cell there will be the destination cell of the link.

Please notice, that the active cell will not be colored in protected worksheets.



Key Benefit

- Makes the data analysis extremely convenient

Please notice, that some Excel functions (e.g. Copy) do not work, when the Anchor Mode is enabled!

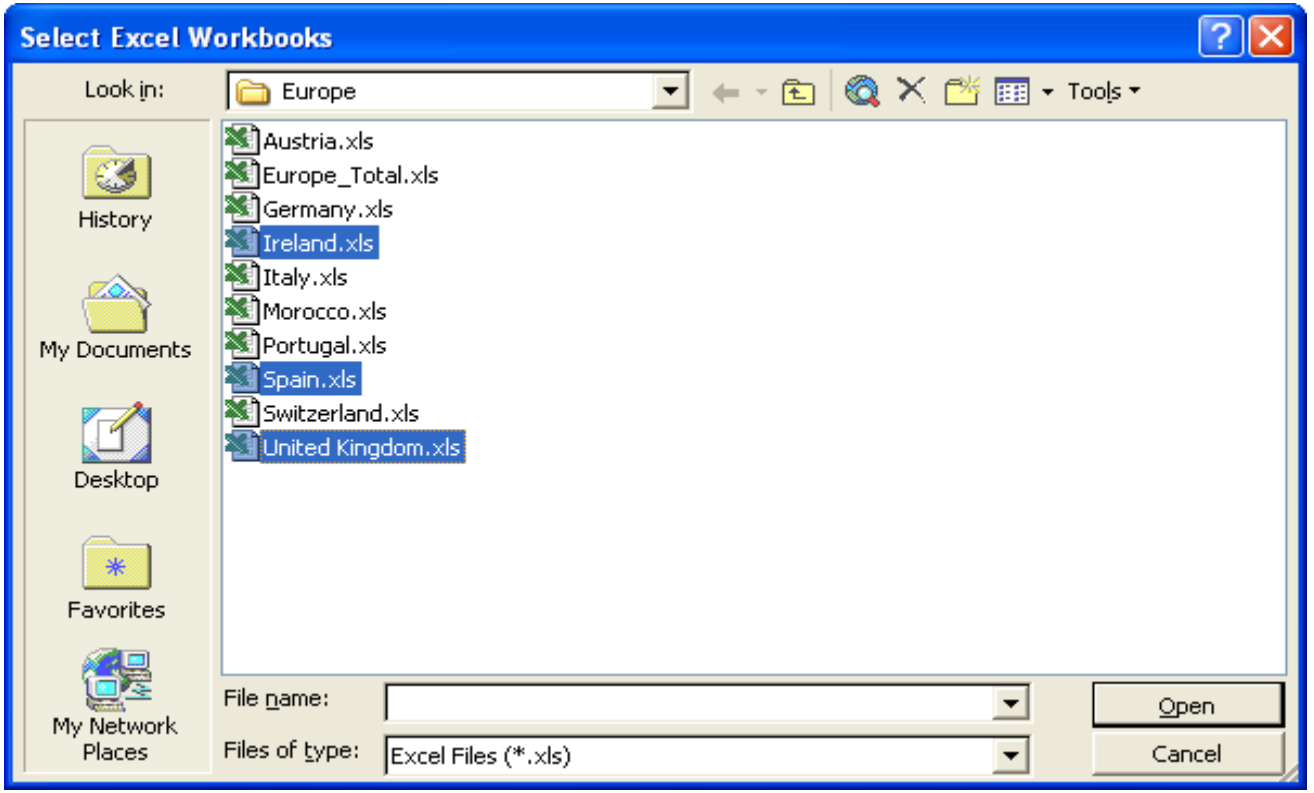
Function group “Other Tools”

VBE Tools

Remove VBA Comments (only MTools Ultimate/ Enterprise)

This function removes any comments in the visual basic source code of the selected excel workbooks.

1. Make sure, that the VB Projects of the excel files - from which you want to remove the comments - are unlocked
2. Remove VBE Comments... ⇨ Select the excel files from which you would like to remove the VBA comments
3. Click on the button 'Open'



Function group “Other Tools”

VBE Tools

Export VBA Code (only MTools Ultimate/ Enterprise)

This function exports the VBA Code of the active workbook and saves it as a textfile in the folder of the active workbook. Please make sure, that the Visual Basic Project of the active workbook is unlocked before you use this function. Otherwise, the VBA code will not be exported.

Function group “Other Tools”

VBE Tools

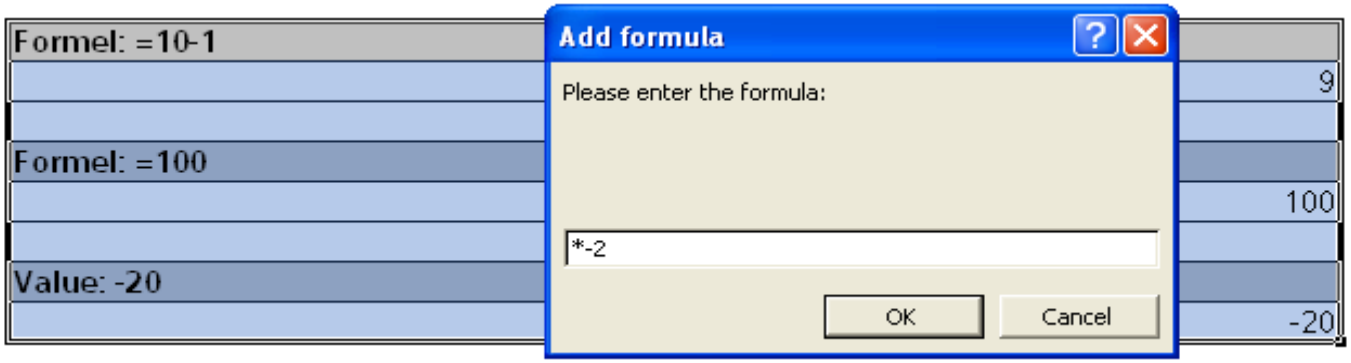
Remove VBE Code (only MTools Ultimate/ Enterprise)

This function removes the VBA Code of the active workbook. Please make sure, that the Visual Basic Project of the active workbook is unlocked before you use this function. Otherwise, the VBA code will not be removed.

Function group “Other Tools”
Miscellaneous

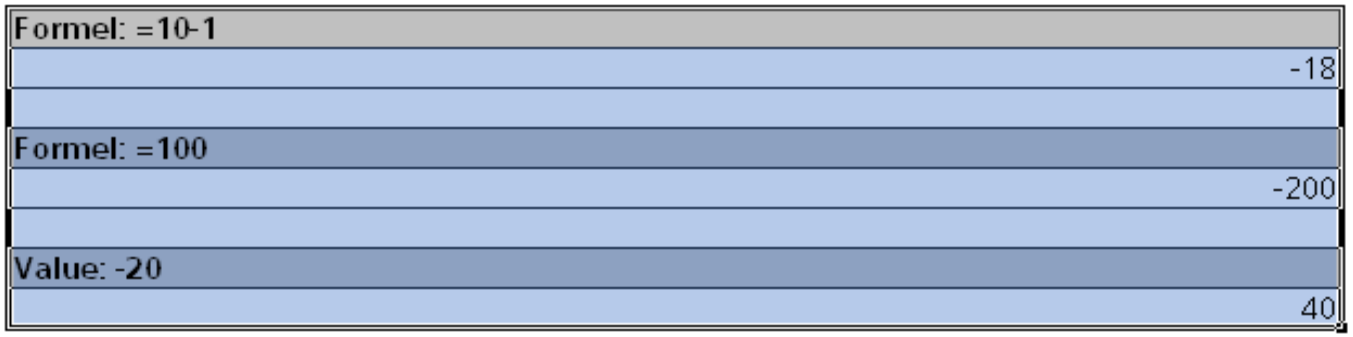
Add Formula

This function adds a formula to the formula/value of each cell in the selected area of the selected worksheets. Empty cells or cells that contain neither a value nor a formula will be ignored.



Key Benefit

- Works also in protected worksheets *(unlocked cells)*

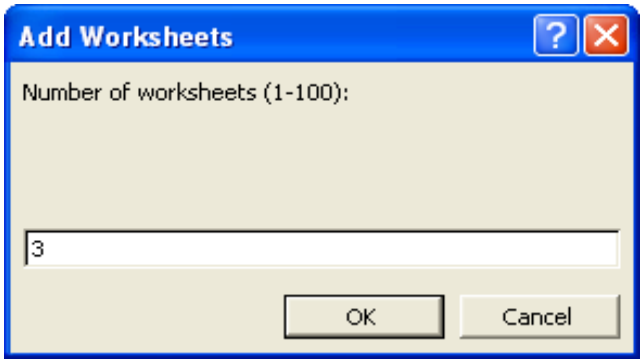


Function group “Other Tools”

Miscellaneous

Add Worksheets

This function adds multiple worksheets to the active excel workbook.

