- Version: 3.1.0
- Company: Jabsoft (http://www.jabsoft.com )
- Sales and Offers: Model Advisor (http://www.modeladvisor.com )

Copyright ©2010 Model Builder for Excel is a registered trademark of JABS. All rights reserved.

- Version :3.1.0
- Company : Jabsoft (http://www.jabsoft.com )
- Sales and Offers : Model Advisor (http://www.modeladvisor.com )


## Version 1.3

New Tool(s):

- Consolidate ranges:

With this tool you can consolidate information of precedent ranges from different sheets in only one range.

- Cells references tracker:

This tool has been modified for visualizing with bigger detail the detections of precedents and dependents.

- Quick references changer:

With this tool you will be able to modify in your formula the references towards a determined cell by references towards other specific cell.

Fixed bug(s):

## - Link's manager

Enhanced functionality.

## - Chart Analysis

Corrected algorithm.

- Cell's watcher

Enhanced functionality.

- In block formulas analyzer

A new function to apply Highlights and another to clear arrows, gridlines and highlights has been added.

- Toggle settings

Toggle settings, regrouping buttons for a bigger versatility.

- The distribution of the buttons in the ribbon has been improved.
- Chart analysis

Depuration about routines of creation and graphic retrieval.

## Version 1.3.3

- Cells references tracker

Improvement of the Navigation's algorithm among cells

- Erase auditing arrows

Enhanced functionality.

- Cells references tracker

Corrected algorithm.

## Version 2.0.0

- Categorize database

An option to create dynamic tables has been added in the form categorize database.

- The option categorize database has been modified to allow the visualization of categories per colors.


## Version 2.0.1

- Name's manager

The function to select several names at the same time has been added, allowing Delete, hide and make visible only the selected names.

## - Toggle settings

New validations have been made in order to avoid delays in the loading of the form.

## Version 2.1.0

- Name's manager

New validations for external links' detection with errors have been added.
New option for detection of names not used

## - Sheets manager

The tool available to copy the themes of colors in Excel 2007 has been modified.

## - Copy colors from

The tool available to copy the themes of colors in Excel 2007 has been modified.

## Version 2.2.0

- Consolidator

Now, you can consolidate sheets of closed workbooks.

- New wizard for the 'Consolidator' tool.
- Now, it consolidates unlimited closed workbooks and unlimited sheets (limited by the computer memory only).
- New wizard for the 'Multi-sheets consolidator' tool.
- Now the Muti-sheets consolidator allow you consolidate sheets with the same name.


## Version 2.4.0

## Format settings

This tool allows the administration of settings in order to "Format date" ,"Format currency" and "Format number".

A panel has been added to the version 2007 to improve the access and navigation on the following tools (cells references tracker,model navigator,cells watcher)

## Version 3.1.0

New Tool(s):

- Quick Styles
- Quick Styles- Settings
- Autoformat
- Images
- View in active book chart
- Add labels
- Move labels
- Add images
- Resize charts
- Manage Comments


## Model Builder for Excel

## 16



Camera and Camera settings
Copy Color from another book
Change color palette
國 Add to recents file＇s list
Erase history of files
．Fast close
Fast close Settings

Tools bars［ T．Bars ］
Show Quick edit bar
鲐 formula＇s translation bar
（1）Show MB Auditor bar
（7）Show Model Navigator bar
［ Show Fast close bar
Show Miscellaneous bar
fx Show Formula tools bar
Show Wizard bar
Show advanced bar
$\square$ Show Comments bar
Show Recalc all open books bar
（a）Show Rebuild arrays bar
［E Close Excel Model Builder

Formulas［ Fx ］
⿹ㅢ Quick references changer
昆 Exact formula copier
Swap ranges
Advanced transposer
Copy range as link
Copy multiple selections
Cut as values
Flip cells

\％＂Swap \％to number
骩？Change to text｜number

## Advanced［ Adv ］

4 ${ }^{2}$ Spreadsheet goal seeker
䐂 Breakeven
郎 Models panel
Consolidator
Multi－sheets Consolidator
Detailed ConsolidationMulti sheet database／consolidatorComplex formula＇s consolidation
Multiple conditional analysis \＆formatting
A Conditional text
Consolidate rangesCategorize database

Wizards［ W ］
䭪 Multiple IF
？ ？Waited average
Formula＇s error
울
．．．．Cells math by logical criteria－models
．．．．．．Cell＇s math by format－models
霉 Conditional Sum \＆Count
．．．SUMIF
．．．COUNTIF

## －

Quick fill
A Concatenate cells
Get cell＇s value
号 intersect

Auditor
Q Link manager
－Name manager
$\square_{4}$ Auditor SpreadSheet Map
aby Test \＆Highlights
贯 Auditor Trouble Test
P8 Cell＇s reference tracker
（1）Error＇s tracker
1 Circular reference tracker

Reference analyzer

| F | In block formula＇s analyzer |
| :---: | :---: |
| 1＋ | Trace multiple precedents |
| － | Remove multiple precedents |
| ${ }^{1+1}$ | Trace multiple dependents |
|  | Remove multipl |


|  | Erase auditing arrows |
| :--- | :--- |
| Show MB Auditor bar |  |
| Show hide formula's translation bar |  |
| Ravision Bar |  |

## Model Builder for Excel



Model Builder - Panel
Install Model Builder for Excel - Panel

Find \& Select
\& Clear
(@) Insert symbols


Iterative tools
Format currency
Format number
Format percentage
Format date
Pick up formatting options
Apply formatting options
H- Format cell's width
Unhide/hide rows
III Format cell's height
Unhide/hide columns
$\nabla$ Add note
Draw a circle
${ }^{1}$ A Superscript-Explanatory
A Superscript - Explanatory 2
Borders formatChange horizontal aligment
Fill color
A Font color
$\overline{\equiv \text { Cells alignment }}$
A $^{\wedge}$ Increase font size
A ${ }^{*}$ Decrease font size
Quick edit
Insert rows
Insert columns

| 感 | Delete rows |
| :---: | :---: |
| 吅 | Delete columns |
| $\xrightarrow[\square]{\square}$ | Fill downward |
| $\stackrel{\square}{\square}$ | Fill rightward |
| 目京 | Fill the highlighted range |
| 迆 | Easy select |
| （ ${ }_{\text {¢ }}$ | Paste formatting |
| ${ }_{\text {fx }}$ | Paste formulas |
| ［12］ | Paste values．．． |
| 囲 | Autoformat |
| Quic | k edit2 |
| 5 | Add any mathematical operation |
| － | Cell＇s math with selected cells |
| ${ }^{+}$ | Advanced transposer |
| － | Change reference style |
| 最相 | Exact formula copier |
| ＂10 | Change sign |
| 4 | Quick references changer |
| 每 | Swap ranges |
| 图 | Copy range as link |
| anc | Custom cells alignment |
| 밈 | Select visible cells |
| 4－ | Decrease indent |
| 実 | Increase indent |
| 40 | Increase decimal |
| ＋0 | Decrease decimal |
| He | Formulas［ Fx］ |
| 15 | Cut as values |
| ［9\％ | Flip cells |
|  | Swap \％to number |
| （1） | Change to text｜number |
| 國 | Formulas to values |
| \＃ | Select by format |
| 品 | Add／remove text |
| ab | Add／text as number format |
| 믕 | Quick mathematics |
| 晦 | Formula＇s error |
| $\square^{\prime}$ | Superscript／Underscript |
| $\underline{2}$ | Wizards［ W ］ |
| Anal | ytical tables |
| 围 | Cell＇s math by format／by logical criteria <br> Cells math by logical criteria－models |
|  | ．．．．．－Cell＇s math by format－models |
| （1） | Categorize database |
| 㵄 | Multiple conditional analysis \＆formatting |

Conditional text
Consolidation tools
Math between sheets
Consolidator
Detailed consolidation
What－If Analysis
Spreadsheet goal seeker
Breakeven
Models panel
Waited average
Conditional Sum \＆Count
．．．．SumIF
．CountIF
［8 Concatenate cells
Indirect reference
四只口
intersect
Multiple IF
Quick fill

Audit
Analysis
娼
Chart analysis
Formula＇s translation
Name manager
Excel name manager
Define names
Create from selection．．
Decompose Formula
Error＇s tracker
Circular reference trackerLink managerCompare ranges
［8．
Easy search
．．Easy search－By text
．．．．Easy search－By format
．．．．．Easy search－By logic criteria

Show formula
fx Evaluate formula
Wacht window
Misc
Trace multiple precedents
Th Trace multiple dependents
Erase auditing arrows
Q0 Cell＇s reference tracker
Model Navigator－Panel
Cell＇s reference tracker－Panel
Cell＇s watcher－Panel
Cells watcher
－In block formula＇s analyzer

| Docu | ment |
| :---: | :---: |
| ${ }^{*}$ | Eliminate comments of the selected range |
| 官 | Show／hide all comments |
| \＃ | Change comments color |
| 近 | Manage Comment |
| ข | New comment |
| － | Tools settings |
| （0） | Camera and Camera settings |
| 監 | Format settings |
| ¢ | Format currency |
| \＃ | Format number |
| \％$\%$ | Format percentage |
| E1 | Format date |
| － | Fill settings |
| $\square$ | Guides |
| － | Set alarm |
|  | Theme colors |
| 凧 | Change color palette |
| \＃ | Copy Color from another book |
| 嫋 | Arithmetical calculator |
| （a） | Show Rebuild arrays |
| 1 | Charts－labels－Images Create charts |
| 近 | View active book charts |
| ¢ | Add label |
|  | Move label |
| － | Add images |
| Illu | Resize charts |
| 退 | Export to |
| \％ | Copy \＆paste chart format |
| 域 | Save chart format |
| $\square$ | CLock cell |
| Tools |  |
| （0） | Camera |
| 第氟 | Sheets manager |
| － | Easy Print |
| $\square$ | Toggle Settings |
| $\#$ | Freeze｜Divide Panes |
| 近 | Arrange Windows |
| Docu | ment |
| 臨 | Add to recents file＇s list |
| 怱 | Erase history of files |
| 1 | Fast close |
| 库 | Fast close Settings |
| 90 | Show Recalc all open books bar |
| 風 | Workbooks manager |

- MS Windows 98 or more
- MS Excel 2000 or more

Copyright ©2010 Model Builder for Excel is a registered trademark of JABS. All rights reserved.

Uninstallation

Before uninstalling the product, do:

- Open Microsoft Excel
- Uncheck Model Builder for Excel in Tools > Add-ins.. option
- Close Excel


## Automatic

Start - Programs - JABSOFT - Model Builder for Excel > Uninstall Model Builder for Excel.
Or

## Manual

- Open the Windows Explorer.
- Go to the folder, the path should be: C:\Program Files\JABSOFT\Model Builder for Excel and delete it.

That is all.

Camera and Camera settings
(9)


This settings dialog will appear


There are two option buttons in the Camera Tools frame: Excel's image and Dynamic . Choose any. Then, in the Options frame select:

Send image to the Clipboard to send an image to the Clipboard Store image in sheet to paste an image in the cell of your choice Save picture in file to save an image in a file, to select the folder the image will be saved in.
Click Browse to open a dialog showing folders and name your file.
Under Image Format, select the image format: BMP or Picture .
Then click Apply to save the settings. You may also set a keyboard shortcut with Set hot keys. Set the combination of keystrokes by entering a letter in the text box ( $\mathbf{P}$ is the default) and then click Close .
Once the settings are completed and saved, you can use this tool by clicking the Camera icon and selecting a range.

## Example

For example, if you have an Excel spreadsheet range with this data:

|  | A | B | C | D | E | F |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  | Product A | Product B |  |  | Product A | Product B |  |
| 4 |  | 2000 | 200 | 300 |  | 2000 | 200 | 300 |  |
| 5 |  | 2001 | 150 | 200 |  | 2001 | 150 | 200 |  |
| 6 |  | 2002 | 100 | 150 |  | 2002 | 100 | 150 |  |
| 7 |  | 2003 | 50 | 75 |  | 2003 | 50 | 75 |  |
| 8 |  | Total | 500 | 725 |  | Total | 500 | 725 |  |
| 9 |  |  |  |  |  |  |  |  |  |

Choose these settings: Dynamic Excel , Store image in sheet and H88 as the target cell Save the settings and close the dialog.


Select a range as shown in the example and click the Camera icon
The range is copied as a dynamic image in the target cell selected, F2 in this example.
Any changes in the source range wil be reflected in the target imag
Use the Fast close Button to save/close open workbooks with a single click. Save your work if you have a meeting immediately!!!

Previously, you must configure this tool with the Fast Close - Settings button

Copy Color From Another Book

## 囲

You can copy the customized colors from another open book.
Then select the wished book in the window that appears:


## Model Builder for Excel

Change Color Palette

```
晿
```

This tool will allow you to change Excel's color palette, making it possible for you to have fresh colors with a more professional and personalized tone. Naturally, this is added value for your spreadsheets.

## Observation :

For Excel 2007
If you are making some work on workbooks which comprise colors of previous versions to Excel 2007, you are able to change the palette
from the button "Change color palette "
If you are making some work on workbooks which comprise the theme about colors of Excel 2007, simply click on the button " Theme colors"
( the button "Change color palette" and " Theme colors" are located in the tools section of the ribbon)


## Example

The following chart has been created using the Stock Quotes Palette:


## Note:

If you need to have more Color Palettes, then you need to have the Color palette for Excel tool, as well as the Spreadsheet Presenter tool .
The images you see in the above chart have been added with the Chart Tools for Excel tool.

## Model Builder for Exce

Add to recents file's list


If you are using MS Excel, you add the document to the recent MS Excel list.


Erase history of files
最

Use Erase File History to clean the history of opened documents in your computer. You have three options:


Select the options you want to clear and press the OK button. Clean History is available using the Fast Close - Settings Button.

Fast close

## 9

Use the Fast close Button to save/close open workbooks with a single click. Save your work if you have a meeting immediately!!!

Previously, you must configure this tool with the Fast Close - Settings button

Fast close Settings

## 期

Use Fast close - Settings to configure the Fast Close tool.


Workbook to Show: Select a workbook to show when the Fast Close Button is chosen.
Save Open Workbooks: Save open workbooks. If the workbooks have been previously saved, this function saves the changes. If there are new workbooks, the function saves them in a given path (Press the File Path button to view/select the path).


Close Open Workbook: It closes open workbooks.
Clean History: This executes the Clean History tool when you press the Emergency Button. Press the Clean History button to set it


Show Quick edit bar

## Quick edit <br> 

Quick Edit bar
Previous sheet
Netx sheet
（i）Insert symbols
$\lrcorner$ Cell＇s math with selected cells
©唓 Add any mathematical operation
圈 Exact formula copier
\＃Change sign
（3）Change reference style
$\mathrm{J}^{+4}$ Insert rows
古 Insert columns
そ Delete rows
$\stackrel{\text { Delete columns }}{ }$
Bt Fill downward
䍙 Fill rightward
$\xrightarrow[+\rightarrow \text { Fill the highlighted range }]{ }$
1if Easy select
［2］Paste formatting
［ $f_{x}$ ］Paste formulas
12］Paste values．．．
［5］Paste special


Formulas translation

This tool enables us to view formulas in a different, friendlier manner.
It is a great help, since there are many times when we wish to find out where a given value of a formula comes from. This tool can do just that.

It is very easy to use:
When pressing the Formula's translation button..., you will see that the dialog box becomes wider; this will make it possible to view any translation of the selected cell.


Then, simply move through the cells you want, so you could view the translation of the formulas in the text box of the tool bar being shown.

Formulas to labels
Formulas to values
Comment's text
Settings

Show MB Auditor bar

Show the Auditor bar．


88 Cell＇s reference tracker
気＋Trace multiple precedents
気－K Remove multiple precedents
Trace multiple dependents
Rel Remove multiple dependents
E Erase auditing arrows
Uts
侐 Chart analysis
［－9 Quick matematics
品 Decompose Formula
啫 Show hide formula＇s translation bar
（1）Error＇s tracker
Circular reference tracker
Show／hide Comments bar
In block formula＇s analyzer
＊Test for hidden data
8 Show Recalc all open books bar

Show Model Navigator bar

## （2）

| Model Navigator <br>  |  |
| :---: | :---: |
|  |  |


| Model Navigator bar |  |
| :---: | :---: |
| e\％ | Rotate throught open workbooks |
| H | Previous sheet |
| 5 | Next sheet |
| $\square$ | Toggle Settings |
| 幽 | Arrange Windows |
| 1 | Guides |
| 四 | Freeze｜Divide Panes Navigator［ Navig ］ |
|  | 迶 My favorites |
|  | E Sheets manager |
|  | 4.7 Workbooks manager |
|  | ${ }_{+}^{+}$M Model navigator |
|  | （\％）Cells watcher |
|  | To do list |
|  | 15 Version manager |
|  | Erase history of files |
|  | 國 Add to recents file＇s list |
|  | ㅇ．．）Password list |
|  | \％Password list settings |

Show Fast close bar

## 目

| $\begin{aligned} & \mathrm{FC} \cdot x \\ & 8(3) \end{aligned}$ |
| :---: |
|  |  |

Fast close bar
Fast close
(8) Set alarm

Show Miscellaneous bar



[^0]Show Formula tools bar

## fx



Formula tools bar
[2] Quick matematics
Cell's math by format / by logical criteria
....Cell's math by format - models
......Cells math by logical criteria - models
Q
Easy search
.....Easy search - By text
.....Easy search - By format
... Easy search - By logic criteria
溉 Copy multiple selections
$98_{5}$ Cut as values
"
"\% Swap \% to number
... Flip cells
骩? Change to text | number
${ }^{7}$ Formulas to values
(i) Insert

Show wizard bar


Wizard bar
暘 Multiple IF
？目 Waited average
$\overbrace{}^{\circ}$ Formula＇s error
언 Cell＇s math by format／by logical criteria
．．．．．Cells math by logical criteria－models
．．．．．．Cell＇s math by format－models
擂 Conditional Sum \＆Count
．．．SUMIF
COUNTIF
abc
Concatenate cells
它 intersect
曷 Get cell＇s value
E
Quick fill

Show Advanced bar
Advanced

Advanced
Chart analysis
Q Easy search
．．．．Easy search－By text
．．．．Easy search－By format
．．．．Easy search－By logic criteriaCategorize database
I．Select by format
：Multiple conditional analysis \＆formatting
A Conditional text
$4^{2}$ Spreadsheet goal seeker
㥭 Breakeven
Consolidator
捔 Multi－sheets Consolidator
（1）Detailed Consolidation
国 Multi sheet database／consolidator
Complex formula＇s consolidation
䴙
Models panel

Show Comment bar


Add new comment

지
Eliminate comments of the selected rangeShow / hide all comment'sToggle comment corners
華
Comment report's
4
Change comment's colorRevision Bar

Show Recalc all open books bar

This extremely useful option allows - in a single click - to recalculate all workbooks opened.


Simply click on the corresponding button and recalculation will take place immediately.