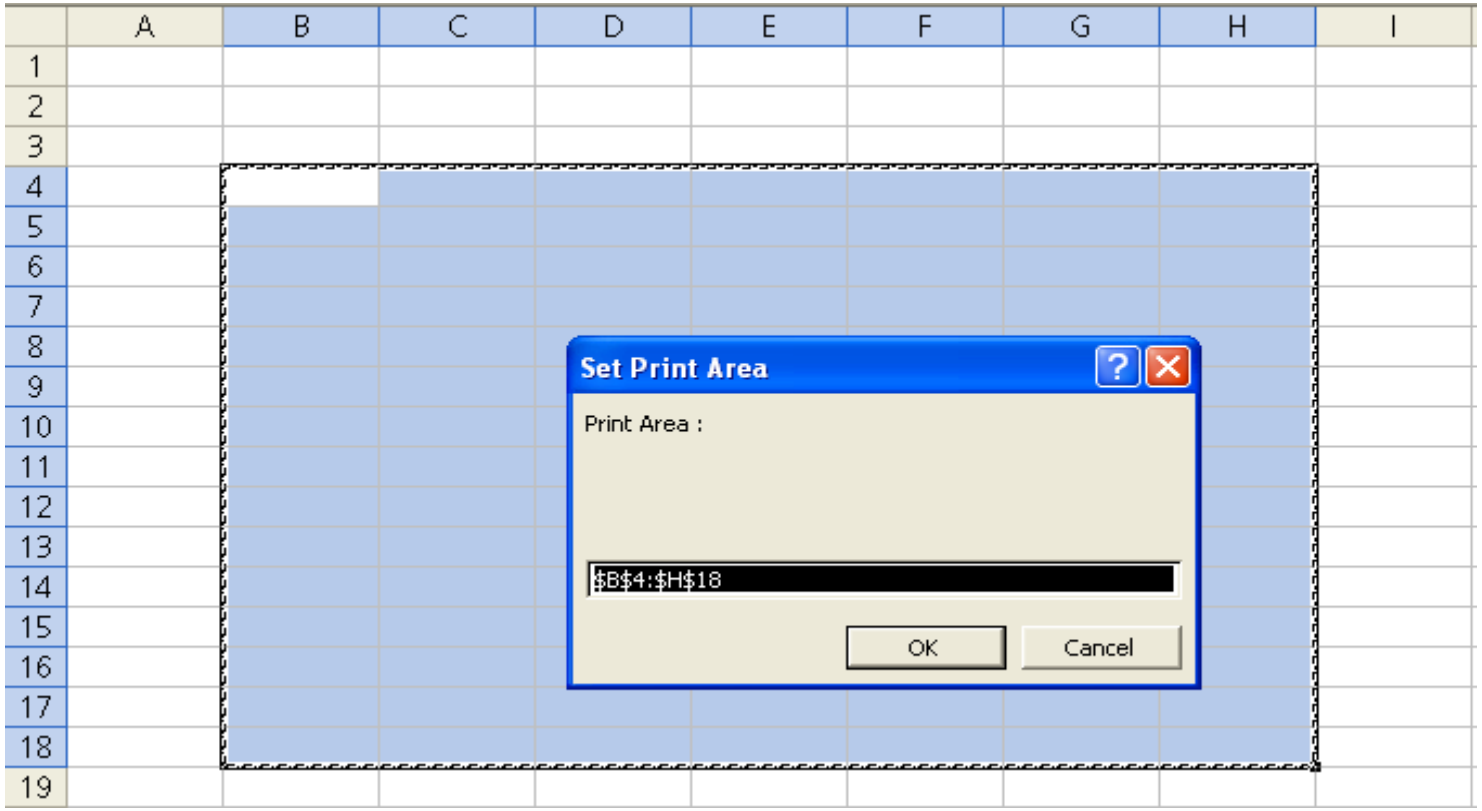


Function group “Other Tools”

Miscellaneous

Set Print Area

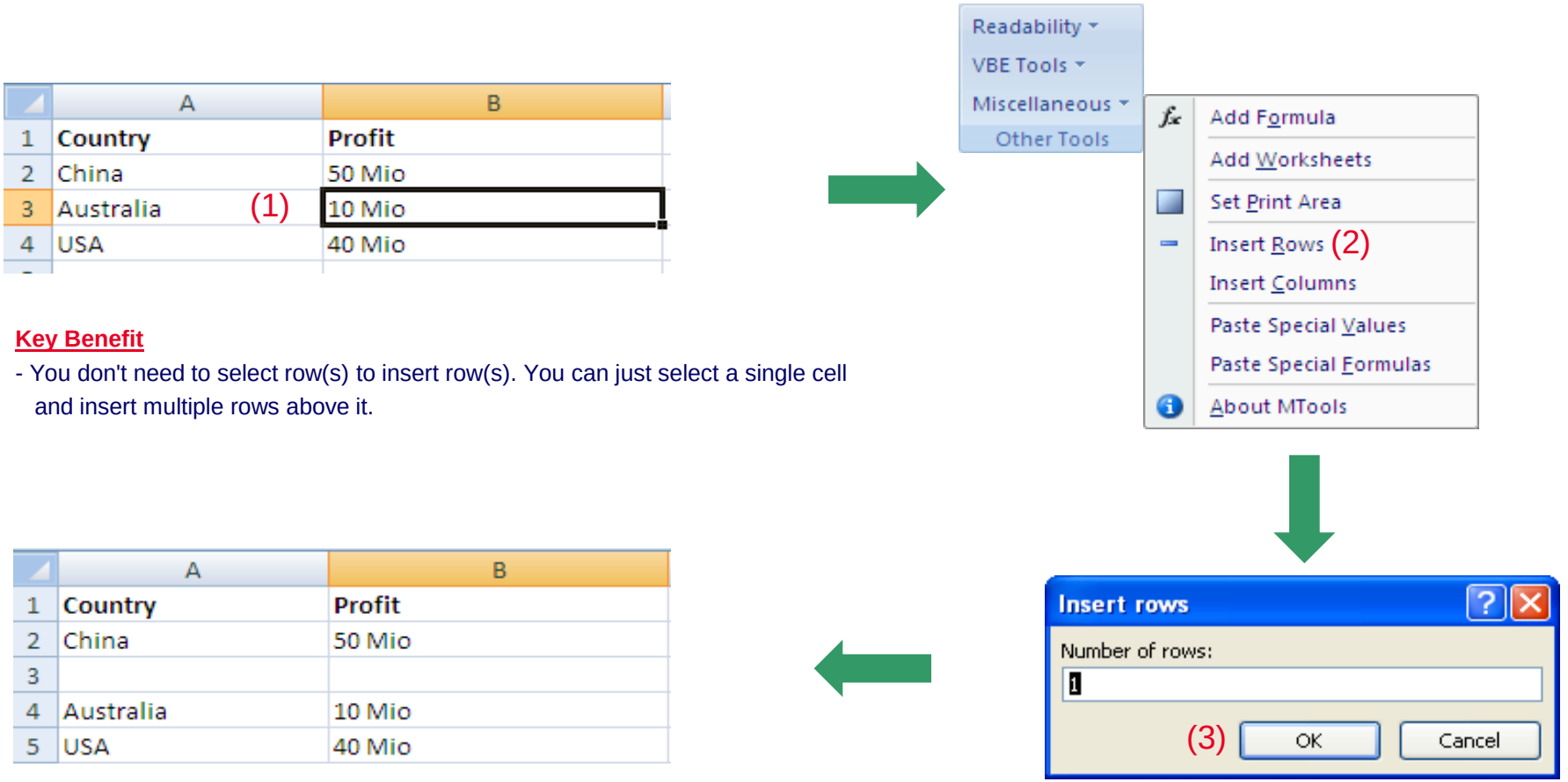
This function makes the selected area in the selected sheets to their print area.



Function group “Other Tools”
Miscellaneous

Insert Rows (only MTools Pro/ Ultimate/ Enterprise)

This function inserts one or multiple rows above the selected cell or row. If multiple sheets are selected, then the rows are entered above that cell in all of those sheets.



Key Benefit

- You don't need to select row(s) to insert row(s). You can just select a single cell and insert multiple rows above it.

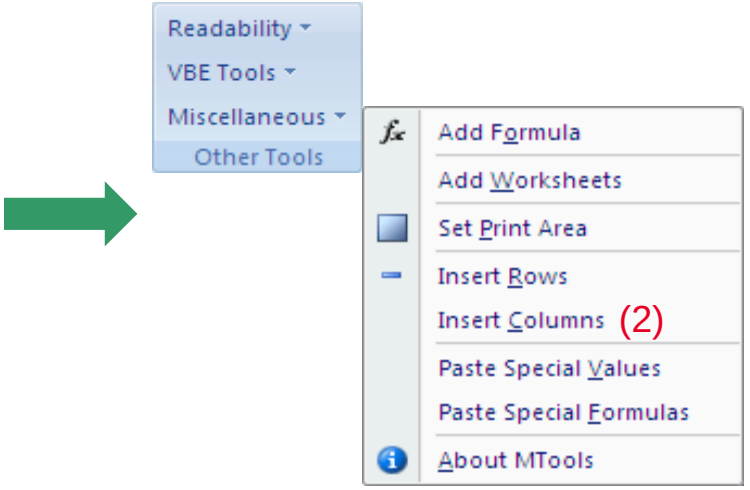
Function group “Other Tools”

Miscellaneous

Insert Columns (only MTools Pro/ Ultimate/ Enterprise)

This function inserts one or multiple columns to the left of the selected cell or row.
If multiple sheets are selected, then the columns are entered to the left of that cell in all of those sheets.

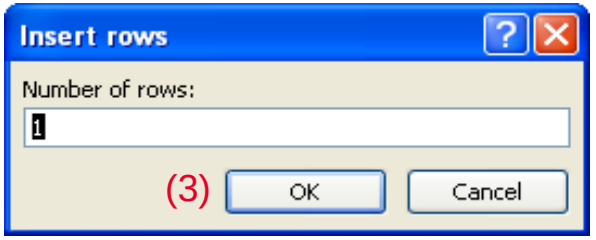
	A	B
1	**Country**	**Profit**
2	China	50 Mio
3	Australia (1)	10 Mio
4	USA	40 Mio



Key Benefit

- You don't need to select column(s) to insert column(s). You can just select a single cell and insert multiple columns to the left of the cell.

	A	B	C
1	**Country**		**Profit**
2	China		50 Mio
3	Australia		10 Mio
4	USA		40 Mio



Function group “Other Tools”

Miscellaneous

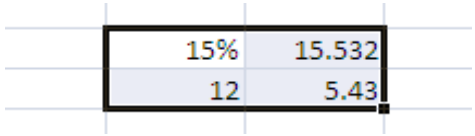
Change Values to Text (only MTools Pro/ Ultimate/ Enterprise)

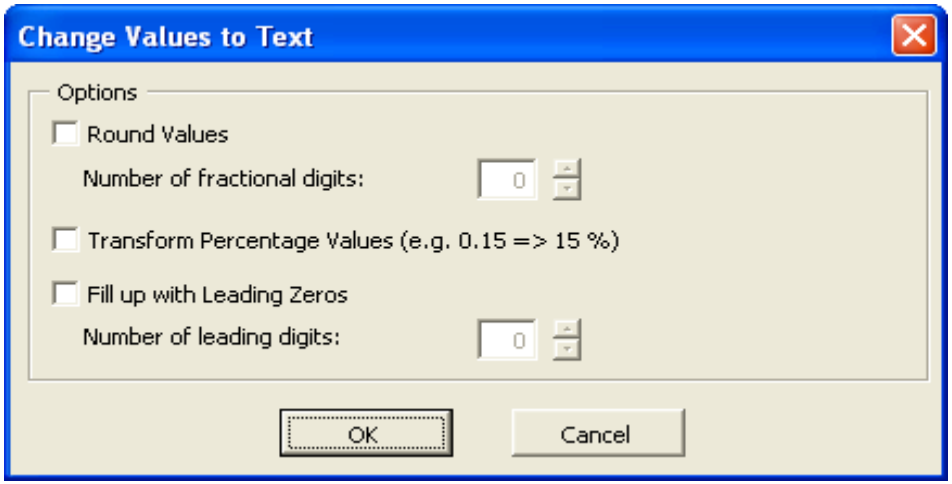
This function transforms the cells values of the selected cells in the selected sheets into text. You will be offered the following Transformation Options:

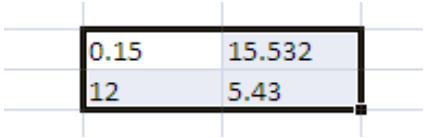
- Round Values
  If you check this checkmark and select e.g. 1 as the number of fractional digits, then Excel will transform e.g. 15.514 into '15.5

- Transform Percentage Values
  If you check this checkbox then Excel will transform e.g. 0.15 (=15%) in '15 %. Otherwise it will be transformed into '0.15

- Fill up with Leading Zeros
  If you check this checkbox and enter 3 as the number of leading digits, then Excel will transform e.g. 15 into '015







Function group “Other Tools”

Miscellaneous

Paste Special Values

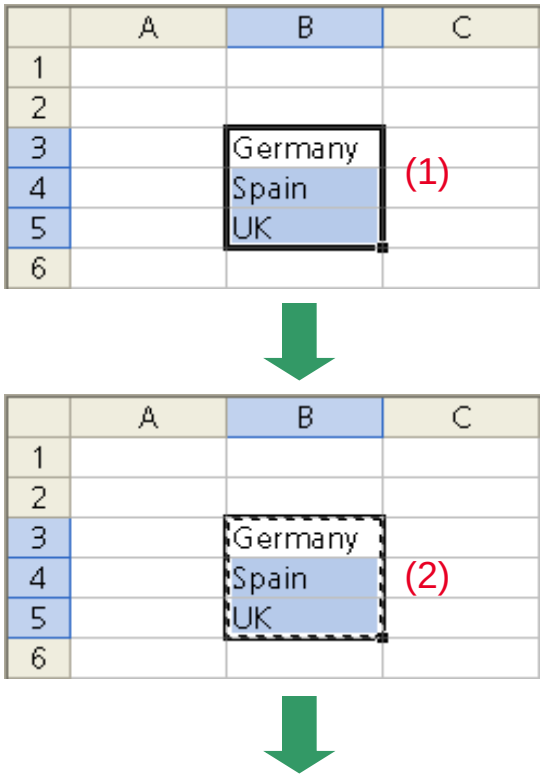
This function makes it possible to access the original Excel function "Paste Special... ⇨ Values" using the Shortcut "CTRL+SHIFT+V".

1. Select the cells to copy
2. Copy the cells (CTRL+C)
3. Select the destination cell
4. Paste Special Values (CTRL+SHIFT+V)

Paste Special Formulas

This function makes it possible to access the original Excel function "Paste Special... ⇨ Formulas" using the Shortcut "CTRL+ SHIFT+ F".

1. Select the cells to copy
2. Copy the cells (CTRL+C)
3. Select the destination cell
4. Paste Special Formulas (CTRL+SHIFT+F)



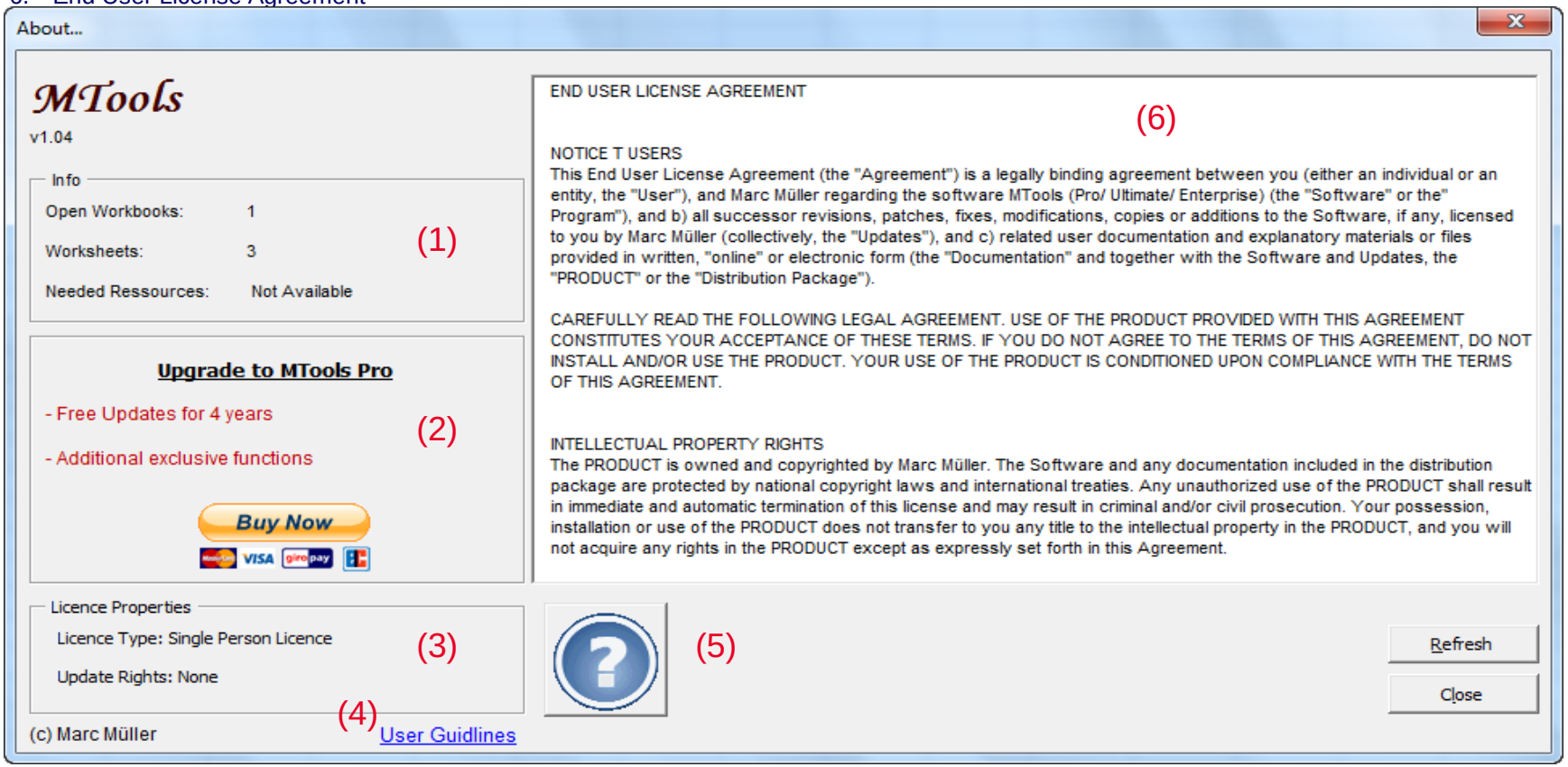
Function group “Other Tools”