## Model Builder for Excel

Show Rebuild arrays bar
\{a\}
This small but very useful tool bar makes it possible to create arrays in the simplest possible manner.


We simply set ourselves over the range where we wish to create an array; and ...


We then press the Rebuild Arrays button.


That is all.

Install Model Builder for Excel - Panel
In case you have installed the previous version in your pc, you will be asked to uninstall from configuration/ control panel /add or remove features/Model Buider- panel

Once the installation of the product is completed, the following dialog box with be displayed, asking you to install the Model builder - panel.

Press the button "Press the following link to start the installation panel" to start the installation


If you have all necessary requirements to install the panel, a process will start automatically and you will see the next dialog box for some seconds.


It is very important to close excel to configure correctly. In case Excel was opened during this process, it will be necessary to close it before using the panel for the first time. That is all

In case you need to install requirements, the following dialog box will be shown.
This dialog box will detect automatically the requirements that you need to install in order to run the function of Model Builder for Excel panel.

- Install Model Builder panel - requeriments

In order to run the function Model Builder panel
Is necessary to install the following requirements:
-Net framework 3.5, vsto runtime 3.0
Please close Excel before starting with the installation.
1.- Press the button install Framework 3.5

When completing with the installation of the framework, if necessary, a message to install will appear: "Primary interoperability assembly" accept the installation of this element. ( you can download and install or run it directly from the browser.)

Once the installing process of the framework 3.5 is complete
2. Press the button install vsto runtime 3.0

Finally after completing the installing process of vsto runtime 3.0
3. Press the button Install Model Builder panel to complete the installation of Quick styles panel.
1.- Install .NET Framework
2. Install VSTO 3.0 Runtime
3.- Install Model Builder panel

You should run the requirements in a sequential way:
1.- Normally, first you should press the button 1.- Install .NET FRAMEWORK

When completing with the installation of the framework, if necessary, a message to install will appear :
"Primary interoperability assembly" accept the installation of this element.
( you can download and install or run it directly from the browser.)
2.- Right after some minutes when the installation of the framework has been completed, you should proceed to install VSTO 3.0 Runtime
Press the correspondent button for that.(Install VSTO 3.0 Runtime)
Finally, right after having completed with the installation of the requirements
3.- Press the button install Model Builder panel to load the customization on Excel

Right after completing with the installation, Open Excel to confirm the installation.
On the following link you can access to a video of example regarding the installation:
http://www.jabsoft.net/helpdesk/Resources/emb_panel_demo/emb_panel_demo.htm
If you receive an error message when completing with the installation of Model Builder panel, then it will be neccesary to install a language package according to your settings from Microsoft's web. http://www.microsoft.com/downloads/details.aspx?FamilyID=eb37615a-409f-4209-be8e-a197afdc1d45\&DisplayLang=en

## Observations:

In case that any of the requirements exist in your PC already, the correspondent button will be disabled, so in such a
case you must press the button : Next to the sequence.

If the 2 requirements exists in your PC, the buttons 1.- Install .NET framework and 2.- Install VSTO 3.0 runtime will be disabled
In such a case, the button: Install Model Builder panel, should be pressed directly. This is for completing the process.
If you choose installing the Model Builder panel and you currently have a version that is coextensive with the version you wish to install, then you will be offered the option of repairing or uninstalling.

If you choose installing the Model Builder panel and you currently have a different version to the version you wish to install , then you will be indicated to uninstall Model Builder - panel, before installing your new version.

In case you did not check the option launch Model Builder on the last screen of the installation from the product, you can access to the verification of requirements from

Start/Programs/Jabsoft/Model Builder for Excel/Install Model Builder panel for Excel 2007.

It is important to keep the order on the installation sequence.

If you close the installing requirement window involuntarily, you can access again and continue the installation from Start/Programs/Jabsoft/Model Builder for Excel/Install Model Builder panel for Excel 2007.

It can happen that you will be requested to restart the PC right after installing the framework, if you wish you can do it . But you normally can ignore that message and continue with the installation

Re-Install Model Buider panel
If you have reinstalled the product and the system detects that you have installed the Model Buider panel, it will happen the following:
The next dialogue box will be displayed

Please before continuing with the installation of Model Builder panel, close Excel until the installation has been completed.
Excel must be closed, in order to make the fixing or installation of the product.
choose Repair Model Builder- panel and click on finish


In case you have installed the previous version in your pc, you will be asked to uninstall from configuration/ control panel /add or remove features/Model Buider- panel


Another version of this product is already installed. Installation of this version cannot continue. To configure or remove the existing version of this product. use Add/Remove Programs on the Control Panel.

## OK

After the uninstalling ,this in order to install the new version, you can apply the following method:

- Go to star/programs/jabsoft/install Model Builder Panel for Excel

This function is available in excel 2007 and above.

## Model Builder for Excel

Model navigator

## ${ }^{+}+$

Workbooks are often very extensive -and sometimes you will be interested only in checking the value of certain cells. And the mere fact of locating them may be nothing short of a feat.

Model Navigator was built with this in mind: the perfect tool to navigate through specific cells in your spreadsheet.
You can add and/or remove the cells you wish to and from the Model Navigator dialog as follows:

Click the button $\square$ to add the cell you want to check.

Click the button $\square$ to remove a cell from the list. Also, you can see the cell either in the upper-left corner or in its normal location.

This information is saved in a very hidden sheet of your workbook and is only available to that workbook.

| Builder - Panel |
| :--- |
| Cell's references tracker Cell'sw. <br>  Nav <br>   <br> Cells: Address: <br> SALES E18 <br> TAXES M20 <br> CF B14 <br> COST D14 <br> VALUE F14 <br>   <br>   |

Comments:
November taxes
Vew Cell in the upper-feft square.

This box is resize-able. Simply place the cursor on the dialog box's borders and reduce/increment its size, according to your convenience.

Cell's watcher

Do you need to select important cells in your model? Use this powerful tool to select and manage them.
Workbooks are often very extensive -and sometimes you will be interested only in checking the value of certain cells. And the mere fact of locating them may be nothing short of a feat.

Cell's watcher is the right tool to navigate through specific cells in your spreadsheet.


You can add and/or remove the cells you wish to and from the Cell's watcher dialog as follows:

Click the button $\square$ to add the cell you want to check.

Click the button $\square$ to remove a cell from the list.

Cell's watcher stores the cells in two groups:
Output. Cells containing formulas.
Input. Cells with no formulas.

You can sensitize the value of an input cell and undo
any changes.


Moreover, you may view the cell value in the upper-left corner or in its original location and enlarge or shrink the Cell's watcher dialog.

Go to reference cell.
View cell in the upper-left square.

This information is saved in a very hidden sheet of your workbook and is only available to that workbook.

Cell's reference tracker

This versatile tool allows you to navigate between the cells which originate and/or depend on a cell under observation. This works even through sheets contained in other workbooks.
In addition to this, a series of tools are included to allow movement and viewing cells, such as:

- Select originating or dependent cells.
- Color them as you wish.
- Navigate through them.
- Show the comment contained in the cell through which we moved.
- Change the formulas directly from the dialogue box.
- Among others.

Let us see an example:
We position ourselves on a cell that contains a cell, and we press the corresponding tool bar button.
The tool's dialogue box will then open up.


The first time the tool is activated, if the active cell has a formula, by default, the tool will detect the origins of the cell.

But, each time we wish to analyze a cell, we must again go over the following steps:
1.- Press the SET button in the dialogue box.
2.- Press the Precedents or Dependents button, depending on what we wish to do.

Thus, the tool will detect the originating or dependent cells of the selected cell, and the dialogue box will unfold a list of such cells.
Using this list we can move through those originating or dependent cells.
In addition, we can select the resulting cells or maybe add color to them so they can be easily distinguished.


In order to evaluate the result of a section from your formula:
1 .First select a segment of your formula according as it is shown in the image.
2. Then press button evaluate.
3. Place the cursor on the text box corresponding to the Editor formula.


| Value | Inf | Cell | Sheet | Book |
| :---: | :---: | :---: | :---: | :---: |
| 10500 | F | C12 | Hoja1 |  |


| Value | Inf | Cell | Sheet | Book |
| :---: | :---: | :---: | :---: | :---: |
| 3000 | I | C8 | Hoja1 |  |
| 1000 | I | C9 | Hoja1 |  |
| 3000 | I | C10 | Hoja1 |  |
| 3500 | I | C11 | Hojal |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

$\square$ Show arrows

## Formula editor

$=C 8+C 9+C 10+C 11$

Note:
Undo button will only bring back the last time the formula has been overwriten

## Model Builder For Excel

Quick references changer
Qu

With this tool you will be able to modify in your formula the references towards a determined cell by references towards other specific cell.


For Example in the following case if you want to change the references in the formula from A1 range.

1) Select $A 1$ range .

Press the button Add 5 times to add 5 text boxes which are necessary for the following example.
2) Enter respective values of the references to search ( $2, A, \$ C \$ 7$, Sheet1,Sheet $3!\$ G \$ 6$ ) in each one of the text.
3) Now enter the correspondng values to the references for which you want to replace respectively.
4) Click on the Apply in selection button.


Finally this is the result
References in the formula from A1 range have been modified

| A1 |  | $f_{x}=\mathrm{E} 8+\mathrm{B} 16+\$ \mathrm{D} 99+$ Sheet2!F14+Sheet4!D33 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | R | C | D | E | F |
| 1 | 58 | 44 | 25 | 25 | 25 | 25 |
| 2 | 33 | 454 | 33 | 33 | 25 | 33 |

Note: The Undo opcion will be available with the name undo_changer.


## Model Builder for Excel

Exact formula copier

## 啡

Do you need to copy exact formulas from one range to another?
Excel, when copying formulas, does it with relative references, so the formulas change. The following is an example of what this tool does:


You then select the cell where the results will be pasted to. Click on the OK button.


## Model Builder For Excel

## Swap ranges

品
This tool allows you to interchange data contained in two ranges, in a simple manner.
Have a look at the example:
The blue ranges are to be interchanged.

| - $f_{x}=\mathrm{D} 2+\mathrm{E} 2+\mathrm{F} 2$ |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  | 6.00 |  | 1.00 | 2.00 | 3.00 |  | 5.00 |
| 3 |  | 9.00 |  | 2.00 | 3.00 | 4.00 |  | 7.00 |
| 4 |  | 12.00 |  | 3.00 | 4.00 | 5.00 |  | 9.00 |
| 5 |  | 15.00 |  | 4.00 | 5.00 | 6.00 |  | 11.00 |
| 6 |  | 18.00 |  | 5.00 | 6.00 | 7.00 |  | 13.00 |
| 7 |  | 4 | Swap ranges |  |  |  |  | - |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  | Swap Range 1: 5 row $(\mathrm{s}) \times 1$ column(s) |  |  |  |  |  |
| 10 |  |  | 'Sheet2'!\$8\$2:\$8\$6 |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  | With Range 2: 5 row $(\mathrm{s}) \times 1$ column(s) |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  | Sheet 2 ! $\$ \mathrm{H} \$ 2$ 2: $\$ \mathrm{H} \$ 6$ |  |  |  |  |  |
| 15 |  |  | ? |  | Ok Cancel |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  | $\xrightarrow{\square}$ |  |  |  |  |  |

Once you have selected the ranges to interchange, just press the OK button.

|  |  | $f_{x}=F 2+E 2$ |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | $B \sim \mathrm{C}$ | D | E | F | G | H |
| 1 |  | $\square$ |  |  |  |  | - |
| 2 |  | 5.00 | 1.00 | 2.00 | 3.00 |  | 6.001 |
| 3 |  | 7.00 | 2.00 | 3.00 | 4.00 |  | 9.00 |
| 4 |  | 9.00 | 3.00 | 4.00 | 5.00 |  | 12.00 |
| 5 |  | 11.00 | 4.00 | 5.00 | 6.00 |  | 15.00 |
| 6 |  | 13.008 | 5.00 | 6.00 | 7.00 |  | 18.00 |
| 7 |  | $\square$ |  |  |  |  | - |

That is all!

## Model Builder For Excel

Advanced transposer
${ }_{\square}$
This tool transposes the data selected in the indicated range.
Have a look at the example:
We wish to transpose the data selected in Range B8, but only as values.
We choose the transposing mode we wish, and press the OK button.

| $\mathrm{B8}$ - $\mathrm{fx}^{2}=\mathrm{F} 2+\mathrm{E} 2$ |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H | 1 | J |  |
| 1 |  |  |  |  |  |  | Advanced transposer |  |  |  |  |
| 2 |  | 5.00 |  | 1.00 | 2.00 | 3.00 |  |  |  |  |  |
| 3 |  | 7.00 |  | 2.00 | 3.00 | 4.00 | Select the upper-left cell for paste the results : |  |  |  |  |
| 4 |  | 9.00 |  | 3.00 | 4.00 | 5.00 |  |  |  |  |  |
| 5 |  | 11.00 |  | 4.00 | 5.00 | 6.00 | Transpose ... $\qquad$ <br> Data <br> Data with exact formula Formula link |  |  |  |  |
| 6 |  | 13.00 |  | 5.00 | 6.00 | 7.00 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  | $\checkmark$ Copy formatting |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  | T) |  | Ok | Cancel |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |

Note that they have only been pasted as values.


More examples on the rest of the options.
Pasting data with an exact formula.

| B8 |  | - $f=F 2+E 2$ |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F |
| 1 |  |  |  |  |  |  |
| 2 |  | 5.00 |  | 1.00 | 2.00 | 3.00 |
| 3 |  | 7.00 |  | 2.00 | 3.00 | 4.00 |
| 4 |  | 9.00 |  | 3.00 | 4.00 | 5.00 |
| 5 |  | 11.00 |  | 4.00 | 5.00 | 6.00 |
| 6 |  | 13.00 |  | 5.00 | 6.00 | 7.00 |
| 7 |  |  |  |  |  |  |
| 8 |  | 5.00 | 7.00: | 9.00: | 11.00 | 13.00 |
| 9 |  |  |  |  |  |  |

Pasting data as link, to original cells.

| B8 |  | $f \times=B 2$ |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  | 5.00 |  | 1.00 | 2.00 | 3.00 |  |
| 3 |  | 7.00 |  | 2.00 | 3.00 | 4.00 |  |
| 4 |  | 9.00 |  | 3.00 | 4.00 | 5.00 |  |
| 5 |  | 11.00 |  | 4.00 | 5.00 | 6.00 |  |
| 6 |  | 13.00 |  | 5.00 | 6.00 | 7.00 |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  | 5.00 | 7.00 | 9.00 | 11.00 | 13.00 |  |
| 9 |  |  |  |  |  |  |  |

Note: You can also run the tool as follows:
1.- Select the range you wish to transpose.
2.- Select the cell where you wish to paste the results (do not forget to select two ranges you must hold down the CTRL key).
Finally, press the corresponding button.


## 3.- Press the corresponding button.

The first click will paste as values. The second click will paste as exact formulas. The third click will paste the data as links.

## Model Builder for Excel

Copy range as link

This useful tool allows you to paste a cell range to get linked to the original range.
When Excel pastes cell ranges as links, it also does it over empty cells.
We show you the next procedure as an alternative:
1.- Select a cell range.
2.- Click in the tool box to visualize the dialog box showed in the next

3.- Pick a cell to paste the results, in this case it will be cell D2.

If you want you can include formats putting the check to the correspondent option. In this case we are not going to do this. Take a look at the results.

|  | A | B | C | D | E |
| :---: | :--- | :--- | :--- | :--- | :--- |
| 1 |  |  |  |  |  |
| 2 |  | 1.00 |  | 1.00 |  |
| 3 |  | 2.00 |  | 2.00 |  |
| 4 |  | 3.00 |  | 3.00 |  |
| 5 |  | 4.00 |  | 4.00 |  |
| 6 |  | 5.00 |  | 5.00 |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

## Model Builder for Excel

Copy multiple selections
㙁

Many times we have attempted to copy multiple ranges from a sheet, just to find out that this action is not possible. This is a shortcoming of Excel, and this is why, thinking of the users and in the time which could be saved, we have created this tool.
Here is an example:
We would like to copy the selection to the indicated range:

|  | A | B | C | D | E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  | ProductName | Category | UnitPrice |  |  |  |  |  |
| 3 |  | Laughing Lumberjack Lager | Beverages | \$14.00 |  |  |  |  |  |
| 4 |  | Gumbär Gummibärchen | Confections | \$31.23 |  |  |  |  |  |
| 5 |  | Schoggi Schokolade | Confections | \$43.90 |  |  |  |  |  |
| 6 |  | Zaanse koeken | Confections | \$9.50 |  |  |  |  |  |
| 7 |  | Outback Lager | Beverages | \$15.00 |  |  |  |  |  |
| 8 |  | Rhönbräu Klosterbier | Beverages | \$7.75 |  |  |  |  |  |
| 9 |  | Lakkalikööri | Beverages | \$18.00 |  |  |  |  |  |
| 10 |  | Aniseed Syrup | Condiments | \$10.00 |  |  |  |  |  |
| 11 |  | Chef Anton's Cajun Seasoning | Condiments | \$22.00 |  |  |  |  |  |
| 12 |  | Chef Anton's Gumbo Mix | Condiments | \$21.35 |  |  |  |  |  |
| 13 |  | Sir Rodney's Scones | Confections | \$10.00 |  | Copy multiple selections |  |  | x |
| 14 |  | NuNuCa Nuß-Nougat-Creme | Confections | \$14.00 |  |  |  |  |  |
| 15 |  | Grandma's Boysenberry Spread | Condiments | \$25.00 |  | Select the upper-isft cell for paste the results : |  |  |  |
| 16 |  | Northwoods Cranberry Sauce | Condiments | \$40.00 |  | Products! $\$ F \$ 3 \mid$ |  |  | $\square$ |
| 17 |  | Louisiana Fiery Hot Pepper Sauce | Condiments | \$21.05 |  |  |  |  |  |
| 18 |  | Louisiana Hot Spiced Okra | Condiments | \$17.00 |  | (2) | Ok |  | Cancel |
| 19 |  | Original Frankfurter grüne Soße | Condiments | \$13.00 |  |  |  |  |  |
| 20 |  | Pavlova | Confections | \$17.45 |  |  |  |  |  |
| 21 |  | Teatime Chocolate Biscuits | Confections | \$9.20 |  |  |  |  |  |
| 22 |  | Sir Rodney's Marmalade | Confections | \$81.00 |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |

we press OK, and the result will be shown below:

| E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Laughing Lumberjack Lager |  |  |  |
|  | Gumbär Gummibärchen |  |  |  |
|  | Schoggi Schokolade |  |  |  |
|  | Zaanse koeken |  |  |  |
|  | Outback Lager |  |  |  |
|  | Rhönbräu Klosterbier |  |  |  |
|  |  | Beverages |  |  |
|  |  | Condiments |  |  |
|  |  | Condiments |  |  |
|  |  | Condiments |  |  |
|  |  | Confections |  |  |
|  |  |  | \$14.00 |  |
|  |  |  | \$25.00 |  |
|  |  |  | \$40.00 |  |
|  |  |  | \$21.05 |  |
|  |  |  | \$17.00 |  |
|  |  |  |  |  |

Cut as values

55
This useful tool makes it possible to cut a range of cells containing values and formulas; to then paste it to another area, but only as values.
It also copies the number format.
See the following example:
We wish to cut the contents of the selected range, and paste it to another area, but only as values.


Click on the OK button, and the results will be shown below:

|  | A | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  | Category | UnitPrice |
| 3 |  |  |  |  | Beverages | \$1.00 |
| 4 |  |  |  |  | Beverages | \$2.00 |
| 5 |  |  |  |  | Condiments | $\$ 3.00$ |
| 6 |  |  |  |  | Condiments | \$4.00 |
| 7 |  |  |  |  | Condiments | \$5.00 |
| 8 |  |  |  |  |  |  |

## Model Builder for Excel

Flip cells

This interesting tool permits the interchanging of values of a selected range.
In other words, the value of the first cell is positioned as the last value of the selected range; and the value of the last cell will now be in the first cell. The second value will become the penultimate value, and the penultimate value will be come second ... and so on ...
See the example below:
We wish to interchange the values of the selected range.

| E2 $\quad$ ( $f_{x}=\mathrm{B} 2+\mathrm{C} 2$ |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F |
| 1 |  |  |  |  |  |  |
| 2 |  | 1 | 2 |  | 3 |  |
| 3 |  | 2 | 3 |  | 5 |  |
| 4 |  | 3 | 4 |  | 7 |  |
| 5 |  | 4 | 5 |  | 9 |  |
| 6 |  | 5 | 6 |  | 11 |  |
| 7 |  | 6 | 7 | § | 13 |  |
| 8 |  | 7 | 8 |  | 15 |  |
| 9 |  | 8 | 9 |  | 17 |  |
| 10 |  | 9 | 10 |  | 19 |  |
| 11 |  | 10 | 11 |  | 21 |  |
| 12 |  | 11 | 12 |  | 23 |  |
| 13 |  | 12 | 13 |  | 25 |  |
| 14 |  | 13 | 14 |  | 27 |  |
| 15 |  |  |  |  |  |  |

After applying this tool, the results will be as follows:

| E2 |  | $\checkmark$ | $f_{x}=\mathrm{B} 14+\mathrm{C} 14$ |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F |
| 1 |  |  |  |  |  |  |
| 2 |  | 1 | 2 |  | 27 |  |
| 3 |  | 2 | 3 |  | 25 |  |
| 4 |  | 3 | 4 |  | 23 |  |
| 5 |  | 4 | 5 |  | 21 |  |
| 6 |  | 5 | 6 |  | 19 |  |
| 7 |  | 6 | 7 |  | 17 |  |
| 8 |  | 7 | 8 |  | 15 |  |
| 9 |  | 8 | 9 |  | 13 |  |
| 10 |  | 9 | 10 |  | 11 |  |
| 11 |  | 10 | 11 |  | 9 |  |
| 12 |  | 11 | 12 |  | 7 |  |
| 13 |  | 12 | 13 |  | 5 |  |
| 14 |  | 13 | 14 |  | 3 |  |
| 15 |  |  |  |  |  |  |

To reverse the changes, simply apply the tool again.

Change sign

This useful tool allows you to change the sign of a range or cell containing formulas or values.
If the cell contains a formula, a parenthesis will be placed before changing the sign, while the formula is kept unchanged.
Note the following example:
The following range is selected:

|  | A | B | C |
| :---: | :---: | :---: | :---: |
| 1 |  |  |  |
| 2 |  | 14 |  |
| 3 |  | 15 |  |
| 4 |  | 7.75 |  |
| 5 |  | 18 |  |
| 6 |  | 10 |  |
| 7 |  | 22 |  |
| 8 |  | 21.35 |  |
| 9 |  | 25 |  |
| 10 |  | 40101 |  |
| 11 |  |  |  |

First click:
The values of all cells now have negative values

|  | A | B | C |
| :---: | :---: | :---: | :---: |
| 1 |  |  |  |
| 2 |  | -14 |  |
| 3 |  | -15 |  |
| 4 |  | -7.75 |  |
| 5 |  | -18 |  |
| 6 |  | -10 |  |
| 7 |  | -22 |  |
| 8 |  | -21.35 |  |
| 9 |  | -25 |  |
| 10 |  | $-40$ |  |
| 11 |  |  |  |

Second click:
The values of all cells are now positive again

|  | A | B | C |
| :---: | :---: | :---: | :---: |
| 1 |  |  |  |
| 2 |  | 14 |  |
| 3 |  | 15 |  |
| 4 |  | 7.75 |  |
| 5 |  | 18 |  |
| 6 |  | 10 |  |
| 7 |  | 22 |  |
| 8 |  | 21.35 |  |
| 9 |  | 25 |  |
| 10 |  | 401) |  |
| 11 |  |  |  |

## Model Builder for Excel

Swap \% to number

Whenever we apply the percentage format to a range, using the tool available in Excel, we notice that the number changes too.
This is to say, if we have a cell containing 3 as its value, and we apply the Excel percentage, we will notice that the number has become 300\%.
Sometimes, this change can create visual confusion.
Our Swap Percentage to Number tool solves this problem.
We will use the following range as an example:

| D2 |  | - | $f_{x}=\mathrm{B} 2+\mathrm{C} 2$ |  |
| :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D |
| 1 |  |  |  |  |
| 2 |  | 1 | 2 | 3 |
| 3 |  | 2 | 3 | 5 |
| 4 |  | 3 | 4 | 7 |
| 5 |  | 4 | 5 | 9 |
| 6 |  | 5 | 6 | 11 |
| 7 |  |  |  |  |

We will select a column and then proceed to press the corresponding button.

| D2 |  | $\checkmark$ | $f_{x}=(\mathrm{B} 2+\mathrm{C} 2) / 100$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E |
| 1 |  |  |  |  |  |
| 2 |  | 1 | 2 | 3\% |  |
| 3 |  | 2 | 3 | 5\% |  |
| 4 |  | 3 | 4 | 7\% | $\zeta$ |
| 5 |  | 4 | 5 | 9\% |  |
| 6 |  | 5 | 6 | 11\% |  |
| 7 |  |  |  |  |  |

We can see that the numbers have not changed and that the calculations have not changed at all. To undo the effect, we simply select the corresponding range again, and click on the same button again.

| D2 |  | $\checkmark$ | $f_{x}=B 2+C 2$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E |
| 1 |  |  |  |  |  |
| 2 |  | 1 | 2 | 3 | そ |
| 3 |  | 2 | 3 | 5 |  |
| 4 |  | 3 | 4 | 7 |  |
| 5 |  | 4 | 5 | 9 |  |
| 6 |  | 5 | 6 | 11 |  |
| 7 |  |  |  |  |  |

## Model Builder for Excel

Change to text | number

It is often the case that we wish to convert numeric values into text, to then perform certain calculations using the same values which have been converted to text.
Or perhaps, we simply wish to hide the formulas.
This tool can do the job.
Let us see an example:
We have a selected range that we wish to convert into text.
We click on the tool to be able to perform the task.


If any of the cells has a formula, the tool will detect it and it will ask us if we wish to continue.
After we confirm the task, we will see the results:

| D2 |  | $\checkmark$ | $f \times 3$ |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E |
| 1 |  |  |  |  |  |
| 2 |  | 1 | 2 | 3 |  |
| 3 |  | 2 | 3 | 5 |  |
| 4 |  | 3 | 4 | 7 |  |
| 5 |  | 4 | 5 | 9 |  |
| 6 |  | 5 | 6 | 11 |  |
| 7 |  | 6 | 7 | 13 | § |
| 8 |  | 7 | 8 | 15 |  |
| 9 |  | 8 | 9 | 17 |  |
| 10 |  | 9 | 10 | 19 |  |
| 11 |  | 10 | 11 | 21 |  |
| 12 |  | 11 | 12 | 23 |  |
| 13 |  | 12 | 13 | 25 |  |
| 14 |  | 13 | 14 | 27 |  |
| 15 |  |  |  |  |  |

To undo the changes we simply click on the Excel undo button.

## [17 Model Builder for Eceal

Formulas to values
四吉
This useful tool converts all formulas of a selected range into values, in the simplest possible way: a single click.
See the example below, using the selected range:


We click on the corresponding button to see the changes.


This task cannot be undone.

## HI Model Builder for Excel

Spreadsheet goal seeker

The cell or range that you want to change is called: Define the cell / range to change . This item must always contains a formula or a function.

|  | Stock A | Stock B | Stock C | Stock D | Spreadsheet Goal Seeker |  |  | $\times$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Stock quantity | 1000 | 700 | 600 | 500 | Define the celljrange to change: |  |  |  |
| Price Per stock | \$ 25.00 | \$ 15.00 | \$ 10.00 | \$ 15.00 | Stocks! \$C \$10:\$F\$10 |  |  | - |
| Total | 25,000,00 | 10,500,00 | 6,000,00 | 7,500.00 |  |  |  |  |
|  |  |  |  |  | Define the target value(s): |  |  |  |
| Investment | 22,000.00 | 10,000.00 | 5,000.00 | 6,000.00 |  |  |  | - |
|  |  |  |  |  | Changing the celljrange : |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Wished profit | 5,000.00 | 2,000.00 | 3,000.00 | 4,000.00 | Clear model |  |  |  |
|  |  |  |  |  | Existing models: Available models |  |  | $\cdots$ |
|  |  |  |  |  | Add new model | Administrate models |  |  |
|  |  |  |  |  |  | Ok | Cancel |  |

The value(s) or formula(s) you want to change to is called: Define the target value(s). Click on Define the target value(s) field and select the cell or range that contains the new values.


The part of the formula(s) that you want to change is called Changing the cell / range . This item must only contain values, not a formula or a function.
Click on the Changing the cell / range field, and select the cell or range you wish to change.


Click in the OK button.
Done.
Look at your spreadsheet and note how Spreadsheet Goal Seeker was changed the value of the cells and returns the result you wished.

|  | Stock A | Stock B | Stock C | Stock D |
| :--- | ---: | ---: | ---: | ---: |
| Stock quantity | 1080 | 800 | 800 | 667 |
| Price Per stock | $\$ 25.00$ | $\$ 15.00$ | $\$ 10.00$ | $\$ 15.00$ |
| Total | $27,000.00$ | $12,000.00$ | $8,000.00$ | $10,005.00$ |


| Investment | $22,000.00$ | $10,000.00$ | $5,000.00$ | $6,000.00$ |
| :--- | ---: | ---: | ---: | ---: | | Currently profit | $5,000.00$ | $2,000.00$ | $3,000.00$ | $4,005.00$ |
| :--- | ---: | ---: | ---: | ---: | | Wished profit | $5,000.00$ | $2,000.00$ |
| :--- | :--- | :--- |

Also, Spreadsheet Goal Seeker allows you to display the result from many adjustments at the same time. We will explain how to do it using an example simpler


Then, press the Ok button and one similar report sheet will be showed:

|  | A | B | C | D | E | F | G |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |
| 2 |  | Target values |  |  |  |  |  |
| 3 |  | 4,690.00 | 4,890.00 | 4,690.00 | 4,890.00 | 4,690.00 | 4,890.00 |
| 4 |  | 4,920.00 | 5,120.00 | 4,920.00 | 5,120.00 | 4,920.00 | 5,120.00 |
| 5 |  | 5,120.00 | 5,320.00 | 5,120.00 | 5,320.00 | 5,120.00 | 5,320.00 |
| 6 |  | 5,320.00 | 5,520.00 | 5,320.00 | 5,520.00 | 5,320.00 | 5,520.00 |
| 7 |  | 5,520.00 | 5,720.00 | 5,520.00 | 5,720.00 | 5,520.00 | 5,720.00 |
| 8 |  |  |  |  |  |  |  |
| 9 |  | New input values |  |  |  |  |  |
| 10 | For target values in line 3 | 1,359.42 | 1,417.39 | 1,302.78 | 1,321.62 | 1,234.21 | 1,253.85 |
| 11 | For target values in line 4 | 1,426.09 | 1,484.06 | 1,366.67 | 1,383.78 | 1,294.74 | 1,312.82 |
| 12 | For target values in line 5 | 1,484.06 | 1,542.03 | 1,422.22 | 1,437.84 | 1,347.37 | 1,364.10 |
| 13 | For target values in line 6 | 1,542.03 | 1,600.00 | 1,477.78 | 1,491.89 | 1,400.00 | 1,415.38 |
| 14 | For target values in line 7 | 1,600.00 | 1,657.97 | 1,533.33 | 1,545.95 | 1,452.63 | 1,466.67 |
| 15 | ち 2/28/2006 12:44 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |

## Model Builder for Excel

Breakeven

Let's build a breakeven (no earnings nor losses) of a specific business.
e.g. We want to calculate how many units of each product we need to sell in order to the final result be equal to zero If you sell more products, your business will produce profits, but if you sell less your business will produce losses.

|  | A | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  | E-books Sales |  |  |  |  |
| 2 |  |  | Book A | Book B | Book C |  |
| 3 |  | Unit Cost | 30.00 | 25.00 | 40.00 |  |
| 4 |  | Quantity to Sell | 100 | 50 | 80 |  |
| 5 |  |  |  |  |  |  |
| 6 |  | Sale Price | 35.00 | 25.00 | 38.00 | $6$ |
| 7 |  |  |  |  |  |  |
| 8 |  | Total Sales | 3,500.00 | 1,250.00 | 3,040.00 |  |
| 9 |  | Investment | 3,000.00 | 1,250.00 | 3,200.00 |  |
| 10 |  |  |  |  |  |  |
| 11 |  | Profits | 500.00 | 0.00 | -160.00 |  |
| 12 |  | Total Profits | 340.00 | Breakeven |  |  |
| 13 |  |  |  |  |  |  |  |

In this case, we obtain a profit of $\$ 340.00$
Now, we want to obtain no losses nor profits (breakeven)
How much, should we increment the price of each product?
Breakeven is the perfect tool for this type of job.


Models panel

From this option we can execute all models we may have previously saved with any of the following tools:
Spreadsheet goal seeker
Consolidator
Cell's math by format
Cell's math by logical criteria
Multiple conditional analysis \& formatting
What is the purpose of this tool?
Well, the case is that we are frequently performing the same tasks over the same workbooks.
... and almost inevitably, the input data is the same. So, then, why not save the settings, so that next time we will simply execute those models without having to enter the data again?

If we had not yet saved any model in the current workbook, the following message would appear if we pressed the corresponding button:
Models panel
Yave your customized models using any of the next tools :

- Spreadsheet Goal seeker.
- Consolidator.
- Cell's math by format.
- Cell's math by logic criteria.
- Multiple conditional analysis \& formatting.

But, if we have already saved one or more models, the following dialogue box would be shown:

and we would be able to execute any model we wished, from the dialogue box.
Note: Try to remember that the models you save can only be available for execution in the workbook where they were saved, since these models are saved in a very well hidden sheet of the same workbook.

## Consolidator

(8)

With this tool, you can consolidate several books and/or sheets into one single sheet.
A wizard will take you step-by-step throughout the consolidation process.
You can either create a new consolidation model and save it, or work with existing, previously saved consolidation models you want to reuse.

You can download the example used in this Help page from this link:
Download example

1. As the Wizard dialog pops up, select New Consolidation.

2. Select all sheets to be consolidated (all except for 'Indications', which contain the indications for this example).


## 3. Click on Next .

Now select the range containing the data to consolidate, the mathematical function used for consolidation, and the target range where
the results are to be pasted.
You may save this consolidation model for future use. For further details, please refer to Working with existing models .


## 4. Click on Consolidate -and that's it!

You can see the result starting on cell A24.


Work with consolidations models

## 国

In this section, you will learn how to work with previously saved consolidation models. You can run directly any saved models, as well as edit and copy them from one book to the other.

1. Open the Consolidator Wizard dialog.

Select Work with existing consolidation models and then click on Next.

2. The dialog has two tabs, Edit and Copy.

## Edit Tab

The first dropdown lists the workbooks containing saved consolidation models; as you select one, the second dropdown shows the consolidation models saved in the selected book. Information related to the selected model shown in this tab includes consolidation data range, mathematical function used, target range for .
consolidation results, and the structure of sheets to consolidate.

Once you select the model, click on the Consolidate button and the selected model will run quickly.


## Copy Tab

This tab is an additional utility for advanced users -the more you master this tool, the more useful it will become.
Use this functionality to copy existing models from one workbook to another.
This is useful if the target workbook has the same consolidation structure as the source workbook.


## Multi-sheets Consolidator

Use this tool to consolidate two or more books containing sheets with the same consolidation ranges.
Consolidation results may be shown in a new sheet of an existing workbook or in a new workbook.

1. Open the Multi-Sheets Consolidator wizard .

As shown in the figure below, there are three workbooks: Gropu1.xls, Group2.xls and Group3.xls . Each workbook has sheets to consolidate.


Select all workbooks and click on [>>] to add all sheets to the List of workbooks and sheets to consolidate. Then press Next.

2. Now select the range to consolidate, the consolidation mathematical function and the target range for consolidation results.