Miscellaneous

About MTools

This function shows the following informations about the Software MTools (Pro):

1. Shows the number of open workbooks and worksheets
2. Upgrade Offer
3. Your Licence
4. Online Manual
5. Link to the Facebook page of MTools
6. End User License Agreement

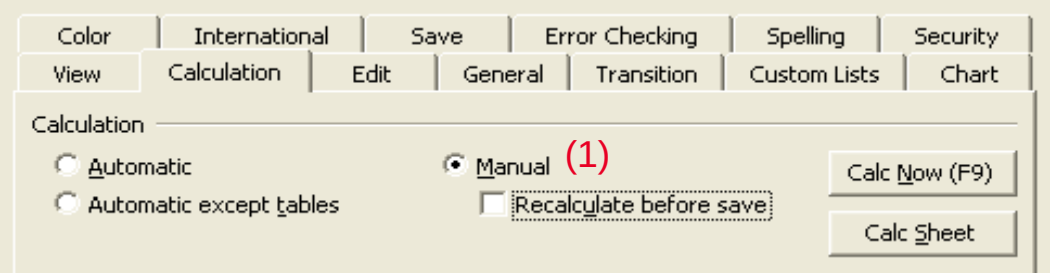


Excel Warnings

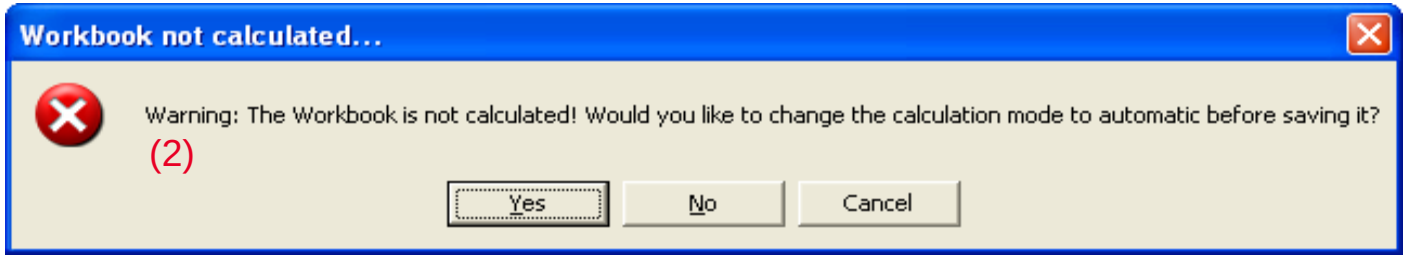
Manual Calculation Warning

Manual Calculation Warning (only MTools Pro/ Ultimate/ Enterprise)

Sometimes people change the calculation settings in a workbook from automatic calculation to manual calculation (1) and remove also the checkmark in the box 'Recalculate before save'. If such a workbook is the first one that you open, then these dangerous calculation settings will also apply for all other workbooks that you open later. This is very dangerous, because it means that your other files will be saved in an uncalculated state and the dangerous calculation settings will also be saved in those files.



Don't worry! As a user of MTools, this will not happen to you. Whenever you save a workbook, MTools will warn you (2) if the calculation settings are Manual and if the checkbox 'Recalculate before save' is unchecked. You will have then the choice to continue saving the workbook uncalculated or to change the calculation settings to automatice prior to saving the workbook.



MTools Worksheet Functions (MWF)

(only MTools Pro/ Ultimate/ Enterprise)

Definition

Worksheet functions are functions, that are similar to the built-in excel functions like e.g. “=SUM(D6:D12)”. If you are using the MTools Worksheet Functions (MWF), then you must make sure, that every user of your spreadsheets has an installed copy of MTools. This is not a big issue, because trial editions from MTools never expire!

Please notice, that the Pro, Ultimate and Enterprise edition of MTools will always have access to all MTools Worksheet Functions, whereat the normal edition of MTools will never have access to any “MTools Worksheet Function (MWF)”.

Recalculation of the MWF

A worksheet function in a cell X automatically recalculates it’s value in the following situations:

1. The value in any cell - influencing the value in cell X – has been changed

2. The workbook has been opened

However, the values of many MWF do not (respectively not only) depend on other cell values and therefore don’t get triggered to update. They get automatically updated when you open the workbook, but if you want to force an update at any other occasion, then you have to press **Control + ALT + F9** or use the Calculate function provided by MTools.

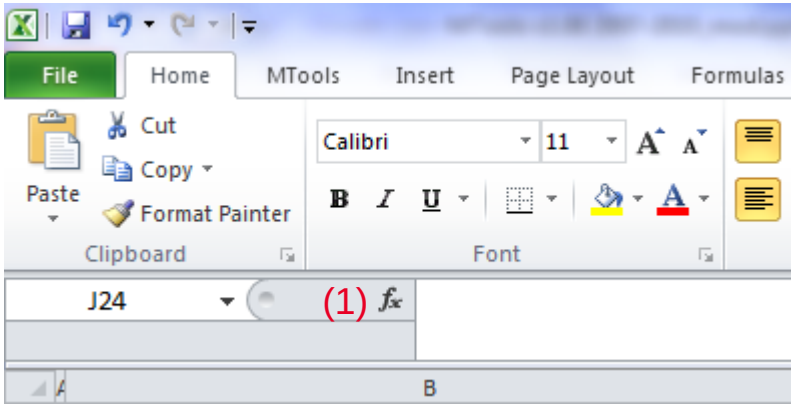
MTools Worksheet Functions (MWF)

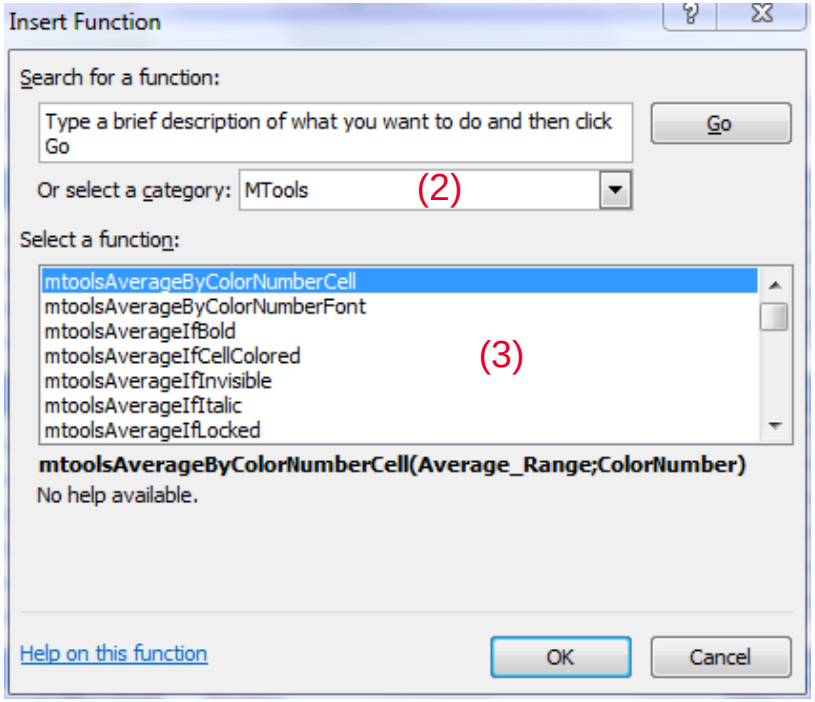
Where to find?

Where to find the MWF?

If you click on the «insert function button» (1), then you will get a window showing you all available Excel functions. By chosing the category MTools (2), you will get an overview of all MTools Worksheet Functions (MWF).

If you select now a function in the listbox below (3) and click on the button «ok», then you can add the chosen function to the active cell.