3. Click on the Consolidate button, and that's it -the results are all yours.

Notice that the tool has copied all sheets in the consolidation list into this new book and then proceeded to consolidated them in one sheet labeled Consolidation.

|  | A | B | C | D | E | F | G | H | I | J |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  | Jan 08 | Feb 08 | Mar 08 | Apr 08 | May 08 | Jun 08 | Jul 08 | Aug 08 |
| 5 | Saf |  |  |  |  |  |  |  |  |  |
| 6 |  | Jackets | 396.375,19 | 436.012,71 | 356.737.67 | 317.100,15 | 307.190,77 | 287.372,01 | 237.825,12 | 198.187,60 |
| 7 |  | Sweaters | 240.075,12 | 264.082,63 | 216.067,60 | 192.060,09 | 186.058,21 | 174.054,46 | 144.045,07 | 120.037,56 |
| 8 |  | Pants | 160.050,08 | 176.055,08 | 144.045,07 | 128.040,06 | 124.038,81 | 116.036,31 | 96.030,05 | 80.025,04 |
| 9 |  | Shoes | 142.444 .57 | 156.689,03 | 128.200,11 | 113.955,65 | 110.394,54 | 103.272,31 | 85.466,74 | 71.222,28 |
| 10 |  | Sandals | 48.015,02 | 46.014.40 | 44.013.77 | 50.015,65 | 56.017,53 | 58.018,15 | 60.018,78 | 80.025,04 |
| 11 |  | T-Shirts | 96.030,05 | 92.028,79 | 88.027.54 | 100.031,30 | 112.035,05 | 116.036,31 | 120.037,56 | 160.050,08 |
| 12 |  | Shirts | 96.030,05 | 92.028,79 | 88.027,54 | 100.031,30 | 112.035,05 | 116.036,31 | 120.037,56 | 160.050,08 |
| 13 |  | Shorts | 65.108,37 | 62.395,52 | 59.682,67 | 67.821,22 | 75.959,77 | 78.672,62 | 81.385,46 | 108.513,95 |
| 14 |  | Caps | 46.994.70 | 48.015,02 | 49.015,34 | 46.914,68 | 46.994.70 | 46.994,70 | 51.216,02 | 53.416.71 |
| 15 |  | Socks | 42.013,15 | 48.015,02 | 50.015.65 | 46.014.40 | 38.011,89 | 32.010,02 | 30.009,39 | 26.808,39 |
| 16 |  | Belts | 46.994,70 | 46.994,70 | 46.994,70 | 33.550,50 | 37.771,82 | 39.992,51 | 33.570,50 | 37.531,74 |
| 17 |  | Total | 1.380.130,99 | 1.468.331,71 | 1.270.827.68 | 1.195.535,00 | 1.206.508,15 | 1.168.495,70 | 1.059.642,25 | 1.095.868,46 |
| 18 | Sa | les expenses, | overhead and ot | r expenses |  |  |  |  |  |  |
| 19 |  | S/O/O Expen | 771.641,79 | 821.030,96 | 710.485 .98 | $668.294,24$ | 674.360,52 | 653.060,51 | 592.103,25 | 612.093,63 |
| 20 | fnc | ome before t | axes and financia | income |  |  |  |  |  |  |
| 21 |  | EBIT | 608,489,20 | 647.300,75 | 560.341,70 | 527.240,76 | 532.147,64 | 515.435,20 | 467.538,99 | 483.774,84 |
| 22 |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |
| 18 <br> 14 | * | $1 \backslash$ Hoja | Consolidation | Virginia / Mich | /Ohio / Main | L Alaska / Orego | / Washington | Montana / Flor | / Georgia | na $/ \bar{A} \mid<$ |

Note : The worksheet labeled Sheet4 shows an important summary information on consolidated sheets such as workbooks containing them and if there are sheets with the same name. Since Microsoft Excel does not permit sheets with the same label in the same workbook, Multi-Sheets Consolidator has renamed the sheets for you by adding a sequential number to names changed. The summary also shows which sheets were renamed, which is very useful as you can realize where each consolidated sheet comes from. In this example none of the worksheets in the new book have been renamed because all worksheets had different original names.

|  | A | B | C | D | E | F | G | H | 1 | J | K | L |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Workbook | Original name | New name |  |  |  |  |  |  |  |  |  |
| 2 | Group1.xls | Virginia | Virginia |  |  |  |  |  |  |  |  |  |
| 3 | Group1.xls | Michigan | Michigan |  |  |  |  |  |  |  |  |  |
| 4 | Group1.x/s | Ohio | Ohio |  |  |  |  |  |  |  |  |  |
| 5 | Group1.xls | Maine | Maine |  |  |  |  |  |  |  |  |  |
| 6 | Group1.x/s | Alaska | Alaska |  |  |  |  |  |  |  |  |  |
| 7 | Group1.x/s | Oregon | Oregon |  |  |  |  |  |  |  |  |  |
| 8 | Group1.xls | Washington | Washington |  |  |  |  |  |  |  |  |  |
| 9 | Group1.xls | Montana | Montana |  |  |  |  |  |  |  |  |  |
| 10 | Group2.xls | Florida | Florida |  |  |  |  |  |  |  |  |  |
| 11 | Group2.xls | Georgia | Georgia |  |  |  |  |  |  |  |  |  |
| 12 | Group2.xls | Arizona | Arizona |  |  |  |  |  |  |  |  |  |
| 13 | Group2.xls | Alabama | Alabama |  |  |  |  |  |  |  |  |  |
| 14 | Group3.xls | California | California |  |  |  |  |  |  |  |  |  |
| 15 | Group3.xls | Mississippi | Mississippi |  |  |  |  |  |  |  |  |  |
| 16 | Group3.xls | Colorado | Colorado |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14. | - M Hoja | Consolda | n $/$ Vrginia | ig | M | , | Wa | /M |  | , | A |  |

## Detailed Consolidation

院

This type of consolidation is appropriated if you want to see the detail along with the totals Let's illustrate this tool's performance through a didactic example.

Suppose we have a workbook called "Products", this workbook possesses 6 sheets with following names: "Coffee", "Beverage", "Chocolates", "Fruits", "Others" and the sixth sheet is called "Detailed Consolidation". Also, five of these sheets shows the sales total of a determined product. See the below image:

|  | B | C | D |  | E | F | c |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2 |  | Category |  | Price | Sales/Unit | Revenue |  |
| 3 |  | Beverage A |  | \$21.00 | 1 | \$21.00 |  |
| 4 |  | Beverage B |  | \$11.00 | 2 | \$22.00 |  |
| 5 |  | Beverage C |  | \$34.00 | 3 | \$102.00 |  |
| 6 |  | Beverage D |  | \$22.00 | 4 | $\$ 88.00$ |  |
| 7 |  | Beverage E |  | \$32.00 | 5 | \$160.00 |  |
| 8 |  | Beverage F |  | \$34.00 | 6 | \$204.00 |  |
| 9 |  | Beverage G |  | \$44.00 | 7 | \$308.00 |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  | Total Beverage |  | \$198.00 | 28 | \$905.00 |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |


|  | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2 |  | Category | Price | Sales/Unit | Revenue |
| 3 |  | Cappuccino A | \$20.00 | 2 | \$40.00 |
| 4 |  | Cappuccino B | \$23.00 | 2 | \$46.00 |
| 5 |  | Cappuccino C | \$24.00 | 2 | \$48.00 |
| 6 |  | Espresso A | \$12.00 | 2 | \$24.00 |
| 7 |  | Espresso B | \$23.00 | 2 | \$46.00 |
| 8 |  | Espresso C | \$45.00 | 2 | \$90.00 |
| 9 |  | Latte | \$33.00 | 2 | \$66.00 |
| 10 |  |  |  |  |  |
| 11 |  | Total Cappuccino | \$180.00 | 14 | $\$ 360.00$ |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |

And so on.
Now we click on Detailed Consolidation button and add the 5 sheets we wish to consolidate (less the Detailed Consolidation sheet)
From now on, we proceed to choose the range to consolidate (this range will be the same for each sheet)

This way:


Likewise, we have chosen the place where the results will be pasted
Press on Consolidate button and we will see that the Detailed Consolidation sheet shows the following result.


## Model Builder for Exce

Multi sheet database / consolidator

## 筫

Do you wish to consolidate data come from many sheets contained in more than one workbook? and, besides, the records are disordered?
Then, this tool will make it for you.
Let's see an example:
Suppose, that I want to consolidate data contained in 2 workbooks,
These workbooks are named: "Example_01.xls" and "Example_02.xls" respectively.
In order to use this tool, first, I must name to each range to be consolidated.
In this example, the ranges' names are the following ones:

| Workbook | Name |
| :--- | ---: |
| Examples_01.xIs: | tables_01 <br> tables_02 <br> tables_03 |
| Examples 02.xls | tables 04 |

See the named ranges to use:


|  | abl | -01 * | $f_{x}$ ID Product |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E |  |
| 1 |  |  |  |  |  |  |
| 2 |  | ID Product | Deficient products | Solds products | Quantity |  |
| 3 |  | DM1099 |  | 67 |  |  |
| 4 |  | ANM199 |  | 4 |  |  |
| 5 |  | GD1099 |  | 3 |  |  |
| 6 |  | GD1199 |  | 7 |  |  |
| 7 |  | SDG98 | 1 |  |  |  |
| 8 |  | SDG99 | 12 |  |  |  |
| 9 |  | SDG97? | 1 |  |  |  |
| 10 |  | F~0999 |  |  | 1 |  |
| 11 |  | FM1099 |  |  | 2 |  |
| 12 |  | FN1199 |  |  | 5 |  |
| 13 |  | TH1199 |  |  |  |  |
| 14 |  | TH1299 |  |  | 33 |  |
| 14 | - | MSheet1 | Sheet2 < Sheet3 | 1 |  |  |




Then, we open the corresponding dialog box (showed below)
We choose the names that we will use in the consolidation and we finally press on Ok button for to execute the action.


Note that if the selected named range(s) is located in workbooks different, then the consolidation will be done in a new workbook.

The result is a pivot table con the wished consolidation.
If we had chosen "Paste results as... Static table" then the results would be showed in a simple table.

|  | A | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2 |  |  |  |  |  |  |
| 3 | Sheets | (A,ll) $\quad$ - |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 | Sum of Value | Column $\quad-$ |  |  |  |  |
| 6 | Row - | Deficient products | Quantity | Solds products | Grand Total |  |
| 7 | AD0999 |  |  | 14 | 14 |  |
| 8 | AD1099 |  |  | 16 | 16 |  |
| 9 | AM0100 | 11 |  | 5 | 16 |  |
| 10 | ANM199 | 4 |  | 8 | 12 |  |
| 11 | CNT199 |  |  | 232 | 232 |  |
| 12 | DG95 |  | 1 |  | 1 |  |
| 13 | DG95? | 2 |  |  | 2 |  |
| 14 | DG96 | 1 |  |  | 1 |  |
| 15 | DM1099 | 1 |  | 246 | 247 |  |
| 16 | FM0999 |  | 2 | 2 | 4 |  |
| 17 | FM1099 |  | 4 | 6 | 10 |  |
| 18 | FW1199 |  | 10 | 10 | 20 |  |
| 19 | GD0100 |  | 108 | 44 | 152 |  |
| 20 | GD1099 | 6 |  | 10 | 16 |  |
| 21 | GD1198 |  | 1 |  | 1 |  |
| 22 | GD1199 | 7 | 9 | 18 | 34 |  |
| 23 | GD1299 |  | 14 | 29 | 43 |  |
| 24 | GM0100 |  | 4 |  | 4 |  |
| 25 | GM1099 |  | 4 |  | 4 |  |
| 26 | GM1199 |  | 7 |  | 7 |  |
| 27 | GM1299 |  | 36 |  | 36 |  |
| 28 | GOU0999 |  | 8 | 10 | 18 |  |
| 29 | GOU1099 |  | 32 | 8 | 40 |  |
| 30 | GOU1199 |  | 50 | 16 | 66 |  |
| 31 | GOU1299 |  | 192 | 69 | 261 |  |
| 32 | GW1199 |  | 36 | - 4 | 40 |  |
| 33 | LIN1199 |  |  | 10 | 10 |  |
|  | - */ Shee | t2 $/$ Sheet 3 / She | eet1 (2) $>$ | Sheet 4 | 4 |  |

## Model Builder For Excel

Complex formula's consolidation

This useful tool allows you to make in a simple way, many arithmetic operations at the same time between spreadsheets.

Imagine the next situation:
I have 3 spreadsheets with information in Budget, Effective and Tax.
I want to discount the Effective and Tax information in the Budget sheet. Then I want that the results appear in another sheet called Total. This operation is very easy with this tool.

Let's see the spreadsheets:


The image above contains data in the B5:K7 range. The same occurs with the Effective and tax sheets.
The purpose is to show the consolidation results of the Total sheet.
Click in the correspondent button to show the dialog box and then select the work range:

Complex formula's consolidation


Click on the wished sheet(s) to build the formula:
Budget
Effective
Tax
Total

Formula editor:


- Paste the result(s) in:

V New sheet
Upper-left cell:


Now, we will make the formula:
1 Click over the element in the dialog box, Budget. Look that in the dialog box the formula is create.
2 Then click in the minus sign button.
3 Then choose the element Effective from the sheet list. Look how the formula is start creating:


4 Click again in the minus sign button.
5 Then click over the Tax element from the list. The formula will look like this:



Now we have to choose where we want to paste the results. In your case it will be in the Total sheet. (it could be also in a new sheet).

These are the results:


These are the results:


This has been a simple example.
Imagine all the wasted time and troubles that you can save using this tool to create complex formulas that involve data from another sheets.

## Model Builder for Excel

Multiple conditional analysis \& formatting
國

Multiple conditional analysis \& formatting is the tool suitable to format cells in a database based on a criterion previously specified
in the decision table.
Besides, this tool generates a most useful pivot table with mathematical operations in selected fields of the database.
For the following example, you will need a database and a decision table.

once you have entered the information in the dialog, as shown above, click on the Do It button. The result is shown below:

|  | A | B | c | D | E | F | G |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |
| 2 |  | SalesPerson | ProductNo | UnitPrice | Quantity | Amount |  |
| 3 |  |  | 8 | 9.20 | 41 | 377.20 |  |
| 4 |  | 4. | 48 | 14.00 | 30 | 420.00 |  |
| 5 |  | 3. | 43. | 15.00 | 25 | 375.00 |  |
| 6 |  | 5 | 54 | 24.00 | 22 | 528.00 |  |
| 7 |  | 17 | 11 | 15.00 | 21 | 315.00 |  |
| 8 |  | 1 | 5 | 12.50 | 50 | 625.00 |  |
| 9 |  | 19 | 58 | 24.00 | 2 | 48.00] |  |
| 10 |  | 12 | 61 | 31.00 | 51 | 1,581.00, |  |
| 11 |  | 12. | 4 | 34.80 | 21 | 730.80 |  |
| 12 |  | 30 | 10 | 49.30 | 5 | 246.50 |  |
| 13 |  | 19. | 38 | 7.45 | 28 | 208.60 |  |
| 14 |  | 20. | 38 | 7.45 | 28 | 208.60, |  |
| 15 |  | 11 | 31 | 21.05 | 28 | 589.40 |  |
| 16 |  | 8 | 27. | 19.00 | 4 | 76.00 |  |
| 17 |  | 19. | 22 | 21.05 | 36 | 757.80 |  |
| 18 |  | 17 | 45 | 12.50 | 29 | 362.50 |  |
| 19 |  | 21 | 4 | 34.80 | 23 | 800.40 |  |
| 20 |  | 7 | 38 | 7.45 | 15 | 111.75 |  |
| 21 |  | 11 | 65 | 55.00 | 23 | 1,265.00 |  |
| 22 |  | 4 | 16 | 19.00 | 19 | 361.00 |  |
| 23 |  | 26. | 41 | 9.20 | 9 | 82.80 |  |
| 24 |  | 9 | 19 | 30.00 | 48 | 1,440.00 |  |
| 25 |  | 15. | 12. | 46.00 | 12 | 552.00 |  |
| 26 |  | 24. | 61 | 31.00 | 42 | 1,302.00 |  |
| 27 |  | 22 | 10. | 49.30 | 51 | 2,514.30 |  |
| 28 |  | 11. | 60. | 263.50 | 15 | 3,952.50 |  |
| 29 |  |  | 21 | 12.50 | 23 | 287.50 |  |
| 30 |  |  | 9. | 25.89 | 30 | 776.70, |  |
| 31 |  |  |  |  |  |  |  |

If in addition you wish to have a report in a pivot table with mathematical operations in each field of the database, just check the Add category checkbox in the dialog to enable this option.
Then click on the Add pivot table report button, and choose the fields and math operations you want to perform.


|  | A | B | c | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  | SalesPerson | ProductNo | UnitPrice | Quantity | Amount | Category |  |
| 3 |  | - 8 | 8 | 9.20 | 41 | 377.20 | - 0 W |  |
| 4 |  | 4 | 48. | 14.00 | 30 | 420.00 | Very low |  |
| 5 |  | 3 | 43 | 15.00. | 25 | 375.00 | Very low |  |
| 6 |  | 5 | 54 | 24.00 | 22 | 528.00 | Very low |  |
| 7 |  | 17 | 11 | 15.00 | 21 | 315.00 | High |  |
| 8 |  | 1. | 5 | 12.50 | 50 | 625.00 | Very low |  |
| 9 |  | 19 | 58 | 24.00 | 2 | 48.00 | High |  |
| 10 |  | 12. | 61 | 31.00 | 51 | 1,581.00 | Normal |  |
| 11 |  | 12 | 4 | 34.80 | 21 | 730.80 | Normal |  |
| 12 |  | 30 | 10 | 49.30 | 5 | 246.50 | Very high |  |
| 13 |  | 19. | 38 | 7.45 | 28 | 208.60 | High |  |
| 14 |  | 20. | 38 | 7.45 | 28 | 208.60 | High |  |
| 15 |  | 11 | 31 | 21.05 | 28 | 589.40 | Normal |  |
| 16 |  | 8 | 27 | 19.00 | 4 | 76.00 | Low |  |
| 17 |  | 19. | 22. | 21.05 | 36 | 757.80 | High |  |
| 18 |  | 17 | 45 | 12.50 | 29 | 362.50 | High |  |
| 19 |  | 21 | 4 | 34.80 | 23 | 800.40 | Very high |  |
| 20 |  | 7 | 38 | 7.45 | 15 | 111.75 | Low |  |
| 21 |  | 11 | 65 | 55.00 | 23 | 1,265.00 | Normal |  |
| 22 |  | 4. | 16 | 19.00 | 19 | 361.00 | Very low |  |
| 23 |  | 26. | 41 | 9.20 | 9 | 82.80 | Very high |  |
| 24 |  |  | 19 | 30.00 | 48 | 1,440.00 | Low |  |
| 25 |  | 15 | 12 | 46.00 | 12 | 552.00 | Normal |  |
| 26 |  | 24. | 61 | 31.00 | 42 | 1,302.00, | Very high |  |
| 27 |  | 22 | 10 | 49.30 | 51 | 2,514.30 | Very high |  |
| 28 |  | 11 | 60. | 263.50 | 15 | 3,952.50 | Normal |  |
| 29 |  | 9 | 21 | 12.50 | 23 | 287.50 | Low |  |
| 30 |  | 8 | 9 | 25.89 | 30 | 776.70 | Low |  |
| 31 |  |  |  |  |  |  |  |  |


|  | A | 日 | C | D | E | F | G |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  | Data - |  |  |  |  |  |
| 4 | Category - | COUNT OF SALESPERSON | MAX OF SALESPERSON | MIN OF SALESPERSON | MAX OF QUANTITY | MIN OF QUANTITY | SUM OF AMOUNT |
| 5 | High | 6 | 20 | 17 | 36 | 2 | 1900.5 |
| 6 | Low | 6 | 9 | 7 | 48 | 4 | 3069.15 |
| 7 | Normal | 6 | 15 | 11 | 51 | 12 | 8670.7 |
| 8 | Very high | 5 | 30 | 21 | 51 | 5 | 4946 |
| 9 | Very low | 5 | 5 | 1 | 50 | 19 | 2309 |
| 10 | Grand Total | 28 | 30 | 1 | 51 | 2 | 20895.35 |
| 11 |  |  |  |  |  |  |  |

Conditional text
${ }^{\text {a }}$

Conditional Text is the tool suitable to format cells in a range/database based on a criterion previously specified in the decision table.

For the following example, you will need a database and a decision table, as shows the image:

| Conditional Test |  |  | $x$ |
| :---: | :---: | :---: | :---: |
| Range to evaluate:C Selection of active sheet : Active sheet <br> $C$ Selection of each sheet $C$ Entire workbook |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Select the Decision table: |  |  |  |
|  |  | - |  |
| Auto-Refreshing ... <br> The range in evaluation <br> The Decision Table (Useful if you are constantly modifying the Decision Table) |  |  |  |
| Г Is case sentitive. ? | Execute | Close |  |


|  | A | B | C | D | E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  | Full | Fast | Lite | NINA |  |  |  |
| 3 |  | Retail | s | Assessing | NA | Prioritized |  | Assessing |  |
| 4 |  | Direct | S | A | S | 5 |  | Opt Out |  |
| 5 |  | Tech | A | Assessing | NA | Opt Out |  | Prioritized |  |
| 6 |  | Consumer orig | A | A | A | A |  | XXX |  |
| 7 |  | Institutional | XXX | A | Assessing | xxx |  | 5 |  |
| 8 |  |  |  |  |  |  |  | Olympus |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  | Full | Fast | Lite | NINA |  |  |  |
| 12 |  | Retail | NA | a | S | Olympus |  |  |  |
| 13 |  | Direct | S | A | S | S |  |  |  |
| 14 |  | Tech | NA | prioritized | A | Opt Out |  |  |  |
| 15 |  | Consumer orig | A | A | A | A |  |  |  |
| 16 |  | Institutional | Assessing | A | X $\times 1 \times$ | OLYMPUS |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |

## use instructions:

1.- Enter the Decision table in the dialog box:

2.-Click on the OK button.

The result is shown below:

|  | A | B | C | D | E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  | Full | Fast | Lite | NINA |  |  |  |
| 3 |  | Retail | s | Assessing | NA | Prioritized |  | Assessing |  |
| 4 |  | Direct | S | A | S | S |  | Opt Out |  |
| 5 |  | Tech | A | Assessing | NA | Opt Out |  | Prioritized |  |
| 6 |  | Consumer orig | A | A | A | A |  | x $\times x$ |  |
| 7 |  | Institutional | xox | A | Assessing | xxx |  | 5 |  |
| 8 |  |  |  |  |  |  |  | Olympus |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  | Full | Fast | Lite | NINA |  |  |  |
| 12 |  | Retail | NA | a | s | Olympus |  |  |  |
| 13 |  | Direct | S | A | S | 5 |  |  |  |
| 14 |  | Tech | NA | prioritized | A | Opt Out |  |  |  |
| 15 |  | Consumer orig | A | A | A | A |  |  |  |
| 16 |  | Institutional | Assessing | A | x $\times x$ | OLYMPUS |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |

Notes:
If you wish to stop the automatic update, open the dialogue box again and quit check of the Auto-refresh.... then press the button close in order to close the dialogue box.

The refreshing option applies only on the active sheet.

Consolidate ranges


With this tool you can consolidate ranges of different sheets in the open workbooks as closed workbooks as well.

## Use instructions:

Click here to select the sheets...

1. In the appearing window press the button: $\square$


The window Select Workbooks \& sheets should be open:

2. The sheets that you will include in the consolidation must be chosen. You can also reference them from a file, to this end you should navigate and choose the button

Add...


The ranges must have the equal headboards, so that the consolidation can work correctly. Example:

## beverage 02.xlsx - Microsoft Excel

| 60 | Category | Price | Sales/ | Revenue |
| :---: | :---: | :---: | :---: | :---: |
| 61 | Beverage H | \$21.00 | 2 | \$42.00 |
| 62 | Beverage I | \$11.00 | 3 | \$33.00 |
| 63 | Beverage J | \$34.00 | 1 | \$34.00 |
| 64 | Beverage K | \$22.00 | 4 | \$88.00 |
| 65 | Beverage M | \$32.00 | 3 | \$96.00 |
| 66 | Beverage N | \$34.00 | 2 | \$70.00 |
| 67 | Beverage O | \$44.00 | 1 | \$88.00 |
| 14 | M energy | carbonated beverage diet drinks |  |  |

## beverage03.xlsx - Microsoft Excel

| 100 | Category | Price | Sales/Unit Revenue |  |
| :---: | :---: | :---: | :---: | :---: |
| 101 | Beverage P | $\$ 21.00$ | 2 | $\$ 42.00$ |
| 102 | Beverage Q | $\$ 11.00$ | 3 | $\$ 33.00$ |
| 103 | Beverage R | $\$ 34.00$ | 1 | $\$ 34.00$ |
| 104 | Beverage S | $\$ 22.00$ | 4 | $\$ 88.00$ |
| 105 | Beverage T | $\$ 32.00$ | 3 | $\$ 96.00$ |
| 106 | Beverage U | $\$ 34.00$ | 2 | $\$ 70.00$ |
| 14 | M cola $\quad$ beer | wines | $\%$ |  |

## beverage 01.xlsx - Microsoft Excel

| 20 | Category | Price | Sales/Unit | Revenue |
| :---: | :---: | :---: | :---: | :---: |
| 21 | Beverage A | \$21.00 | 1 | \$21.00 |
| 22 | Beverage B <br> Beverage C | \$11.00 | 2 | \$22.00 |
| 23 |  | \$34.00 | 3 | \$102.00 |
| 24 | Beverage D | \$22.00 | 4 | \$88.00 |
| 25 | Beverage E | \$32.00 | 5 | \$160.00 |
| 26 | Beverage F | \$34.00 | 6 | \$204.00 |
| 27 | Beverage G | \$44.00 | 7 | \$308.00 |
| 14 | - M Coffee | teas | shake \% | 14 |

-Select the headboard of ranges from any of the mentioned sheets.

```
Category .. Price Sales/Unit Revenue
```

3.-Click on the OK button.


Finally this is the result.

| , | A | B | C | D |
| :---: | :---: | :---: | :---: | :---: |
| 1 | Category | Price | Sales/Unit Revenue |  |
| 2 | Beverage H | \$21.00 | 2 | \$42.00 |
| 3 | Beverage I | \$11.00 | 3 | \$33.00 |
| 4 | Beverage J | \$34.00 | 1 | \$34.00 |
| 5 | Beverage K | \$22.00 | 4 | \$88.00 |
| 6 | Beverage M | \$32.00 | 3 | \$96.00 |
| 7 | Beverage N | \$34.00 | 2 | \$70.00 |
| 8 | Beverage O | \$44.00 | 1 | \$88.00 |
| 9 | Beverage P | \$21.00 | 2 | \$42.00 |
| 10 | Beverage Q | \$11.00 | 3 | \$33.00 |
| 11 | Beverage R | \$34.00 | 1 | \$34.00 |
| 12 | Beverage S | \$22.00 | 4 | \$88.00 |
| 13 | Beverage T | \$32.00 | 3 | \$96.00 |
| 14 | Beverage U | \$34.00 | 2 | \$70.00 |
| 15 | Beverage V | \$44.00 | 1 | \$88.00 |
| 16 | Beverage A | \$21.00 | 1 | \$21.00 |
| 17 | Beverage B | \$11.00 | 2 | \$22.00 |
| 18 | Beverage C | \$34.00 | 3 | \$102.00 |
| 19 | Beverage D | \$22.00 | 4 | \$88.00 |
| 20 | Beverage E | \$32.00 | 5 | \$160.00 |
| 21 | Beverage F | \$34.00 | 6 | \$204.00 |
| 22 | Beverage G | \$44.00 | 7 | \$308.00 |



The ranges of its 3 sheets have been consolidated in one sheet.

Categorize database

Use this practical tool to categorize records in a database, based on a category table.
It also provides as much as four category levels.
The following example will illustrate how this beneficial tool works:
Consider the following database and the (one-level) category table:

| Categories table |  |  |  |
| :---: | :---: | :---: | :---: |
| $>=$ | $<=$ | Seller |  |
| 1000 | 2000 | Bad |  |
| 2100 | 3000 | Regular |  |
| 3100 | 5000 | Great |  |


| Database |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Year | First name | Last name | City | Gender |  | ales |
| 2004 | Chris | Sleep | Gastonia | M | \$ | 2,500.00 |
| 2004 | Ellen | Oaks | Raleigh | F | \$ | 1,300.00 |
| 2005 | George | Porge | Concord | M | \$ | 2,200.00 |
| 2002 | James | Doe | Charlotte | M | \$ | 3,500.00 |
| 2002 | Jean | Queen | Charlotte | M | \$ | 2,400.00 |
| 2002 | Joe | Jones | Raleigh | M | \$ | 2,300.00 |
| 2002 | John | Doe | Gastonia | M | \$ | 1,000.00 |
| 2001 | Mary | Contrary | Wilmington | F | $\$$ | 2,000.00 |
| 2001 | Max | Steel | Charlotte | F | \$ | 3,000.00 |
| 2001 | Rachel | Quispe | Charlotte | F | \$ | 4,000.00 |
| 2001 | Paula | Mann | Concord | M | \$ | 5,000.00 |
| 2003 | Peter | Holland | Maryland | F | $\$$ | 1,500.00 |
| 2003 | Sadie | Smith | Wilmington | F | \$ | 2,000.00 |
| 2002 | Sam | Pam | Raleigh | M | $\$$ | 2,500.00 |
| 2001 | Samantha | Bell | Gastonia | F | $\$$ | 2,500.00 |

Follow the following steps:
Click on the Categorize button in the toolbar, then:

1. Choose the database and the field to be evaluated.
2. Select the category table.
3. Finally, choose the destination cell to paste results.

4. The table below shows how the result will be displayed.


Besides, You can use the added field to create a pivot table.

In order to obtain the pivot table you must activate the corresponding check to the option: "add pivot table", Then you have to indicate the fields you want to analyze together with the kind of format you want to visualize for the pivot table.

An example is shown on the images

1. Check on "Add pivot table"

2. Indicate the fields to analyzer and the kind of formats you want to visualize

| Year | First name | Last name | City | Gender | Sales |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2004 | Chirs | Sleep | Gastonia | M | \$2,500.00 |
| 2004 | Ellen | Oaks | Raleigh | F | \$1,300.00 |
| 2005 | Categorize database |  |  | X | \$2,200.00 |
| 2002 | Choose your preferences to generate the report: |  |  |  | \$3,500.00 |
| 2002 |  |  |  |  | $\$ 2,400.00$ |
| 2002 |  |  |  |  | \$2,300.00 |
| 2002 | Year | Co | Default | Add... | \$1,000.00 |
| 2001 | City |  | Default |  | \$2,000.00 |
| 2001 |  |  |  |  | \$3,000.00 |
| 2001 | Sales | M | Default |  | \$4,000.00 |
| 2001 |  |  | Default | Delete | \$5,000.00 |
| 2003 | Sales |  |  |  | \$1,500.00 |
| 2003 |  |  |  |  | \$2,000.00 |
| 2002 |  |  | Ok | Cancel | \$2,500.00 |
| 2001 | Samalitia | DEII | उतstorna | r | \$2,500.00 |

3.Press the button "Do it"


Note: Optionally you can press the button $\square$ "View pivot table" to change your preferences concerning to the creation of the pivot table.

This is the result

|  | Data |  |  |  |  |
| :--- | :--- | ---: | ---: | ---: | ---: |
| Seller |  | COUNT OF YEAR | COUNT OF CITY | MAX OF SALES | SUM OF SALES |
| Bad | 5 | 5 | 2000 | 7800 |  |
| Great | 3 | 3 | 5000 | 12500 |  |
| Regular | 7 | 7 | 3000 | 17400 |  |
| Grand Total | 15 | 15 | 5000 | 37700 |  |

Multiple IF
吅

Have you ever tried to build a formula containing several embedded IFs? Complicated, right?
We know that, too... But, as developers, we want to make things easier for you:
Multiple IF is the tool created to build formulas for you.
You just have to make sure you indicate the right parameters, and Multiple IF will do the rest.
Let us look at the following examples:
Let us start by building a formula with a simple IF, in the selected cell.
The question is: If Cell D2 is greater than 10, the message will be "It is greater than 10 "; otherwise, the message will be "It is lower than or equal to 10 ".


After entering all the data, we will press the OK button.

| B2 |  | $f_{x}=\mathbb{F}(\mathrm{D} 2>10, "$ greater than 10 ", "Least or equal than 10") |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F |
| 1 |  |  |  |  |  |  |
| 2 |  | Least or equal than 10 |  | 10 |  |  |
| 3 |  | 3 |  |  |  |  |
| 4 |  |  |  |  |  |  |

You have just created your first IF formula, in the simplest possible manner.
Now let us take a look at a more elaborate example:
We will work on the same cell from the previous example. We will ask: Is Cell D2 greater than 5? If true, let it ask again: Is Cell D2 greater than 10?
If Cell D2 is lower than 5, then let it ask again: Is Cell D2 lower than or equal to 3?
Watch the figure below:


Then we click on the Next button to continue building our formula. The following dialogue box will be displayed:


Note that in the first part of the IF (is it greater than 10?) there are two possible answers: if True: ">10", of False: "<=10" Then, for the second part of the formula (is it lower than or equal to 3 ?), there are also two possible answers: if True: "<=3"; and if False: ">10"

Finally, we press the OK button to see the results.

| B2 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  | $<=10$ |  | 10 |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |

Notice how complex the formula is, and how difficult it would have been to do it manually.
One more thing: note that the dialogue box has a Next button; this is for a higher level of complexity. Use it if you need it.

Use this tool and have fun building your formulas.

## Waited average

目
This practical tool allows you to find the weighted average of a set of values.
Let us see the following example:
We have a student's grade, and we need to know his weighted average.
We click on the corresponding button and fill the data on the figure.

|  | A | B | C | D | E | F | G | H |  | J |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  | Course | Score | Credits |  |  | Averag |  |  |  |
| 3 |  | Accounting | 7 | 3 |  |  |  |  |  |  |
| 4 |  | Administrative leadership | 8 | 4 |  |  |  |  |  | x |
| 5 |  | Anthropology | 8 | 4 |  |  | W |  |  | X |
| 6 |  | Architecture | 9 | 4 |  | res | inside the |  |  |  |
| 7 |  | Art history | 8 | $\bigcirc$ |  | ! $\ddagger$ | 7 |  |  |  |
| 8 |  | Biological sciences | 7 |  |  |  |  |  |  |  |
| 9 |  | Chemistry | 8 | 5 |  |  |  |  |  |  |
| 10 |  | Communication | 9 | $\pm$ |  |  |  |  |  |  |
| 11 |  | Comparative literature | -7 | 3 |  |  |  |  |  |  |
| 12 |  | Criminal justice | 7 | $\bigcirc$ |  |  | : | 3:\$ |  |  |
| 13 |  |  |  |  |  |  | , |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |

Finally, we click on the OK button and the result will be displayed below:

|  | A | B | c | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  | Course | Score | Credits |  |  | Average: | 7.85 |
| 3 |  | Accounting | 7 | 3 |  |  |  |  |
| 4 |  | Administrative leadership | 8 | 4 |  |  |  |  |
| 5 |  | Anthropology | 8 | 4 |  |  |  |  |
| 6 |  | Architecture | 9 | 4 |  |  |  |  |
| 7 |  | Art history | 8 | 5 |  |  | 凸 |  |
| 8 |  | Biological sciences | 7 | 5 |  |  |  |  |
| 9 |  | Chemistry | 8 | 5 |  |  |  |  |
| 10 |  | Communication | 9 | 4 |  |  |  |  |
| 11 |  | Comparative literature | 7 | 3 |  |  |  |  |
| 12 |  | Criminal justice | 7 | 3 |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |

## Model Builder for Excel

Formula's error

## 熰

This useful tool detects whenever one enters data that will cause an error in the formula.
Follow these steps:
1.- Select a range containing formulas.
2.- Click on the corresponding button. The dialogue box shown below will appear.
3.- Enter the data as applicable.


The message customized by user can be text, a cell's address, a formula, or nothing.
If a formula, it must be preceded by the equal sign.
Finally, click OK and watch how, in the formulas bar, the active cell's formula has changed.

| D3 |  | $\checkmark$ |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D $\uparrow$ | E | F |
| 1 |  |  |  | 1 |  |  |
| 2 |  | A | B | Formulas |  |  |
| 3 |  | 7 | 11 | 18 |  |  |
| 4 |  | 8 | 22 | 30 |  |  |
| 5 |  | 8 | 33 | 41 |  |  |
| 6 |  | 9 | 44 | 53 |  |  |
| 7 |  | 8 | 55 | 63 |  |  |
| 8 |  | 7 | 66 | 73 |  |  |
| 9 |  | 8 | 77 | 85 |  |  |
| 10 |  | 9 | 88 | 97 |  |  |
| 11 |  | 7 | 99 | 106 |  |  |
| 12 |  | 7 | 110 | 117 |  |  |
| 13 |  |  |  |  |  |  |

Let us make an error on purpose, so we can see the tool in action.
When there is an error, the message we had previously configured will show the following (look at the cells marked in red):

| B3 |  | $f_{x} \mathrm{xxx}$ |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D |
| 1 |  |  |  |  |
| 2 |  | A | B | Formulas |
| 3 |  | M ${ }^{\text {ax }}$ | 11 | Error fatal |
| 4 |  | 8 | 22 | 30 |
| 5 |  | 8 | 33 | 41 |
| 6 |  | 9 | 44 | 53 |
| 7 |  | 8 | 55 | 63 |
| 8 |  | 7 | 66 | 73 |
| 9 |  | 8 | 77 | 85 |
| 10 |  | 9 | 88 | 97 |
| 11 |  | 7 | 99 | 106 |
| 12 |  | 7 | 110 | 117 |
| 13 |  |  |  |  |

This task can be undone by clicking on the Excel Undo button.

Cell's math by format / by logical criteria

Cell's math by format

Use this gainful tool to search all cells in a specific range with a particular background color and to do some math with the results.
The following database will be used to explain the way this advantageous tool works (link to the database)
These are the steps:
If you wish, include the active cell in the target range, so that the cells surrounding the active cell become the target range.

1. Click on the the Cell's Math By Format button in the toolbar.
2. Select the target range and the mathematical operation you wish to do:

3. Select the range containing the colors to be searched.
4. Decide which sheets contain the same range to be searched.
5. The results may be pasted either as values or as formulas. Try for yourself.

6 . Select the cell(s) you want to paste the results in.


## Observation:

Excel doesn't allow to create formulas that contains too many characters.
If the operation's result, that you executed, thrown excessive characters, then Cell's math by format will inform you, and it, optionally, let you to paste the results of your operation, but only as values. This is a good alternative.