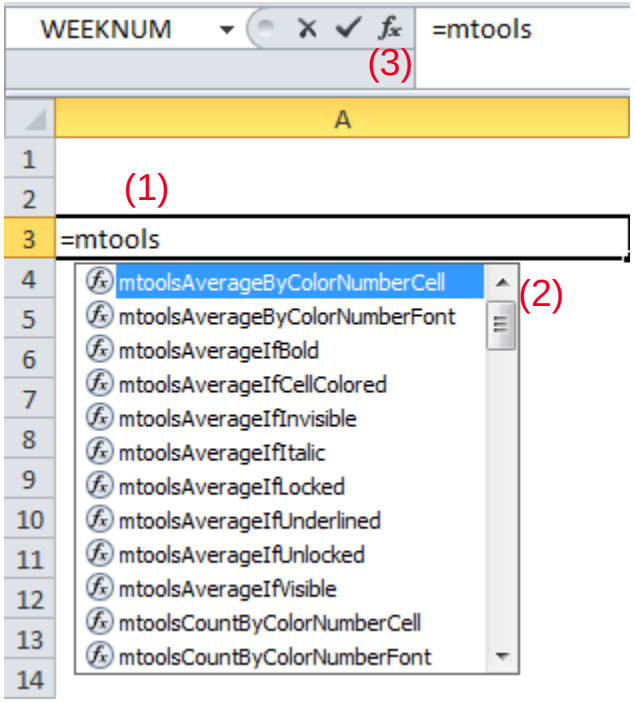


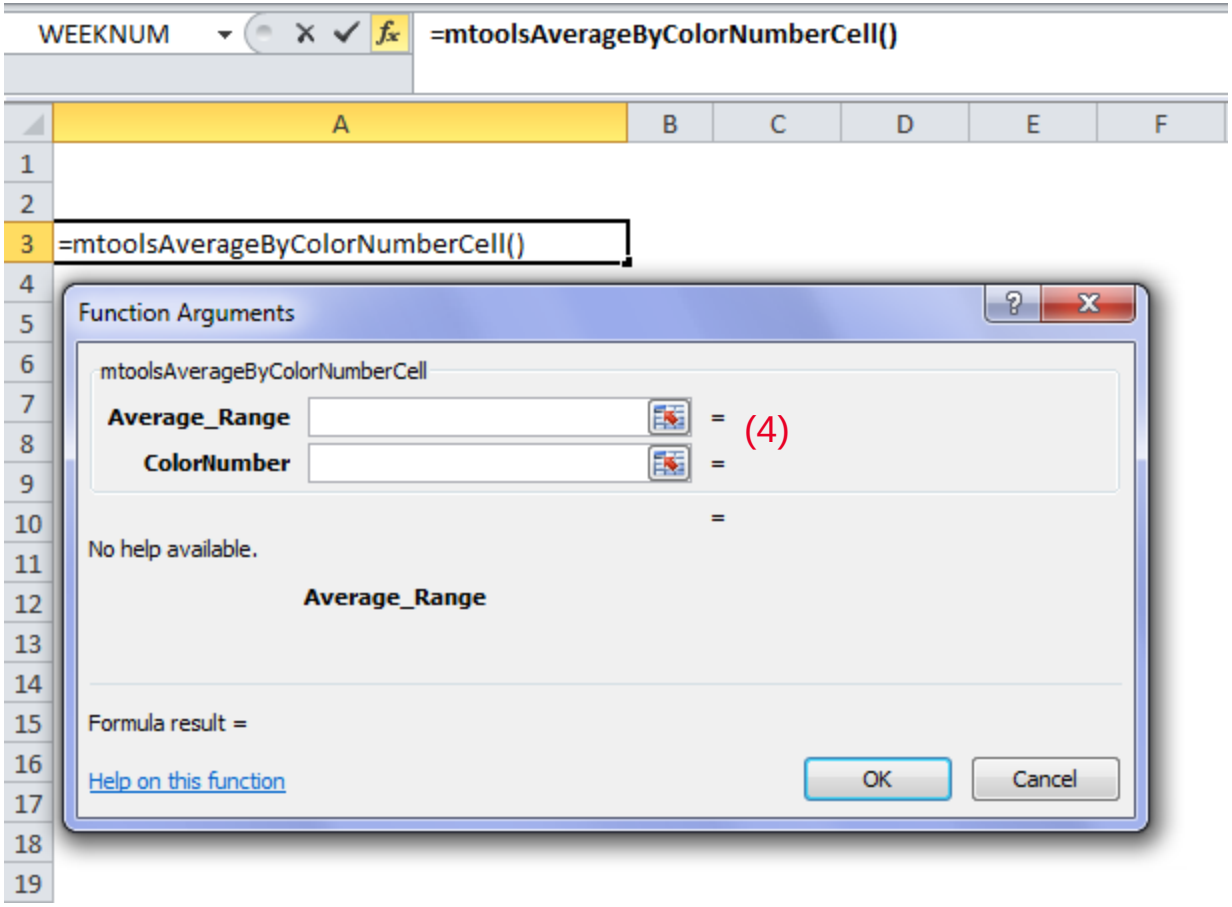
MTools Worksheet Functions (MWF)

How to access?

How to access the MWF?

If you enter in any cell the expression «=mtools» (1) then you will get a popup window showing you all available worksheet functions provided by MTools. By making a double click on any of those functions (2) and clicking afterwards on the «insert function button» (3), a window will appear that shows you the (optional) parameters (4) for the chosen function.





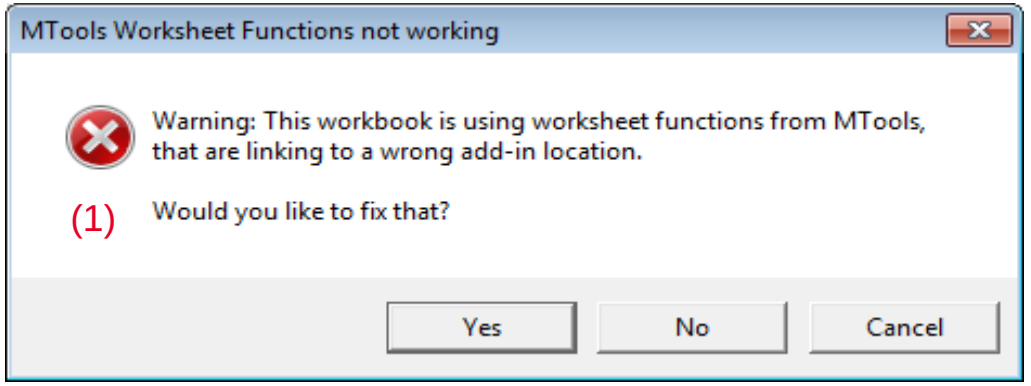
MTools Worksheet Functions (MWF)

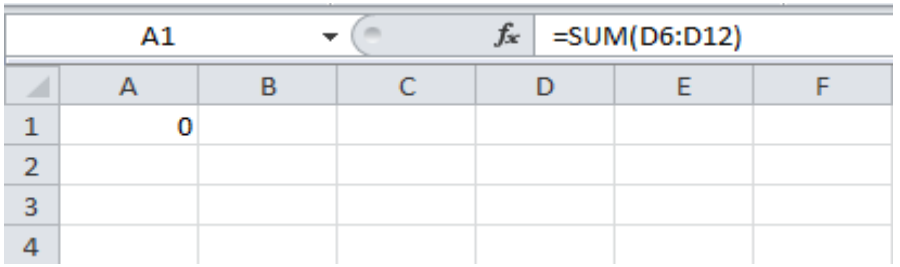
Possible linking issues

Possible linking Issues

If you are using the MWF in your spreadsheets, then you are creating automatically an excel link to your addin MTools. If other users save their copy of MTools in a different folder than you, then they have to change the link to the path of their addin MTools. This is an inherent issue, that all excel addin's – that provide worksheet functions – share with each other.

Don't worry, MTools automatically detects this issue during file opening and asks you if you would like to change the MTools link (1) to your installation path. Nevertheless, the **best solution** for this issue is to make a manual installation (instead of an automatic installation) of MTools in a folder of your choice. If everybody who uses your spreadsheets, installs MTools at the same location (e.g. C:\Tools\MTools\), then for all of them the MWF will work without any relinking.





MTools Worksheet Functions (MWF)

Identification of users and their computers

=mtoolsUsername()
Returns the excel username.

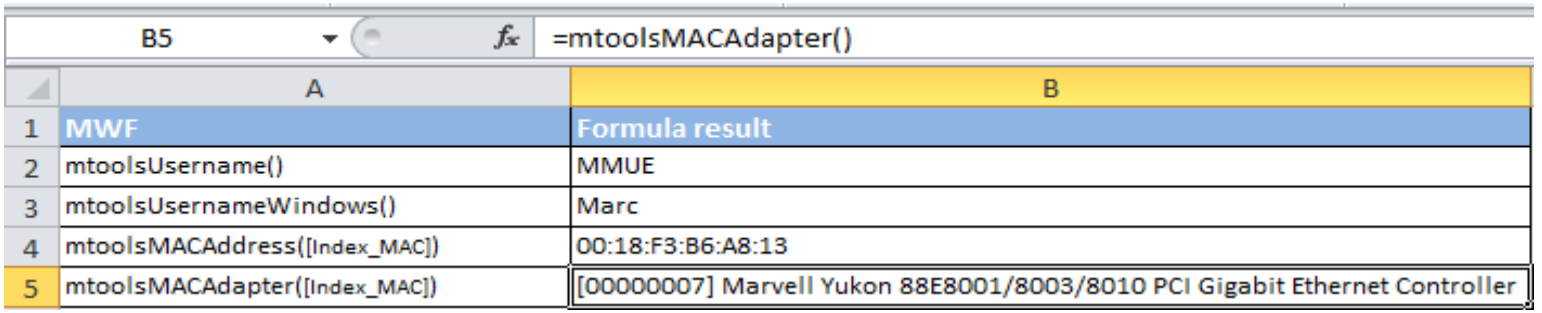
=mtoolsUsernameWindows()
Returns the windows username (Login).

=mtoolsMACAddress([Index_MAC]**)**
Returns the MAC address of the adapter number 'IndexMAC'. The MAC address can be used to uniquely identify a specific computer and can be used e.g. for the implementation of access rights for spreadsheets.

Optional arguments: Index_MAC = Adapter number ;Default value (if omitted) = 1

=mtoolsMACAdapter([Index_MAC]**)**
Returns the name of the MAC adapter number 'IndexMAC'.

Optional arguments: Index_MAC = Adapter number ;Default value (if omitted) = 1



	A	B
1	MWF	Formula result
2	mtoolsUsername()	MMUE
3	mtoolsUsernameWindows()	Marc
4	mtoolsMACAddress([Index_MAC])	00:18:F3:B6:A8:13
5	mtoolsMACAdapter([Index_MAC])	[00000007] Marvell Yukon 88E8001/8003/8010 PCI Gigabit Ethernet Controller

MTools Worksheet Functions (MWF)

Workbook informations

=mtoolsFilePath()
Returns the path *(including filename)* of the workbook.