Cell's math by logical criteria
This useful tool performs mathematical calculations (adding, counting, finding highest, etc.), using cells that meet a given criteria (greater than, less than, equal to, etc.).
For this purpose, we need you to build a small decisions table, as illustrated below.
Let us analyze the example:
There is a small database and a decisions table.

|  | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  | ID | Product Name | Category | Unit Price |  | $>=$ | <= |
| 3 |  | 1 | Laughing Lumberjack Lager | Beverages | \$14.00 |  | 0 | 3 |
| 4 |  | 2 | Outback Lager | Beverages | \$15.00 |  | 4 | 6 |
| 5 |  | 3 | Rhönbräu Klosterbier | Beverages | \$7.75 |  | 7 | 9 |
| 6 |  | 4 | Lakkaliköori | Beverages | \$18.00 |  | 10 | 12 |
| 7 |  | 5 | Aniseed Syrup | Condiments | \$10.00 |  | 13 | 16 |
| 8 |  | 6 | Chef Anton's Cajun Seasoning | Condiments | \$22.00 |  | Decis | table |
| 9 |  | 7 | Chef Anton's Gumbo Mix | Condiments | \$3.00 |  |  |  |
| 10 |  | 8 | Grandma's Boysenberry Spread | Condiments | \$5.00 |  |  |  |
| 11 |  | 9 | Northwoods Cranberry Sauce | Condiments | \$1.00 |  |  |  |
| 12 |  | 10 | Genen Shouyu | Condiments | \$15.50 |  |  |  |
| 13 |  | 11 | Sirop d'érable | Condiments | \$9.00 |  |  |  |
| 14 |  | 12 | Vegie-spread | Condiments | \$43.90 |  |  |  |
| 15 |  | 13 | Louisiana Fiery Hot Pepper Sauce | Condiments | \$21.05 |  |  |  |
| 16 |  | 14 | Lovisiana Hot Spiced Okra | Condiments | \$17.00 |  |  |  |
| 17 |  | 15 | Original Frankfurter grüne Soße | Condiments | \$13.00 |  |  |  |
| 18 |  | 16 | Pavlova | Confections | \$17.45 |  |  |  |
| 19 |  | 17 | Teatime Chocolate Biscuits | Confections | 99.20 |  | Database |  |
| 20 |  | 18 | Sir Rodney's Marmalade | Confections | \$11.00 |  |  |  |
| 21 |  | 19 | Sir Rodney's Scones | Confections | \$10.00 |  |  |  |
| 22 |  | 20 | NuNuCa Nuß-Nougat-Creme | Confections | \$14.00 |  |  |  |
| 23 |  |  |  |  |  |  |  |  |

Clicking on the proper button will bring the dialogue box. Now let us enter data, as follows:

|  | A | B | C | D | E | F | G | H |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  | ID | Product Name | Category | Unit Price |  | $>=$ | < $=$ |  |  |
| 3 |  | 1 | Laughing Lumberjack Lager | Beverages | \$14.00 |  | 0 |  |  | 3 |
| 4 |  | 2 | Outback Lager | Beverages | \$15.00 |  |  |  |  | 6 |
| 5 |  | 3 | Rhönbräu Klosterbier | Beverages | \$7.75 |  |  |  |  |  |
| 6 |  | 4 | Lakkaliköori | Beverages | \$18.00 |  | 10 |  | 12 |  |
| 7 |  | 5 | Aniseed Syrup | Condiments | \$10.00 |  | 13 |  | 16 |  |
| 8 |  | 6 | Chef Anton's Cajun Seasoning | Condiments | \$22.00 |  |  |  |  |  |
| 9 |  | 7 | Chef Anton's Gumbo Mix | Condiments | \$3.00 |  |  |  |  |  |
| 10 |  | 8 | Grandma's Boysenberry Spread | $\text { Condim Cell's math by forme /by logical riteria } \quad \text { x }$ | $\text { Cell's math by forme //by logical riteria } x$ |  |  |  |  |  |
| 11 |  | 9 | Northwoods Cranberry Sauce |  |  |  |  |  |  |  |
| 12 |  | 10 | Genen Shouyu | Condim $\bigcirc$ | C By format <br> sy logical criter' 3 |  |  |  |  |  |
| 13 |  | 11 | Sirop d'érable | Condim |  |  |  |  |  |
| 14 |  | 12 | Vegie-spread | Condim Sel | Select the target range : Select a math action : |  |  |  |  |  |
| 15 |  | 13 | Louisiana Fiery Hot Pepper Sauce | Condim rod | $\square$ |  |  |  |  |  |
| 16 |  | 14 | Louisiana Hot Spiced Okra | Condim |  |  |  |  |  |  |
| 17 |  | 15 | Original Frankfurter grüne Soße | Condim | Select thr range with the di cision table :- |  |  |  |  |  |
| 18 |  | 16 | Pavlova | Confect | Products! $\ddagger$ G\$2:\$H\$71 - |  |  |  |  |  |
| 19 |  | 17 | Teatime Chocolate Biscuits | Confect | Paste Decision tar, e example |  |  |  |  |  |
| 20 |  | 18 | Sir Rodney's Marmalade | Confect |  |  |  |  |  |  |
| 21 |  | 19 | Sir Rodney's Scones | Confect | t Take target range from: |  |  |  |  |  |
| 22 |  | 20 | NuNuCa Nuß-Nougat-Creme | Confect |  |  |  |  |  |  |
| 23 |  |  |  |  | C The active sheet The selected sheets |  |  |  |  |  |
| 24 |  |  |  | Paste result as : C Value |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  | C Formula |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  | Inside the cell : $\quad$ Products! $\$ \mathrm{G} \ddagger 9$ |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  | Create model |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |

We have only taken the selected column for the analysis range.
Click on the OK button. The results will be displayed in the following figure:
$f_{x}=$ SUM(Products!E9,E11)

| C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: |
| lame | Category | Unit Price |  | $>=$ | <= |
| -umberiack Lager | Beverages | \$14.00 |  | 0 | 3 |
| ager | Beverages | \$15.00 |  | 4 | 6 |
| Klosterbier | Beverages | \$7.75 |  | 7 | 9 |
| iri | Beverages | \$18.00 |  | 10 | 12 |
| yrup | Condiments | \$10.00 |  | 13 | 16 |
| i's Cajun Seasoning | Condiments | \$22.00 |  |  |  |
| I's Gumbo Mix | Condiments | \$3.00 |  | 0 》 3 | \$4.00 |
| Boysenberry Spread | Condiments | \$5.00 |  | 4 * 6 | \$5.00 |
| is Cranberry Sauce | Condiments | \$1.00 |  | 7 \% 9 | \$16.75 |
| ouyu | Condiments | \$15.50 |  | 10 * 12 | \$31.00 |
| ble | Condiments | \$9.00 |  | 13 * 16 | \$71.50 |
| tad | Condiments | \$43.90 |  | 亿 |  |
| Fiery Hot Pepper Sauce | Condiments | \$21.05 |  |  |  |
| Hot Spiced Okra | Condiments | \$17.00 |  |  |  |
| ankfurter grüne Soße | Condiments | \$13.00 |  |  |  |
|  | Confections | \$17.45 |  |  |  |
| hocolate Biscuits | Confections | \$9.20 |  |  |  |
| v's Marmalade | Confections | \$11.00 |  |  |  |
| i's Scones | Confections | \$10.00 |  |  |  |
| luf3-Nougat-Creme | Confections | \$14.00 |  |  |  |

Results interpretation:
The values between 0 and 3 add up to $\$ 4.00$; values appearing between 4 and 6 add to $\$ 5.00$; and so on...

## Model Builder For Excel

Cell's math by format - models

## 부눈

After having entered the data required by the dialogue box, we can save this model for future needs.
Thus, we will not need to enter the same data many times.
To save a model, do as follows:
1.- Press the Create Model button. Two options will be displayed: to enter the model's name, and a brief description of the model
2.- Finally, press the Save button, and the model will be saved.

|  | A | B |  | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  | ID | Product N | Name | Category | Unit Price |  |  |  |
| 3 |  | AB001 | Laughing [ | Cell's math by format/by logic | cal criteria $\times$ | \$14.00 |  |  |  |
| 4 |  | AB002 | Outback |  |  | \$15.00 |  |  |  |
| 5 |  | AB003 | Rhönbräl | Select the target range : Select | a math action : | \$7.75 |  |  |  |
| 6 |  | AB004 | Lakkalikı | Prod!\$E\$2:\$E\$22 - SUM | $\square$ | \$18.00 |  |  |  |
| 7 |  | AB005 | Aniseed | - Select a range with the colors to | to evaluate : | \$10.00 |  |  |  |
| 8 |  | AB006 | Chef Ant | Prodl\$G\$2:\$G\$4 | - | \$22.00 |  |  |  |
| 9 |  | AB007 | Chef Ant | Prod!\$G\$2:\$G\$4 |  | \$3.00 |  |  |  |
| 10 |  | AB008 | Grandme |  |  | \$5.00 |  |  |  |
| 11 |  | AB009 | Northwor | Take target range from : |  | \$1.00 |  |  |  |
| 12 |  | AB010 | Genen S | C The active sheet $\bigcirc$ The sel | elected sheets | \$15.50 |  |  |  |
| 13 |  | AB011 | Sirop d'é |  |  | \$9.00 |  |  |  |
| 14 |  | AB012 | Vegie-sp | Paste result as : |  | \$43.90 |  |  |  |
| 15 |  | AB013 | Louisian: | $\bigcirc$ Value C Forn | mula | \$21.05 |  |  |  |
| 16 |  | AB014 | Louisian: | Inside the cell : Prod! $\$ \mathrm{G} \$ 6$ | - | \$17.00 |  |  |  |
| 17 |  | AB015 | Original I | Inside the cell : Prod!\$G\$6 | - | \$13.00 |  |  |  |
| 18 |  | AB016 | Pavova | - |  | \$17.45 |  |  |  |
| 19 |  | AB017 | Teatime | (2) Create model Ok | Cancel | $\$ 9.20$ |  |  |  |
| 20 |  | AB018 | Sir Rodn | - |  | \$11.00 |  |  |  |
| 21 |  | AB019 | Sir Rodn | Model name price_by_categ. |  | \$10.00 |  |  |  |
| 22 |  | AB020 | NuNuCa |  | Save | \$14.00 |  |  |  |
| 23 |  |  |  | Description Sum of prices by | Cancel |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |

If the model is successfully saved, the message displayed will be similar to the one below:


Cell's math by logical criteria - models
:
After having entered the data required by the dialogue box, we can save this model for future needs.
Thus, we will not need to enter the same data many times.
To save a model, do as follows:
1.- Press the Create Model button. Two options will be displayed: to enter the model's name, and a brief description of the model.
2.- Finally, press the Save button, and the model will be saved.

|  | A | B | C |  |  | D | E |  | F | G | H | I |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  | ID | Product Name |  |  | Category | Unit Price |  |  | $>=$ | < |  |
| , |  | AB001 | Laughing Lumberjack | Cell's math by | for | mat/by lonical | criteria $\mathrm{x}^{-0}$ |  |  | 0 | 3 |  |
| 4 |  | AB002 | Outback Lager | Celi s math by |  | mat/by logical | riteria X | 0 |  | 4 | 6 |  |
| 5 |  | AB003 | Rhönbräu Klosterbier | Select the targ | get ra | nge: Select a ma | h action: | 5 |  | 7 | 9 |  |
| 6 |  | AB004 | Lakkalikoöri | roducts!\$\$\$2: | :\$E\$2 | - SUM | $\square$ | 0 |  | 10 | 12 |  |
| 7 |  | AB005 | Aniseed Syrup |  |  | with the decision |  | 0 |  | 13 | 16 |  |
| 8 |  | AB006 | Chef Anton's Cajun S |  |  |  |  | 0 |  |  |  |  |
| 9 |  | AB007 | Chef Anton's Gumbo |  |  | cs! $\ddagger \mathrm{G} \ddagger 2: \$ \dagger \$ 7=$ |  | 0 |  |  |  |  |
| 10 |  | AB008 | Grandma's Boysenbe |  |  |  |  | 0 |  |  |  |  |
| 11 |  | AB009 | Northwoods Cranbern | Take target | rang | from : |  | 0 |  |  |  |  |
| 12 |  | AB010 | Genen Shouyu | C The active | e she | t C The selected | d sheets | 0 |  |  |  |  |
| 13 |  | AB011 | Sirop d'érable |  |  |  |  | 0 |  |  |  |  |
| 14 |  | AB012 | Vegie-spread | - Paste result | t as : |  |  | 0 |  |  |  |  |
| 15 |  | AB013 | Louisiana Fiery Hot P | C Va | alue | C Formula |  | 5 |  |  |  |  |
| 16 |  | AB014 | Louisiana Hot Spiced | Inside the cell |  | Products! $\$ 6$ |  | 0 |  |  |  |  |
| 17 |  | AB015 | Original Frankfurter gt | Inside the cell | ell : | Products! $\ddagger$ G\$9 | - | 0 |  |  |  |  |
| 18 |  | AB016 | Pavlova |  |  |  |  | 5 |  |  |  |  |
| 19 |  | AB017 | Teatime Chocolate Bi | (2) Create | mod | ) Ok | Cancel | 0 |  |  |  |  |
| 20 |  | AB018 | Sir Rodney's Marmala |  |  |  |  | 0 |  |  |  |  |
| 21 |  | AB019 | Sir Rodney's Scones | Model name | sum | products |  | 0 |  |  | click |  |
| 22 |  | AB020 | NuNuCa Nuß-Nougat. |  |  |  | Save | 0 |  |  | save th | odel |
| 23 |  |  |  | Description |  | acts by | Cancel |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  | A |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |

Clicking on the proper button will bring the dialogue box. Now let us enter data, as follows:


Later, you will be able to execute this model from the Models tool, panel of this adding, only when the workbook where the model was saved, is open.

Conditional Sum \& Count
署

This useful tool allows you to sum and count data regarding to conditions specified in a criteria table.


We will show this tool's utility through examples.
SUMIF
COUNTIF

SUMIF

In order to understand the SUMIF option functionality, Think about the following situation:
We have a table where it shows info of a teacher.
We can watch the fields: Section, Students (number of students) and Status (Approved, Unapproved)
Now, we want to know, how many students approved the course. Previously, we have built a small table containing possible criteria. (see the below image):
We open the corresponding dialog box and fill the data.
Finally we press the Ok button. That is all.


The results are showed next. They are 100 approved students and 100 unsapproved.

|  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | D | E | 1 | H | 1 | K |
| lents | Status |  |  |  | Criterias | Sum |
| 19 | Approved |  |  |  | Approved | 110 |
| 11 | Unapproved |  |  |  | Unapproved | 100 |
| 17 | Approved |  |  |  |  |  |

Logically, we have used a small table, for this example. but imagine that you must do a similar task, but to a table with 5,000 records. Worrying, don't you? With this tool, the worrying is over.

In this case we have summed those records classifying in 2 groups "Approved" and "Unapproved", according to the criteria table.
This tool, also, allows you to performance the following opertions: Equal, Greater, Equal or Greater, Less, Equal or Less than, Seaching of text, etc.

COUNTIF

In this case, we have a table with the names and the score of each one of them, also a criteria table. We want to know, how many students were approved with 8,9 and 10 score.
In order to solve this problem, we open the dialog box of our tool.


Finally we press the Ok button. The result is showed below:


We can realize that they are 5 people with score 8 , there are 9 people with score 9 and 1 person with score 10 .

In this case we have counted those values equal to the small criteria table. Simple!!
This tool, besides, allow us to make opertaions, such as Greater, Less, Equal or greater than, Equal or less than, searching of text, etc.

Now, imagine all of the time and work that you would save if this table was 10 or 20 larger.

Quick fill

Quick fill is the tool that allows you to fill ranges with consecutive values, in a simple manner.
Let us see an illustrative example:
1.- Click on the corresponding button and the dialogue box will be shown.
2.- Select the work range and fill in the data that we need.


We now choose the Format tab, to add some color and format.


Finally, click on the OK button. The result will be shown below.

|  | A | B |  | C |  | D |  | E |  | F |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |  |
| 3 |  |  | 6 |  | 7 |  | 8 |  | 9 |  | 10 |  |
| 4 |  |  | 11 |  | 12 |  | 13 |  | 14 |  | 15 |  |
| 5 |  |  | 16 |  | 17 |  | 18 |  | 19 |  | 20 |  |
| 6 |  |  | 21 |  | 22 |  | 23 |  | 24 |  | 25 |  |
| 7 |  |  | 26 |  | 27 |  | 28 |  | 29 |  | 30 |  |
| 8 |  |  | 31 |  | 32 |  | 33 |  | 34 |  | 35 |  |
| 9 |  |  | 36 |  | 37 |  | 38 |  | 39 |  | 40 |  |
| 10 |  |  | 41 |  | 42 |  | 43 |  | 44 |  | 45 |  |
| 11 |  |  | 46 |  | 47 |  | 48 |  | 49 |  | 50 |  |
| 12 |  |  | 51 |  | 52 |  | 53 |  | 54 |  | 55 |  |
| 13 |  |  | 56 |  | 57 |  | 58 |  | 59 |  | 60 |  |
| 14 |  |  | 61 |  | 62 |  | 63 |  | 64 |  | 65 |  |
| 15 |  |  | 66 |  | 67 |  | 68 |  | 69 |  | 70 |  |
| 16 |  |  | 71 |  | 72 |  | 73 |  | 74 |  | 75 |  |
| 17 |  |  | 76 |  | 77 |  | 78 |  | 79 |  | 80 |  |
| 18 |  |  | 81 |  | 82 |  | 83 |  | 84 |  | 85 |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |

## Model Builder for Excel

Concatenate cells

## :

Do you wish to join text of many cells to a single cell?
Simply do this:

1. Select the cells of a row that you desire to concatenate
2. Click on the "Concatenate cells" button, in order to open the corresponding dialog box

Automatically the text boxes will be activated in the dialog box, in order to enter the text that you want to add.
(if we don't enter any text, simply the content of the cells will be concatenated.
3. Press the Concatenate button. That is all.

This tool will make the concatenation in text or formula mode;
wherefore if the involved values change, the information will be updated.
See the following examples:

|  | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  | Louisiana | Fiery | Hot | Pepper | Sauce |  | Louisiana Fiery Hot Pepper Sauce |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  | Northwoods | Cranberry | Sauce |  |  |  | Northwoods Cranberry Sauce |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  | Gula | Malacca |  |  |  |  | Gula Malacca |

Get cell's value
畨

This is a very useful tool. You can use to get/refer the value in a cell in terms of its location relative to another one. That is, you can use it to get the value in the cell 2 columns to the left of and 3 rows below the reference cell. This function is alternative to Desref.

Let's see an example:
We want to compare the sales done in March to the ones done 2 months ago.


We will use the tool in the green zone.
We press the corresponding button and a window is displayed with the following fields:

Reference Cell = This is the cell from where we will search the value to extract.

Variation in rows = Number of cells downward or up, from the Reference cell.
Variation in columns $=$ Number of cells leftward or rightward, from the Reference cell.
Left or top = put the variation to negative .
Right or down = put the variation to positive.
Default value = Empty or zero (if both are zero, the value found is in the Reference cell.

There are 3 ways to obtain the result.
First case: Doing directly reference to the cell from which we need the value.
Second Case: Taking as reference the cell where we want to paste the result.
Third Case: Taking as reference any cell.
In the 3 cases, we desire to obtain the value contained at the cell C 8 .
First case:


The variations of rows and columns is zero because we only desire to obtain the value of the cell C8 Second Case:


In this case, we take as reference the cell E8, but due to the cells C8 and E8 are in the same row, we put zero in "Variation in rows" though in order to arrive to the cell E8 we must to go back 2 columns, for that reason we put -2 in the "Variations in columns"

Third Case:


Now, we attempt to get the value of the cell C8 from a any cell.
We do emphasis that we can enter cell's addresses in all of fields of the dialog box.
In any case, it had generated a different formulas but the result would be the same. (in this case: 60)

intersect

Wizard intersect is the tool that searches for a table's intersections.
There are two cases with regard to intersections: exact matches and inexact matches.
Case 1: When there are exact matches:
Let us concentrate on the example to understand this function.
Let us use the following table:


After pressing the corresponding button of the tool bar, we will be able to see the Intersect dialogue box, where we will enter the data shown in the figure below:

| G7 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | B | C | D | E | F | G | H |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  | John | Peter | Mary | Alvaro | Carl |  |
| 3 |  | High | 2 | 3 | 6 | 12 | 2 |  |
| 4 |  | Medium | 3 | 4 | 7 | 15 | 3 |  |
| 5 |  | Low | 5 | 2 | 9 | 17 | 4 |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  | Alvaro |  |  |  |  |  |  |
| 9 |  | Low |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

Case 2: When there are inexact matches:
Let us concentrate on the example to understand this function.
Let us use the following table:

|  | A | B | C | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  | 8 | 12 | 14 | 20 | 25 |  |
| 3 |  | 7 | 2 | 3 | 6 | 12 | 2 |  |
| 4 |  | 8 | 3 | 4 | 7 | 15 | 3 |  |
| 5 |  | 9 | 5 | 2 | 9 | 17 | 4 |  |
| 6 |  | 15 | 2 | 1 | 7 | 17 | 4 |  |
| 7 |  | 69 | 4 | 3 | 9 | 17 | 4 |  |
| 8 |  | 70 | 3 | 5 | 9 | 17 | 4 |  |
| 9 |  |  |  |  |  |  | 5 |  |

After pressing the corresponding button of the tool bar, we will be able to see the Intersect dialogue box, where we will enter the data shown in the figure below:


Finally, we press the OK button.
You can appreciate the results in the below figure. Note that it is the result of an intelligent combination of formulas.

## Model Builder for Excel

Link's manager

This useful tool allows you to perform a variety of operations with the external and internal links with a workbook. Such operations include the following:
External Link
When we press the Link's Manager button we will get the dialogue box shown below:
The following example shows the use of the external links section
In this case we will search the links of the "2007.xls" book with "2006.xls" book
1.-First you must select a book in this case we choose "2007.xls" book
2.-In the second section of linked workbooks a list is shown with all references found to other books in the book "2007.xls"
Making click in the book 2006.xls will obtain cells whose formulas include the 2006.xls book and other aditional details.


External links can be viewed in the dialogue box. They can be used to perform a series of operations, such as:
Go to cell: This option lets us move to the cell containing the external link.
Change source: Taking this option we can exchange the current external link for a new link to a new workbook.
Open source: This option lets us open the workbook referred to in a given cell.
Update links: It makes it possible to update all links to external files.

Break link: This has three options:
1.- Only the selected link.- It truncates a link with an external file, but only in the case of one specific cell.
2.- All File Links.- It removes all existing links related to a specific workbook.
3.- All External Links.- It removes all existing links to other workbooks.

Open file's folder.- It opens the directory containing the selected external link.
Generate report.- It generates a detailed report of the external links detected, placing it in a new worksheet.
Internal link
This detects all formulas containing links to other worksheets.

The following example shows the use of the internal links section
In this case we will search the links of the Sheet1 with Sheet2
1.First you must select a sheet in this case we choose Sheet1
2.In the second Section of linked sheets a list is shown with all references found to other books in the sheet Sheet1 Making click in the Sheet2 will obtain cells whose formulas include the Sheet2 and other aditional details.


Additionally, we can perform a series of operations, such as:
Go to cell: This makes it possible to move to the cell containing the link to another worksheet.
Break link: It truncates any existing links to another worksheet, but only in the case of the selected cell.
Generate report: It generates a detailed report of all internal links found in the workbook.

## Model Builder For Excel

Name manager

This tool allows you to perform a series of operations with the named ranges.
Many times workbooks have erroneous names, which cannot be erased with conventional Excel tools, since, apparently, they are names loaded into memory; however, they relate to other workbooks.
These names affect the workbook's performance, as they increase their weight and produce a series of other problems created by them.

See tool handling example.
We click on the corresponding tool bar button to get the following dialogue box:
The types of names which can be worked with are:

- Hidden
- Visible
- Referring to external files
- Erroneous
- Print areas


Observation:
The tool detects the not used names taking into account they might not be a part of the formulas in the workbook and they might not make reference to ranges of the active book.

You can notice how all the names of the active workbook have been loaded to the list on the right.
We can use them to perform a series of operations, such as:

- Go to the named range.
- Erase all names.
- Erase the selected name.
- Hide/show the names.
- Generate a detailed names report.

Auditor SpreadSheet Map
回

This tool allows you to quickly and safely search for special cells in your models.
The cells you can search for are as follows:
Internal Links: Search for internal links.
External Links : Search for links to other workbooks.
Constants in a formula : Search for constants in a formula.
Input: Search for cells which are not formulas but rather part of formulas.
Formulas : Search for cells containing formulas, and which, in turn, are part of formulas.
Output : Search for cells containing formulas, but which are not part of other formulas.
Names in formula : Search for cells containing formulas as well as "names" in their formulas.
Conditional formatting : Search for cells with conditional formats.
Validation : Search for cells with validation.
Array formulas : Search for cells with array-type formulas.
Search scope can be: in active worksheet, in a selected range in active worksheet or in all worksheets in the active workbook.
This tool shows results in a diverse and intuitive manner. Among this way of showing results, we have:
Format / Highlights : It allows you to format a cell meeting the search criteria; alternatively, you can add a "Highlight".
Browse : Makes it possible to navigate through cells meeting the search criteria.
Statistics : Allows you to obtain statistics concerning the results of the search criteria.
Print Report : You can obtain a report on the cells meeting the conditions searched for.


Browse Example


Print Report Example

MA Auditor:
Book Name: Example.xls
Date: 4/3/2006 9:50:16 AM

- Internal Links

| Range | Sheet Book | Formula |
| :--- | :--- | :--- |
| $\frac{E 8}{E 10}$ | Sheet1 auditorWork.xls | Sheet2!D11+Sheet2!D12 |
| Constants in a formula Sheet1 auditorWork.xls | Sheet3!D12+54 |  |


| Range | Sheet | Book |
| :--- | :--- | :--- |$\quad$ Formula

Note :
With the Browse option you can only navigate one option at the time, rather than several options.
If you use the option to format cells, then use the tool's "Undo" option to undo the changes, but the tool only undoes changes in the active worksheet, not in all the sheets of the workbook.
If you have selected formatting all the sheets of the workbook, the changes will be irreversible.

## Model Builder for Excel

Test \& Highlights
aby

This tool will allow you to quickly search for cells with formulas involving elements used in analysis, such as Array Formulas, cells with validation and cells with conditional formats.

The options available in this tool are:
Names: Searches for names which are within formulas of other cells.
External Links : Searches for cells with links to other workbooks.
Internal Links: Searches for links to internal worksheets of the active workbook.
IF Formulas: Searches for cells with IF formulas.
Array Formulas: Searches for cells with Array formulas.
Constants in formula : Searches for cells with constants in the formulas.
Validations: Searches for cells with validation.
Conditional formatting: Searches for cells with conditional format.


This tool's search scope can be a selected range, the active sheet and all sheets of the active workbook. Results can be shown in four different ways:
Put Bookmarks : It highlights the cells meeting the criteria specified in the search.
Browse : Allows browsing through cells meeting search criteria.
Statistics : Allows obtaining statistics on the number of cells meeting the search criteria.
Print Report : Creates a new Excel spreadsheet with a report on the types of cells searched for, plus, this report includes links to cells meeting the search criteria.

Print Report example

Book Name: auditorWork.xls
Date: $\quad 4 / 3 / 2006$ 11:56:12 AM

- Names

| Range | Sheet Book | Name |
| :--- | :--- | :--- |
| C8 | Sheet3 auditorWork.xls | Name 1 |
| AB,A12:A13 | Sheet3 auditorWork.xls | Name 2 |
| B8:B10 | Sheet3 auditorWork.xls | Name 10 |

- Internal links

| Range | Sheet Book | Formula |
| :--- | :--- | :--- |
| E12 | Sheet3 auditorWork.xls | Sheet2!D13+54 |

- IF formulas

| Range | Sheet | Book | Formula |
| :---: | :---: | :---: | :---: |
| C20 | Sheet3 | auditorWork.xls | IF(B16<50, C2150,C21100) |
| C23 | Sheet3 | auditorWork.xls | IF(B152,'YES','NO') |
| Array formulas |  |  |  |
| Range | Sheet | Book | Formula |
| A28 | Sheet3 | auditorWork.xls | \{=23\} |
| B28 | Sheet3 | auditorWork.xls | \{ $=23$ \} |
| A29 | Sheet3 | auditorWork.xls | \{=23\} |
| B29 | Sheet3 | auditorWork.xls | \{ $=23$ \} |
| A30 | Sheet3 | auditorWork.xls | \{ $=23$ \} |
| B30 | Sheet3 | auditorWork.xls | \{ $=23$ \} |
| A31 | Sheet3 | auditorWork.xls | \{ $=23$ \} |
| B31 | Sheet3 | auditorWork.xls | \{ $=23$ \} |

## Note

The Browse option can only browse one option at the time, rather than several.
If you use the option to format cells, then use the tool's "Undo" option to undo the changes, but the tool only undoes changes in the active worksheet, not in all the sheets of the workbook.
If you have selected formatting all the sheets of the workbook, the changes will be irreversible.

Auditor Trouble Test
囲

This auditing tool will help you to quickly detect cells with various types of problems, whether deliberate, or otherwise, problems, which, without the use of advanced tools that automate several manual processes would almost become impossible in rather large models, where what really abounds is formulas, most of all.

You have the following search options:
Standlone Numbers : Numbers which do not participate in any formula, but what are they doing in the model?
Constant formulas as input : Constant formulas which are part of formulas; for example a cell
With the following formula : =22*10
Constants in a formula : Constants within a formula, for example: =Sheet1!A1+345
Blank cell referenced : Formulas making reference to empty cells.
Errors referenced : Formulas making reference to cells with errors.
Forward references to cells to the right : Formulas making reference to cells to the right. This is not so common.
Forward references to cells below : Formulas making reference to cells below the cell under analysis.
Too small cell referenced : Formulas making reference to cells with a very small column height, not visible at first glance.
Same cell's font/pattern color : Formulas making reference to cells with the same background and filling.
Hidden cell referenced : Formulas making reference to hidden cells.
Non numeric cell referenced : Formulas making reference to non-numeric entities.
Too complex calculation : Formulas with a number of characters in excess of what you have specified in the text box containing the option.
Unprotected formulas or output : Formula or Output which is not protected.
Cells with \#REF errors: Cells with \#REF type error.


You can customize this tool however you wish, but only with respect to background color. It has the following options to obtain and show results:
Format cell : Search for a cell meeting the search criteria, giving it the background color you have configured. If you have not configured any, the tool will show you default background colors.
Statistics : Shows statistics of the number of cells meeting the search conditions specified.
Browse : Allows you to browse through the cells meeting the search criteria. This option only works with only one search option.
Print Report : It shows a report in a new Excel spreadsheet, detailing cells meeting the search criteria.
This tool's search scope is: search in a selected range in the active worksheet, search in the active sheet and search in all sheets of the active workbook.

There is a progress bar on the bottom, to help view search progress.
Statistics example

| Auditor Trouble Test - Statistics |  |  |  |
| :---: | :---: | :---: | :---: |
| Standalone numbers | 30 | Same cell's font/pattern | 0 |
| Constant <br> formula as inout | 1 | color referenced |  |
| Constants in a formula | 7 | Hidden cell referenced | 0 |
| Blank cell referenced | 2 | Non numeric cell referenced | 0 |
| Errors referenced | 0 | Too complex calculation | 8 |
| Forward references to cells bellow | 1 | Unprotected formulas or | 0 |
| Forward references to cells to the right | 2 | outputs <br> Cells with \#REF errors | 1 |
| Too small cell referenced | 0 |  | Close |

Print Report example

## MA Auditor : Trouble Test Report.

Book name: Auditor Trouble Test Work.xls
Date: $\quad 4 / 3 / 2006$ 11:03:43 AM

- Standalone Numbers

| Range | Sheet | Book | Value |
| :---: | :---: | :---: | :---: |
| B3 | sheet1 | Auditor | '3 |
| B5 | sheet1 | Auditor | " |
| Constant formula as input |  |  |  |
| Range | Sheet | Book | Formula |
| D16 | sheet1 | Auditor | 434/0 |

- Constants in a formula

| Range | Sheet | Book | Formula |
| :---: | :---: | :---: | :---: |
| C4 | sheet1 | Auditor Trouble Test Work.xls | B4+343 |
| A9 | sheet1 | Auditor Trouble Test Work.xls | $\mathrm{C} 12+43$ |
| B9 | sheet1 | Auditor Trouble Test Work.xls | C11+34 |
| F11 | sheet1 | Auditor Trouble Test Work.xls | G11+34 |
| C11 | sheet1 | Auditor Trouble Test Work.xls | D11+34 |
| C12 | sheet1 | Auditor Trouble Test Work.xls | D11+D12+D13+12 |
| F15 | sheet1 | Auditor Trouble Test Work.xls | G15+43 |
| C16 | sheet1 | Auditor Trouble Test Work.xls | D16+32323 |
| F18 | sheet1 | Auditor Trouble Test Work.xls | E18+G18+F19+G19+E19+323 |
| D19 | sheet1 | Auditor Trouble Test Work.xls | E19+43 |
| E23 | sheet1 | Auditor Trouble Test Work.xls | $\mathrm{E} 22+\mathrm{E} 24+\mathrm{F} 24+\mathrm{F} 22+3$ |
| E26 | sheet1 | Auditor Trouble Test Work.xls | $\mathrm{E} 24+232$ |
| B27 | sheet1 | Auditor Trouble Test Work.xls | H28+128+323 |
| Blank cell referenced |  |  |  |
| Range | Sheet | Book | References Formula |
| C14 | sheet1 | Auditor Trouble Test Work.xls | D14 D11+D14 |

The Print Report option adds the cells found with the search criteria, to the HiperLynks report.

Note
The Browse option can only browse one option at the time, rather than several.
If you use the option to format cells, then use the tool's "Undo" option to undo the changes, but the tool only undoes changes in the active worksheet, not in all the sheets of the workbook. If you have selected formatting all the sheets of the workbook, the changes will be irreversible.

## Hodel Builder for Excel

Cell's reference tracker

This versatile tool allows you to navigate between the cells which originate and/or depend on a cell under observation. This works even through sheets contained in other workbooks. In addition to this, a series of tools are included to allow movement and viewing cells, such as:

- Select originating or dependent cells.
- Color them as you wish.
- Navigate through them.
- Show the comment contained in the cell through which we moved.
- Change the formulas directly from the dialogue box.
- Among others.

Let us see an example:
We position ourselves on a cell that contains a cell, and we press the corresponding tool bar button. The tool's dialogue box will then open up.


The first time the tool is activated, if the active cell has a formula, by default, the tool will detect the origins of the cell.

But, each time we wish to analyze a cell, we must again go over the following steps:
1.- Press the SET button in the dialogue box.
2.- Press the Precedents or Dependents button, depending on what we wish to do.

Thus, the tool will detect the originating or dependent cells of the selected cell, and the dialogue box will unfold a list of such cells.
Using this list we can move through those originating or dependent cells.
In addition, we can select the resulting cells or maybe add color to them so they can be easily distinguished.


As can be appreciated, this dialogue box can be dimensioned again.


In order to evaluate the result of a section from your formula:
1 .First select a segment of your formula according as it is shown in the image.
2. Then press button evaluate.
3. Place the cursor on the text box corresponding to the Editor formula.

| A | B | C | Value | Info | Cell | Sheet | Com |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2 | 106 | 9 | 10500 | F | C12 | Sheet1 |  |
| 3 | 53 | 368 |  |  |  |  |  |
| 4 | 58 | 9000 | Value | Info | Cell | Sheet | Com |
| 5 | 106 | 9 | 3000 | I | C8 | Sheet1 |  |
| 6 | 53 | 368 | 1000 | F | C9 | Sheet1 |  |
| 7 | 58 | 9000 | 3000 3500 | F | C10 | Sheet1 |  |
| 8 | 106 | 3000 | Formula editor |  |  | Sheet1 |  |
| 9 | 106 | 1000 | $=\mathrm{C} 8+\mathrm{C} 9+\mathrm{C} 10+\mathrm{C} 11$ |  |  |  |  |
| 10 | 0 | 3000 |  |  |  |  |  |
| 11 |  | 3500 |  |  |  |  | (3) |
| 12 |  | 10500 |  |  |  |  |  |
| 13 | 7 |  |  |  |  |  |  |


| Value | Info | Cell | Sheet | Com |
| :--- | :--- | :--- | :--- | :--- |
| 10500 | F | C12 | Sheet1 |  |


| Value | Info | Cell | Sheet | Com |
| :--- | :--- | :--- | :--- | :--- |
| 3000 | I | C8 | Sheet1 |  |
| 1000 | I | C9 | Sheet1 |  |
| 3000 | F | C10 | Sheet1 |  |
| 3500 | I | C11 | Sheet1 |  |

Formula editor


Note:
Undo button will only bring back the last time the formula has been overwriten

## Model Builder for Exce

Error's tracker

This tool is meant to make up for the errors of Excel's Trace Error tool.
Excel has a tool called Trace Error, which, to be able to make it work, we have to activate the last cell with the error. Another inconvenience of Excel is that when one tracks the error it also shows all the origin and dependence links of the cells involved - and many times we do not want for that to happen.
View Excel's tool in action:


Right, since we did not activate the proper cell, it simply did not track anything.
Quite the contrary, it shows a web of arrows, which say nothing.
Now let us use our tool:
All we have to do is click on the appropriate button of our tool bar, and it will automatically detect the cells involved in the error, which are marked by a red line.


## Model Builder for Eccel

Circular reference tracker

This tool was designed to track circular references.
In other words,
Many times, in our models there are circular references which we do not know where they came from. Therefore, it is practically impossible to track them and analyze them or correct them.

We have thought of that... This is why we created this tool.
Let us see an example:
We have created a scenario containing a circular reference. Surely, we also wish to demonstrate the use and effectiveness of the tool.


We press the corresponding tool bar button and a dialogue box like the one in the figure below will appear. This would be suggesting to us where we should start looking for the circular reference.