=mtoolsFileName()
Returns the filename of the workbook.

=mtoolsPath()
Returns the path *(withouth filename)* of the workbook.

=mtoolsSheetName([Index_Sheet]**)**
Returns the name of the worksheet number [Index_Sheet]. If you omit the optional parameter, then the function return the sheet name, that contains this formula.

Optional arguments: Index_Sheet = Sheet number ;Default value (if omitted) = number of the worksheet, that contains this formula.

=mtoolsSheetNameInternal([Index_Sheet]**)**
Returns the internal name of the worksheet number [Index_Sheet], that users can only modify in the VBE environment. If you omit the optional parameter, then t the function return the sheet name (internal), that contains this formula.

Optional arguments: Index_Sheet = Sheet number ;Default value (if omitted) = number of the worksheet, that contains this formula.

=mtoolsSheetsCount([OnlyVisible]**)**
Returns the number of sheets in the workbook. If you omit the optional parameter 'OnlyVisible', then the function returns the number of visible and invisible sheets.

Optional arguments: OnlyVisible: *True* ⇨ *count only visible sheets, False* ⇨ count visible and invisible sheets. ;Default value (if omitted) = False

B13 | fx | =mtoolsSheetsCount()

	A	B
7	MWF	Formula result
8	mtoolsFilePath()	U:\Marc\My Documents\Programming\VBA\VBA Excel\MTools\UDF\UDF.xlsx
9	mtoolsFileName()	UDF.xlsx
10	mtoolsPath()	U:\Marc\My Documents\Programming\VBA\VBA Excel\MTools\UDF\
11	mtoolsSheetName([Index_Sheet])	Sheet2
12	mtoolsSheetNameInternal([Index_Sheet])	Sheet2
13	mtoolsSheetsCount([OnlyVisible])	3

MTools Worksheet Functions (MWF)

Cell Comments

=mtoolsGetComment(CellX; [ShowAuthor]; [ShowSource]; [ShowText]**)**
Returns the comment of the cell 'CellX'.

Required arguments: CellX: The cell from which you want to get the comment.
Optional arguments: ShowAuthor : True ⇨ Show the name of the person who wrote the comment. / False ⇨ Do not show it. ;Default value (if omitted) = True
ShowSource: True ⇨ Show the cell address of the comment. / False ⇨ Do not show it. ;Default value (if omitted) = True
ShowText: True ⇨ Show the comment text. / False ⇨ Do not show it. ;Default value (if omitted) = True

=mtoolsGetComments([CommentsCount]; [Index1stComment]; [Name_Sheet]; [ShowAuthor]; [ShowSource]; [ShowText]**)**
Returns the comment of the cell 'CellX'

Tip: For an optimal presentation of multiple comments in one cell, please set the checkmark 'Wrap Text' in the window 'Format Cells'.
Optional arguments: CommentCount = The number of returned comments. ;Default value (if omitted) = 1
Index1stComment = The Index [1..n] of the first returned comment. ;Default value (if omitted) = 1
NameSheet: The name of the sheet from which the comments are returned. ;If omitted ⇨ Get Comments from the whole workbook.
ShowAuthor : True ⇨ Show the name of the person who wrote the comment. False ⇨ Do not show it. ;Default value (if omitted) = True
ShowSource: True ⇨ Show the cell address of the comment. False ⇨ Do not show it. ;Default value (if omitted) = True
ShowText: True ⇨ Show the comment text. False ⇨ Do not show it. ;Default value (if omitted) = True

=mtoolsGetCommentsCount([Name_Sheet]**)**
Returns the number of comments of the sheet 'Name_Sheet'. If you omit the optional argument 'Name_Sheet', then the function returns the number of comments of the whole workbook.

Optional arguments: Name_Sheet=Name of the sheet. If omitted ⇨ Get Comments from the whole workbook.

B18 =mtoolsGetCommentsCount()

	A	B
15	MWF	Formula result
16	mtoolsGetComment(CellX; [ShowAuthor]; [ShowSource]; [ShowText])	My first Comment.
17	mtoolsGetComments([CommentsCount]; [Index1stComment]; [Name_Sheet]; [ShowAuthor]; [ShowSource]; [ShowText])	My first Comment.
18	mtoolsGetCommentsCount([Name_Sheet])	2

MTools Worksheet Functions (MWF)

Excel Links

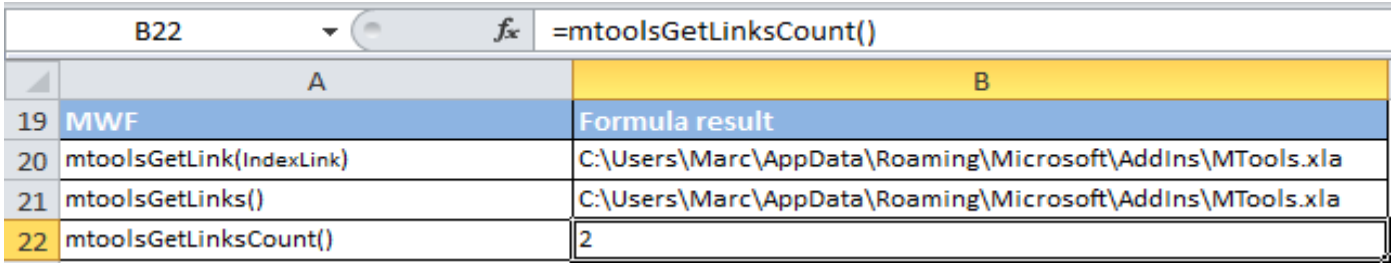
=mtoolsGetLink([Index_Link]**)**
Returns the Excel link number 'Index_Link'.

Optional arguments: Index_Link = Link number ;Default value (if omitted) = 1

=mtoolsGetLinks()
Returns all Excel links of the workbook.

Tip: For an optimal presentation of multiple Links in one cell, please set the checkmark 'Wrap Text' in the window 'Format Cells'.

=mtoolsGetLinksCount()
Returns the number of Excel links in the workbook.



MTools Worksheet Functions (MWF)

SumIF

=mtoolsSumIfBold(Sum_Range**)**
Returns the sum of the values of all **bold** cells in the range 'Sum_Range'.

Required arguments: Sum_Range = Cell range to sum the bold values

=mtoolsSumIfItalic(Sum_Range**)**
Returns the sum of the values of all *italic* cells in the range 'Sum_Range'.

Required arguments: Sum_Range = Cell range to sum the italic values

=mtoolsSumIfUnderlined(Sum_Range**)**
Returns the sum of the values of all underlined cells in the range 'Sum_Range'.

Required arguments: Sum_Range = Cell range to sum the underlined values

=mtoolsSumIfVisible(Sum_Range**)**
Returns the sum of the values of all visible cells in the range 'Sum_Range'.

Required arguments: Sum_Range = Cell range to sum the visible values
Tip: If you are working with 'Auto-Filter', then you have visible and invisible cells.

=mtoolsSumIfInvisible(Sum_Range**)**
Returns the sum of the values of all invisible cells in the range 'Sum_Range'.

Required arguments: Sum_Range = Cell range to sum the invisible values

MTools Worksheet Functions (MWF)

SumIF

=mtoolsSumIfLocked(Sum_Range**)**
Returns the sum of the values of all locked cells in the range ‘Sum_Range’.

Required arguments: Sum_Range = Cell range to sum the locked values

=mtoolsSumIfUnlocked(Sum_Range**)**
Returns the sum of the values of all unlocked cells in the range ‘Sum_Range’.

Required arguments: Sum_Range = Cell range to sum the unlocked values

=mtoolsSumIfCellColored(Sum_Range**)**
Returns the sum of the values of all cells in the range ‘Sum_Range’ having any background color (and not a ‘No Fill’).

Required arguments: Sum_Range = Cell range to sum the colored cells

MTools Worksheet Functions (MWF)

CountIF

=mtoolsCountIfBold(Count_Range**)**
Returns the number of all **bold** cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the bold values

=mtoolsCountIfItalic(Count_Range**)**
Returns the number of all *italic* cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the italic values

=mtoolsCountIfUnderlined(Count_Range**)**
Returns the number of all underlined cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the underlined values

=mtoolsCountIfVisible(Count_Range**)**
Returns the number of all visible cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the visible cells
Tip: If you are working with ‘Auto-Filter’, then you have visible and invisible cells.

=mtoolsCountIfInvisible(Count_Range**)**
Returns the number of all invisible cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the invisible cells

MTools Worksheet Functions (MWF)

CountIF

=mtoolsCountIfLocked(Count_Range**)**
Returns the number of all locked cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the locked cells

=mtoolsCountIfUnlocked(Count_Range**)**
Returns the number of all unlocked cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the unlocked cells

=mtoolsCountIfUnlockedEmpty(Count_Range**)**
Returns the number of all unlocked empty cells in the range ‘Count_Range’.

Required arguments: Count_Range = Cell range to count the unlocked empty cells

=mtoolsCountIfUnlockedNotEmpty(Count_Range**)**
Returns the number of all unlocked cells in the range ‘Count_Range’, that are not empty.

Required arguments: Count_Range = Cell range to count the unlocked cells, that are not empty

=mtoolsCountIfCellColored(Count_Range**)**
Returns the number of all cells in the range ‘Count_Range’ having any background color (and not a ‘No Fill’).

Required arguments: Count_Range = Cell range to count the colored cells

MTools Worksheet Functions (MWF)

AverageIF

=mtoolsAverageIfBold(Average_Range**)**
Returns the average of the values of all **bold** cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the bold values

=mtoolsAverageIfItalic(Average_Range**)**
Returns the average of the values of all *italic* cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the italic values

=mtoolsAverageIfUnderlined(Average_Range**)**
Returns the average of the values of all underlined cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the underlined values

=mtoolsAverageIfVisible(Average_Range**)**
Returns the average of the values of all visible cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the values in the visible cells
Tip: If you are working with ‘Auto-Filter’, then you have visible and invisible cells.

=mtoolsAverageIfInvisible(Average_Range**)**
Returns the average of the values of all invisible cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the values in the invisible cells

MTools Worksheet Functions (MWF)

AverageIF

=mtoolsAverageIfLocked(Average_Range**)**
Returns the average of the values of all locked cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the values in the locked cells

=mtoolsAverageIfUnlocked(Average_Range**)**
Returns the average of the values of all unlocked cells in the range ‘Average_Range’.

Required arguments: Average_Range = Cell range to average the values in the unlocked cells

=mtoolsAverageIfCellColored(Average_Range**)**
Returns the average of the values of all cells in the range ‘Average_Range’ having any background color (and not a ‘No Fill’).

Required arguments: Average_Range = Cell range to average the values in the colored cells.

MTools Worksheet Functions (MWF)

MaxIF

=mtoolsMaxIfBold(Max_Range**)**
Returns the maximum of the values of all **bold** cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum of the bold values

=mtoolsMaxIfItalic(Max_Range**)**
Returns the maximum of the values of all *italic* cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum of the italic values

=mtoolsMaxIfUnderlined(Max_Range**)**
Returns the maximum of the values of all underlined cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum of the underlined values

=mtoolsMaxIfVisible(Max_Range**)**
Returns the maximum of the values of all visible cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum value of the visible cells
Tip: If you are working with ‘Auto-Filter’, then you have visible and invisible cells.

=mtoolsMaxIfInvisible(Max_Range**)**
Returns the maximum of the values of all invisible cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum value of the invisible cells

MTools Worksheet Functions (MWF)

MaxIF

=mtoolsMaxIfLocked(Max_Range**)**
Returns the maximum of the values of all locked cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum of the values in the locked cells

=mtoolsMaxIfUnlocked(Max_Range**)**
Returns the maximum of the values of all unlocked cells in the range ‘Max_Range’.

Required arguments: Max_Range = Cell range to get the maximum of the values in the unlocked cells

=mtoolsMaxIfCellColored(Max_Range**)**
Returns the maximum of the values of all cells in the range ‘Max_Range’ having any background color (and not a ‘No Fill’).

Required arguments: Max_Range = Cell range to get the maximum of the values in the colored cells.

MTools Worksheet Functions (MWF)

MinIF

=mtoolsMinIfBold(Min_Range**)**
Returns the minimum of the values of all **bold** cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum of the bold values

=mtoolsMinIfItalic(Min_Range**)**
Returns the minimum of the values of all *italic* cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum of the italic values

=mtoolsMinIfUnderlined(Min_Range**)**
Returns the minimum of the values of all underlined cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum of the underlined values

=mtoolsMinIfVisible(Min_Range**)**
Returns the minimum of the values of all visible cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum value of the visible cells
Tip: If you are working with ‘Auto-Filter’, then you have visible and invisible cells.

=mtoolsMinIfInvisible(Min_Range**)**
Returns the minimum of the values of all invisible cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum value of the invisible cells

MTools Worksheet Functions (MWF)

MinIF

=mtoolsMinIfLocked(Min_Range**)**
Returns the minimum of the values of all locked cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum of the values in the locked cells

=mtoolsMinIfUnlocked(Min_Range**)**
Returns the minimum of the values of all unlocked cells in the range ‘Min_Range’.

Required arguments: Min_Range = Cell range to get the minimum of the values in the unlocked cells

=mtoolsMinIfCellColored(Min_Range**)**
Returns the minimum of the values of all cells in the range ‘Min_Range’ having any background color (and not a ‘No Fill’).

Required arguments: Min_Range = Cell range to get the minimum of the values in the colored cells.

MTools Worksheet Functions (MWF)

Sum, Count, Average, Max, Min By Color

=mtoolsGetColorNumberCell(CellX**)**
Returns the background color number of the cell ‘CellX’.

Required arguments: CellX = The cell from which you would like to get the number of the background color

=mtoolsGetColorNumberFont(CellX**)**
Returns the font color number of the cell ‘CellX’.

Required arguments: CellX = The cell from which you would like to get the number of the font color

=mtoolsSumByColorNumberCell(Sum_Range; ColorNumber**)**
Returns the sum of the values of all cells in the range ‘Sum_Range’ having the background color ‘ColorNumber’.

Required arguments: Sum_Range = Cell range to sum up the values of all cells having the background color ‘ColorNumber’
ColorNumber = Background color number

=mtoolsCountByColorNumberCell(Count_Range; ColorNumber**)**
Returns the number of cells in the range ‘Count_Range’ having the background color ‘ColorNumber’.

Required arguments: Count_Range = Cell range to count the cells having the background color ‘ColorNumber’
ColorNumber = Background color number

=mtoolsAverageByColorNumberCell(Average_Range; ColorNumber**)**
Returns the average of the values of cells in the range ‘Average_Range’ having the background color ‘ColorNumber’.

Required arguments: Average_Range = Cell range to average the values of all cells having the background color ‘ColorNumber’
ColorNumber = Background color number

MTools Worksheet Functions (MWF)

Sum, Count, Average, Max, Min By Color

=mtoolsMaxByColorNumberCell(Max_Range; ColorNumber**)**
Returns the maximum of the values of all cells in the range 'Max_Range' having the background color 'ColorNumber'.

Required arguments: Max_Range = Cell range to get the maximum of the values of all cells having the background color 'ColorNumber'
ColorNumber = Background color number

=mtoolsMinByColorNumberCell(Min_Range; ColorNumber**)**
Returns the minimum of the values of all cells in the range 'Min_Range' having the background color 'ColorNumber'.

Required arguments: Min_Range = Cell range to get the minimum of the values of all cells having the background color 'ColorNumber'
ColorNumber = Background color number

=mtoolsSumByColorNumberFont(Sum_Range; ColorNumber**)**
Returns the sum of the values of all cells in the range 'Sum_Range' having the font color 'ColorNumber'.

Required arguments: Sum_Range = Cell range to sum up the values of all cells having the font color 'ColorNumber'
ColorNumber = Font color number

=mtoolsCountByColorNumberFont(Count_Range; ColorNumber**)**
Returns the number of cells in the range 'Count_Range' having the font color 'ColorNumber'.

Required arguments: Count_Range = Cell range to count the cells having the font color 'ColorNumber'
ColorNumber = Font color number

=mtoolsAverageByColorNumberFont(Average_Range; ColorNumber**)**
Returns the average of the values of cells in the range 'Average_Range' having the font color 'ColorNumber'.

Required arguments: Average_Range = Cell range to average the values of all cells having the font color 'ColorNumber'
ColorNumber = Font color number

MTools Worksheet Functions (MWF)

Sum, Count, Average, Max, Min By Color

=mtoolsMaxByColorNumberFont(Max_Range; ColorNumber**)**
Returns the maximum of the values of all cells in the range ‘Max_Range’ having the font color ‘ColorNumber’.

Required arguments: Max_Range = Cell range to get the maximum of the values of all cells having the font color ‘ColorNumber’
ColorNumber = Font color number

=mtoolsMinByColorNumberFont(Min_Range; ColorNumber**)**
Returns the minimum of the values of all cells in the range ‘Min_Range’ having the font color ‘ColorNumber’.

Required arguments: Min_Range = Cell range to get the minimum of the values of all cells having the font color ‘ColorNumber’
ColorNumber = Font color number

MTools Worksheet Functions (MWF)

Get Formula & (Non-)Numbers

=mtoolsGetFormula(CellX**)**
Returns the formula in the cell 'CellX' in the local language of MS Excel. (e.g. Summe(A1:A10))

Required arguments: CellX = The cell from which its formula is returned

=mtoolsGetFormulaInt(CellX**)**
Returns the formula in the cell 'CellX' in the international (english) language of MS Excel. (e.g. Sum(A1:A10))

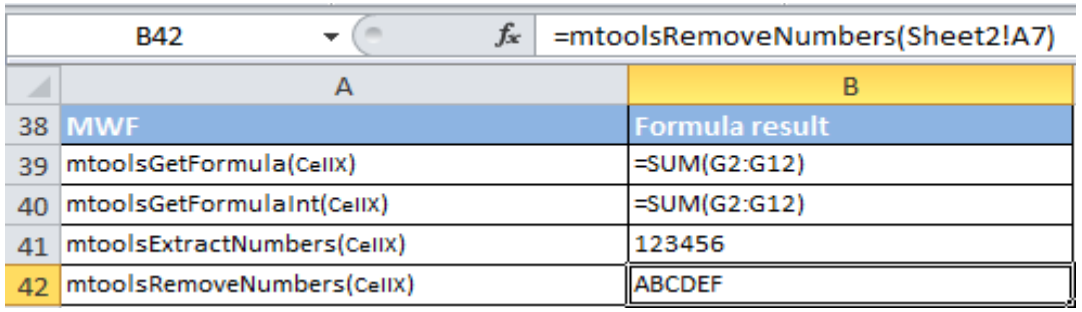
Required arguments: CellX = The cell from which its formula is returned

=mtoolsExtractNumbers(CellX**)**
Returns the numbers contained in the text/ value of the cell 'CellX'.

Required arguments: CellX = The cell from which its numbers are returned

=mtoolsRemoveNumbers(CellX**)**
Returns the non-numbers contained in the text/ value of the cell 'CellX'.

Required arguments: CellX = The cell from which its non-numbers are returned



	A	B
38	MWF	Formula result
39	mtoolsGetFormula(CellX)	=SUM(G2:G12)
40	mtoolsGetFormulaInt(CellX)	=SUM(G2:G12)
41	mtoolsExtractNumbers(CellX)	123456
42	mtoolsRemoveNumbers(CellX)	ABCDEF

MTools Worksheet Functions (MWF)

Merge Cells

=mtoolsMergeCells(Merge_Area; [Separator]; [NoEmptyCells]; [OnlyVisible]**)**

Returns the values of all cells in the range 'Merge_Area' – separated by the delimiter 'Separator'. You can also define that you only want to merge the visible cells or those that are not empty.

Required arguments: Merge_Area = The cell from which its formula is returned
Optional arguments: Separator = The delimiter that separates the content of the individual cells (e.g. «;») . ;If omitted ⇨ No delimiter
NoEmptyCells: *True* ⇨ *Exclude empty cells, False* ⇨ Include empty cells. ;Default value (if omitted) = True
OnlyVisible: *True* ⇨ *Exclude the invisible cells, False* ⇨ Merge the visible and invisible cells. ;Default value (if omitted) = False

Business Case

You can use this function e.g. to create an email string of the customers that bought a specific product from you. The email string will contain the email addresses from all cells, that have not been removed by the «Auto-Filter» from Excel. In the first printscreen, the function returns all email addresses – separated by a «;».

Name	Product				email
	MTools	MTools P	MTools U	MTools E	
Peter Muster		X			peter.muster@gmx.com
Hans Muster	X				hans.muster@gmx.com
Sandra Muster			X		sandra.muster@gmx.com
Gaby Muster				X	gaby.muster@gmx.com
Nicole Muster		X			nicole.muster@gmx.com
Alex Muster				X	alex.muster@gmx.com
Marc Muster	X				marc.muster@gmx.com
Reto Muster			X		reto.muster@gmx.com

Email string for Outlook:	peter.muster@gmx.com;hans.muster@gmx.com;sandra.muster@gmx.com;gaby.muster@gmx.com; nicole.muster@gmx.com;alex.muster@gmx.com;marc.muster@gmx.com;reto.muster@gmx.com

In the second printscreen, the Auto-Filter removed all customers, who did not buy the Software «MTools P». Therefore, these rows remain invisible, and the formula returns an email string containing only the 2 visible email addresses.

C13 fx =mtoolsMergeCells(G4:G12;";";TRUE;TRUE)

	B	C	D	E	F	G
2	Name	Product				email
3		MTools	MTools P	MTools U	MTools E	
4	Peter Muster		X			peter.muster@gmx.com
8	Nicole Muster		X			nicole.muster@gmx.com
13	Email string for Outlook:	peter.muster@gmx.com;nicole.muster@gmx.com				

MTools Worksheet Functions (MWF)

Get Names

=mtoolsGetDefinedName([Index_Name]; [OnlyVisible]**)**
Returns the name of the defined name number 'Index_Name' in the workbook. If 'OnlyVisible' is True then the function returns the x'th visible defined name saved in the workbook.

Required arguments: Index_Name = e.g. 5 returns the 5'th (visible) defined name that has been saved in the workbook.
OnlyVisible = True or False => Returns only visible names or visible and hidden names.

=mtoolsGetDefinedNameFormula([Index_Name]; [OnlyVisible]**)**
Returns the formula of the defined name number 'Index_Name' in the workbook. If 'OnlyVisible' is True then the function returns the formula of the x'th visible defined name saved in the workbook.

Required arguments: Index_Name = e.g. 5 returns the formula of the 5'th (visible) defined name that has been saved in the workbook.
OnlyVisible = True or False => Returns only the formulas of visible names or the formulas of visible and hidden names.

=mtoolsGetDefinedNames([NamesCount]; [Index1stName]; [OnlyVisible]**)**
Returns the names of multiple (NamesCount) defined names starting with the defined name number 'Index1stName'. If 'OnlyVisible' is True then the function returns only visible defined names saved in the workbook.
Required arguments: NamesCount = The number of defined names that should be returned.
Index1stName = Returns the x'th defined name and following y defined names.
OnlyVisible = True or False => Returns only visible names or visible and hidden names.

=mtoolsGetDefinedNamesFormulas([NamesCount]; [Index1stName]; [OnlyVisible]**)**
Returns the formulas of multiple (NamesCount) defined names starting with the defined name number 'Index1stName'. If 'OnlyVisible' is True then the function returns only the formulas of visible defined names saved in the workbook.
Required arguments: NamesCount = The number of formulas that should be returned.
Index1stName = Returns the formula of the x'th defined name and the formulas of the following y defined names.
OnlyVisible = True or False => Returns only the formulas of visible names or the formulas of visible and hidden names.

=mtoolsGetDefinedNamesCount([WholeWorkbook]; [OnlyVisible]**)**
Returns the number of defined names saved in the workbook or in the underlying sheet. If 'OnlyVisible' is True, then only visible names will be counted.

Required arguments: WholeWorkbook = True or False => Returns the number of defined names in the whole workbook or in the underlying sheet.
OnlyVisible = True or False => Returns only the number of visible names or of all names.

MTools Worksheet Functions (MWF)

OLE Objects

=mtoolsGetOLEObjectsCount(Name_Sheet, OnlyVisible**)**

Returns the number of embedded OLE Objects (e.g. Embedded Powerpoint documents,...) in a specific sheet or in the whole workbook.

Required arguments: Name_Sheet = If you enter the name of a sheet (e.g. Sheet1) then the function returns the number of OLE Objects embedded in that sheet. If you omit the parameter, then the function returns the number of OLE Objects in the whole workbook.
OnlyVisible = True or False => Returns only the number of embedded visible OLE objects or the number of all embedded OLE objects.

FAQ – Frequently Asked Questions

1. **Does the message “Excel is not responding” mean that Excel crashed?**
   No, the message "Excel not responding" actually means, that Excel is very busy and does not give an answer to the Operating System. Of course, this message appears when Excel crashed, but the message itself does not mean that Excel really crashed!

   Some Excel tasks like e.g. "modifying cells containing links to other files" can be very slow and you will often get the message "Not responding". Therefore you should first estimate how long the whole task will take by e.g. "modifying first just a few cells" and then making the whole task and waiting as long as you calculated that it will take.

   This is especially valid when you are using MTools. To speed up the process I often disable the screen updating. Therefore you will not see MTools working at all until the whole work is done. MTools rarely crashes and therefore you can trust it even if you get the message "Not Responding" or if your Excel screen is looking strange. If you want to make sure that MTools is still working then click on the Escape key. If a message box appears that tells you, that the "Code execution has been interrupted", then you know for sure that MTools is still working. Now you can just click on Continue so that MTools can finish it's job. Please notice that even if that message box does not appear, MTools might still be working. The reason for that is that Excel cannot interrupt anytime to show that message box. Another reason is that not all MTools functions allow the use of the Escape key so use it only when you see the message "Not Responding" and if you are thinking that Excel crashed. It will give you more trust using MTools and ignoring such messages like "Excel is not responding".

   When your boss is calling you, you might sometimes not answer him, because you are very busy, but that does not always mean that you are not working... :)

2. **How can I use the MTools functions to improve my working efficiency?**
   First you should know, that there is a business reason for every single MTools function. During my professional work with Excel in Controlling and Accounting, I developed many efficient working techniques, that require the support of MTools. I introduced some of this working techniques in my Best Practices Guide in the folder “Tipps & Tricks” as well as on my Facebook homepage. Over time I will give you more insights in the different MTools functions and how you can use them to increase your working efficiency.

FAQ – Frequently Asked Questions

3. **Why does the MTools Worksheet Function X not automatically recalculate, although the automatic calculation is enabled?**
   Excel generally only recalculates a cell, if the value of any other cell – influencing their value – changes. This means, that if the value in cell X depends on the values in cell Y and cell Z, then the value in cell X will only be recalculated if the value in cell Y or Z changes.

   However, the values of many MWF do not (respectively not only) depend on other cell values and therefore don't get triggered to update. They get automatically updated when you open the workbook, but if you want to force an update at any other occasion, then you have to press **Control + ALT + F9** or use the Calculate Function provided by MTools.

   Example:
   The cell B2 contains the formula "=mtoolsSumIfBold(B4:B7)", that calculates the sum of all bold cells in the range "B4:B7". If the value of any cell in the range "B4:B7" changes, than the value in the cell B2 will automatically be updated. However, if you only make e.g. the cell B6 bold, then no update will be triggered and you have to do that manually by pressing Control + ALT + F9, by using the MTools function "Calculate" or by closing and reopening the workbook.