To start tracking the circular reference, simply press the Ok button in the dialog box.
The results will be shown immediately.


As can be appreciated, each cell involved in the circular reference appears in green, and a comment has been added, showing the formula contained in that cell.

Obviously these options can be customized, that is besides the point. Customizing options are found in the dialogue box itself.


In addition, the dialogue box shows a list of cells, since these are the cells involved with the circular reference under analysis.
To move through these cells, simply click on one of the cells appearing in the dialogue box's list.


Observation: The Circular reference's algorithm execution time will vary, depending directly of size of the Excel model you analyze.

In block formula's analyzer

This utility as it's name indicates, allows us to analize in a specific range, a group of formulas and all the precedence/dependence connections between them.

There are two options for this:

## Auditing arrows:

Shows the precedence/dependence connections between the formulas inside a selected range.

## Gridlines:

Permit us to determine the connections or patterns that has been applied to create the formulas in this specific range.
This option will show this type of grid: $\qquad$ when it determines that until this cell, a new type of formulas begins.

This option will show this type of grid: $\qquad$ when it detects that the analized cell have a formula accordant to the creation pattern, similar to the cell on its left side.

It will show this type of grid: ||||||||||||||| when it detects that the analized cell have a formula accordant to the creation pattern similar to the cell above it.

It will show this type of grid:\% \% \% \% \% \% when it detects that the analized cell does not comply with a formula pattern between the cells that are above, below, at the left or at the right side of it.

For example:
Select a range with formulas:
Select the tool with a click in the correspondent button in the tool box. The next dialog box will appear:


Before you press the button: 'Doit', optionally we can change the colors that the tool will use. In this case we have selected the yellow and red colors.


Opcionally, you will be able to configue the Test and Highlights options to find out and check the option you want.Simply, click on the corresponding check opcion and press Ok.


After you press the Ok button, we will be again facing the dialog box.
Click on the Do button to execute the tool.
Then, the results.


Observe that because of the grids that the tool made, we can clearly determine that all the columns have a creation pattern similar to the first column.

Imagine this is not like this, maybe the grids would allow us to find out an unusual or abnormal situation.
Imagine now how useful this tool can be.
After the analysis of the selected range, we can revert the changes clicking the 'Erase auditing arrows' button.

Note:
If you have run the Do it ! button and then you want to clear the arrows and gridlines, simply press the button "Clear gridlines,arrows and highlights" $\square$
The button to clear the gridlines will be visible after pressing the doit button "Do it ! "
The opction : "Change color" for the arrows is not available in Excel 2007

## [ry Model Builder mase

Trace multiple precedents
聂
0
This tool shows all origin links which may exist between formulas of a selected range.
To use this tool, do as follows:
1.- Select the range to be examined.

|  | A | B | C | D | E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | January February March April May Jun Total |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  | Input 1 | 43.00 | 43.00 | 4.00 | 3.00 | 4.00 | 5.00 | 102.00 |
| 4 |  | Input 2 | 45.00 | 3.00 | 4.00 | 23.00 | 2.00 | 3.00 | 80.00 |
| 5 |  | Input 3 | 35\% | 4\% | 54\% | 5\% | 4\% | 0\% | 102\% |
| 6 |  | Input 4 | 0.65 | 0.05 | 0.04 | 0.05 | 0.04 | 0.06 | 0.89 |
| 8 |  | Output 1 | 1,935.00 | 129.00 | 16.00 | 69.00 | $8.00{ }^{\prime}$ | 15.00 | 2,172.00 |
| 9 |  | Output 2 | 1,257.75 | 123.84 | 7.36 | 65.55 | 7.68 | 15.00 | 1,477.18 |
| 10 |  | Output 3 | 677.25 | 5.16 | 8.64 | 3.45 | 0.32 | - | 694.82 |
| 11 |  | Output 4 | 0.65 | 0.05 | 0.04 | 0.05 | 0.04 | 0.06 | 0.89 |
| 12 |  | Output 5 | 676.60 | 5.11 | 8.60 | $3.40{ }^{\prime \prime}$ | 0.28 | (0.06) | 693.93 |

2.- Press the corresponding tool bar button.

The results are immediately available.


This is very useful, since we will be able to find all links existing in the range of cells, to realize how the values in the cells have been arrived at.

Remove multiple precedents

## 気年

This option removes all arrows indicating origin links in the selected range.
Simply select the desired range and press the appropriate button. The results are immediately available.

## [ry Model Builder mese

Trace multiple dependents

This tool shows any and all dependence links which may exist between formulas of a selected range.
To use this tool, do as follows:
1.- Select the range to be examined.

|  | A | B | C | D | E | F | G | H | 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | January February March April May Jun Total |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  | Input 1 | 43.00 | 43.00 | 4.00 | 3.00 | 4.00 | 5.00 | 102.00 |
| 4 |  | Input 2 | 45.00 | 3.00 | 4.00 | 23.00 | 2.00 | 3.00 | 80.00 |
| 5 |  | Input 3 | 35\% | 4\% | 54\% | 5\% | 4\% | 0\% | 102\% |
| 6 |  | Input 4 | 0.65 | 0.05 | 0.04 | 0.05 | 0.04 | 0.06 | 0.89 |
| 8 |  | Output 1 | 1,935.00 | 129.00 | 16.00 | 69.00 | $8.00{ }^{\text {² }}$ | 15.00 | 2,172.00 |
| 9 |  | Output 2 | 1,257.75 | 123.84 | 7.36 | 65.55 | 7.68 | 15.00 | 1,477.18 |
| 10 |  | Output 3 | 677.25 | 5.16 | 8.64 | 3.45 | 0.32 | - | 694.82 |
| 11 |  | Output 4 | 0.65 | 0.05 | 0.04 | 0.05 | 0.04 | 0.06 | 0.89 |
| 12 |  | Output 5 | 676.60 | 5.11 | 8.60 | $3.40{ }^{\prime \prime}$ | 0.28 | (0.06) | 693.93 |

2.- Press the corresponding tool bar button.

The results will be immediately available.


This is very useful, since we will be able to find all links existing in the range of cells, to realize how the values in the cells have been arrived at.

Remove multiple dependents
品

This option removes all arrows indicating origin links in the selected range.
Simply select the desired range and press the appropriate button. The results are immediately available.

Erase auditing arrows

This tool bar option erases all origin and/or dependence link arrows from the active sheet.

In Addition, you are able to delete the gridlines and put bookmarks. For Example: if you have used the tool "Inblock formula's analyzer " to detect connections among formulas within a range.

## Model Builder for Excel

Compare ranges
㕵子

With this tool you will be able to make comparaciones of formulas and values of the datas of a range.
In the following example, if you have:
The I11:I21 range in the sheet Beta1 of the Model book and $u$ wish to buy it with the I11:I21 range of the Beta1 sheet.
1.- In this case we check option : compare 2 ranges
2.-Indicate book and range

Specify book, in this case the Model book and select range , in this case range 111:I21 of the Beta sheet.
For the second range , proceed just the same way
Select the book and indicate for this case range I11:I21 of the Beta1 sheet.

3.-Click on the Do it ! button.

Finally we obtain a report with the comparacion of range1 and range2.

| Compare two ranges. |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Created 02/04/2007 01:49:17 p.m. |  |  |  |  |  |
| Range 1: Betal\$\|\$11:\$1\$21 Workbook: (MODELO1.x|s) |  |  |  |  |  |
| Range 2: Beta 1 \$\$1\$11:\$\$\|\$21 Workbook: (MODELO1. x (s) |  |  |  |  |  |
|  |  |  |  |  |  |
| Address |  | Values |  | Formula $\quad$ Range 1 |  |
| Range 1 | Range 2 | Range 1 | Range 2 |  | Range 2 |
| 111 | 111 | 1.48 | 1.48 | =AVERAGE(F11:H11) | =AVERAGE(F11:H11) |
| 112 | 112 | 1.283333333 | 1.283333333 | =AVERAGE(F12:H12) | =AVERAGE(F12:H12) |
| 113 | 113 | 1.96 | 1.96 | =AVERAGE(F13:H13) | =AVERAGE(F13:H13) |
| 114 | 114 | 1.383333333 | 1.383333333 | =AVERAGE(F14:H14) | =AVERAGE(F14:H14) |
| 115 | 115 | 0.893333333 | 0.893333333 | =AVERAGE(F15:H15) | =AVERAGE(F15:H15) |
| 116 | 116 | 0.33 | 0.33 | =AVERAGE(F16:H16) | =AVERAGE(F16:H16) |
| 117 | 117 | 1.183333333 | 1.183333333 | =AVERAGE(F17:H17) | =AVERAGE(F17:H17) |
| 118 | 118 |  |  |  |  |
| 119 | 119 | 0.784615385 | 0.774615385 | =+Damddar ! C 18 | =+Darnddar..C18-0.01 |
| 120 | 120 |  |  |  |  |
| 121 | 121 | 1.082069878 | 1.092069878 |  | =1.08206987766007+0.01 |

Formula's translation

```
啲
```

```
Formula's translation
Translate:` Formulas to labels. C Formulas to values, Comments' text
```



Translate
Formulas to labels
Formulas to values
Comment's text
Deactive tool
Settings
[r] Model Euilder fin beed

Revision bar
榢


## Model Builder for Excel

Model navigator

## 膡

Workbooks are often very extensive -and sometimes you will be interested only in checking the value of certain cells. And the mere fact of locating them may be nothing short of a feat.

Model Navigator was built with this in mind: the perfect tool to navigate through specific cells in your spreadsheet.
You can add and/or remove the cells you wish to and from the Model Navigator dialog as follows:

Click the button to add the cell you want to check.

Click the button $\square$ to remove a cell from the list. Also, you can see the cell either in the upper-left corner or in its normal location.

This information is saved in a very hidden sheet of your workbook and is only available to that workbook.


This box is resize-able. Simply place the cursor on the dialog box's borders and reduce/increment its size, according to your convenience.

Cell's watcher
(9)

Do you need to select important cells in your model? Use this powerful tool to select and manage them.
Workbooks are often very extensive -and sometimes you will be interested only in checking the value of certain cells. And the mere fact of locating them may be nothing short of a feat.

Cell's watcher is the right tool to navigate through specific cells in your spreadsheet.
You can add and/or remove the cells you wish to and from the Cell's watcher dialog as follows:

Click the button $\square$ to add the cell you want to check.

Click the button $\square$ to remove a cell from the list.

Cell's watcher stores the cells in two groups:
Output. Cells containing formulas.
Input. Cells with no formulas.
 the value of an input cell and und any changes.

Moreover, you may view the cell value in the upper-left corner or in its original location and enlarge or shrink the Cell's watcher dialog.

This information is saved in a very hidden sheet of your workbook and is only available to that workbook.


My favorites
国

Do you need to manage many folders, workbooks and worksheets in one place? Use this powerful tool to select and manage them all.

## Observation:

If you use Windows Vista , it will be necessary to activate some permissions.
This video will teach you how to configure some permission to make this tool work out correctly.
http://www.jabsoft.com/model_builder_for_excel/videos_emb/security_demo_xmb/security_demo.htm

## Workbooks

This utility will allow create a list with our directories most visited, to access quick and easily. It works so:
1.- Press the 'Add ' button to add a directory to the favorite directories list.
2.- Press the 'Delete ' button to erase a directory of the favorite directories list.
3.- Press the 'Go to ' button to open the selected directory with the Window's Explorer.


This utility will allow create a list with our directories most visited, to access quick and easily. It works so:
1.- Press the 'Add ' button to add a directory to the favorite directories list.
2.- Press the 'Delete ' button to erase a directory of the favorite directories list.
3.- Press the 'Go to' button to open the selected directory with the Window's Explorer.


This tool allows you to store a list of most frequently used workbooks. It's a kind of direct access.
Think of the following situation:
You have to check, say, three workbooks (or more, for that matter) on a daily basis. This means you have to first go to the folders containing them to access each. With My Favorites you no longer will have to do that. Just do as follows:

1. With all opened relevant books, click My Favorites > Workbooks .
2. Click the Add button

3. Select the workbooks you want to include in your list of favorites. Click Add .

That would be it.


The next time you want to open that workbook, just click the My Favorites button and you we will be able to access your most frequently used workbooks from this dialog.

In addition, you can delete any workbook from the list and open the folder the selected workbook is in.


## Sheets

If you constantly use certain templates and need to open several books to copy the templates onto several workbooks, this is the tool you need.

Favorite templates saves the templates you wish in one single place and allows you to easily access them. Options include:

- Store active sheet as template : First select the desired template by checking the corresponding checkbox, then
click this button.
- Delete : Clears the selected template from your list of favorites.
- Insert template : To copy a template (already stored) onto the active workbook

In certain occassions we see ourselves in the necessity to have a macro to realize same repeated and automatic tasks. Sometimes we use the "grabadora de macros" to generate them and then we modify to our convenience.

Finally we finish to lose those macros or we just dont know in what book we saved it the last time.
The Favorite Macros tool was made to keep and to arrange our most used macros when we want. We keep it in the "bloc de notas" in an organized way to facilitate the use.

This tool has a complete panel control to edit, to copy and to export macros.
Click on Edit Button... To edit an existing macro.
Click on New Button... To add a macro to a macro list.
Click on Save Button... to save a new macro or save the changes of a modified macro.
Click on Delete button... to eliminate a macro from the list.
Click on Copy button to copy a macro to memory (then you can paste in any place)
Click on the Export Button... to save the selected macro in a "bloc de notas"
Suppose that you have saved many macros with this tool and then you want to use the macros in another PC, Simply use the path you used to install Excel Model Builder and then copy "My Macros" file in the other PC. My Macros file is where the macros is saved.


## Logos

1.- Select an image of your worksheet.
2.- Press the Add button.
3.- The image will be saved in My Favorite Logos .


To delete an image:
1.- Do right click on the image.
2.- Click the Delete option of the popup menu.


Note: You can insert max. 64 images.

Your workbooks have so many sheets you find it hard to manage them?
Use Sheet Manager -a comprehensive tool that will make any worksheet management task easier to you.
Sheets manager show a relation of all the sheets of your workbook, including hidden and the very hidden sheets, too describes the other properties to each one of them. Thus you can quickly note which are protected with password or which are hidden.

Sheets manager helps you, of simple way, with the following actions:

- Export the selected sheets...
- Hide sheets.
- Unhide sheets
- To make the sheets very hidden
- To show to the very hidden sheets
- To protect sheets
- Unprotect sheets
- Rearrange sheets
- Delete all the empty sheets
- Generate a Index of all the existing sheets.
- Navigation between the sheets
- Add sheets
- Rename sheets
- Delete sheets.


Workbooks manager

## 圈

Managing your open workbooks is made easy with the Workbook manager tool.
With this tool you can:

- List all open workbooks, even the hidden ones.
- Save workbooks.
- Save workbooks in other folders.
- Close workbooks.
- Create a hyperlink to another workbook.
- Hide workbooks.
- Show (unhide) workbooks.
- Delete workbooks.
- Activate workbooks.
- Open the folder a workbook is in.
- Rename workbooks and move them to another folder.
- Export workbooks as backups.
- Destroy workbooks (without the possibility to restore - assets and damage control may be required)
- Navigate through workbooks.



## Export / backup workbook

With this tool you can backup your workbooks either by making an exact copy of the original or by converting all formulas in your workbook into values.


To do list

To do list is a simple but useful tool, which allows you to manage any pending tasks related to a given workbook that may be key to your projects, in an ordered manner.

To do list allows you to add a task, edit it and control its progress.
It's very easy to use:

1. Click the To do list button in the Model Navigator toolbar. A dialog will be displayed.
2. Enter the corresponding information and save the model.

Once a long list of tasks has been built, you may navigate through them.
In addition, you may customize the template to suit your needs.
This To do list is saved in a very hidden worksheet of your workbook.


## Model Builder for Excel

Version manager

## 目

With this tool you will be able to check the progress of your projects.
The accomplishment of a project usually means to work with the same workbook(s) for several days.
It would be ideal to add (hidden) commentaries of significant occurrences, drawbacks, and/or pending tasks as your project makes progress.

This tool do this -and more. You may save and edit in a very hidden sheet the information corresponding to the progress of your projects. An you may review all that saved information.

In addition, you have the option to customize the template to suit your needs.


## Model Builder for Excel

## Password list

Use Password list to view/add/delete/edit your password for MS Excel and MS Word files. If you open a file with a password stored in the Password list , it opens automatically without need to type the password. Go to
Pswd>Passwords List to view it.


Add : Add a new password. You could add a Name, Password and Comments. The Password could be randomly generated using the Generate button.

Delete : Delete a stored password.
Edit : Edit a stored password. You could edit the Name, Password and Comments. The Password could be randomly generated using the Generate button.

Ok: Close Password list.

Password list settings

## E

Use Protection Configuration to add different types of passwords protection to your file. The passwords will storage in the Password List .


The Password Utility Configuration have these tab menus:

- Options : Set up add-in preferences as hide typed passwords with (*) and display messages. Also you could set up if the add-in detect the passwords automatically using the Password List .
- Password Configuration : Add a password protection to use the add-in.
- Backup : Make a backup of your passwords. The backup file is encripted for your security.

Note: MS Power Point doesn't have this option.

Format Number


Change the format of your numbers using the Format Number tool. Click many times to see other types of number formats.

| 1st click | $3,000,000$ |  |
| :--- | ---: | :--- |
| 2d click | $3,000,000.0$ |  |
| 3rd click | $300,000.00$ |  |
| 4th click | $3,000.0$ | (thousands) |
| 5th click | $3.0 M$ | (millions) |

Format settings


Edit -

Note:
This function is available in excel 2007 and above.

Format Date
21

Change the date formats easily using the Format Date tool . Click many times to see other types of date formats.

| 1st click | Mar-04 |
| :--- | :--- |
| 2d click | Mar 25,04 |
| 3rd click | 3-25-04 |
| 4th click | Mar-25 |
| 5th click | Jueves, 03-25-2004 |

Format settings


Note:
This function is available in excel 2007 and above.

Format Currency
里

Use this tool to apply format of currency to a range of cells.

Change the format of your numbers using the Format Currency tool. Click many times to see other types of number formats.

1 click without decimals
2 clicks with one decimal
3 clicks with 2 decimals

| $1,000 €$ | 1 click without decimals |
| ---: | :--- |
| $1,000.0 €$ | 2 clicks with one decimal |
|  |  |
| $1,000.00 €$ | 3 click with 2 decimals |

Format settings



Note:
This function is available in excel 2007 and above.

Format percentage
圈

Change the format of your numbers using the Format percentage $\%$ 挴 tool Click many times to see other types of number formats.

1 click without decimals
2 clicks with one decimal
3 clicks with 2 decimals

Note:
This function is available in excel 2007 and above.

Easy search

This is a useful tool that has been designed to make searching in a data range both simple and efficient. On top of it all, you may handle results in a number of ways, such as:
Browsing within results
Do some mathematical operations (addition, subtraction, average, etc.)
Get statistics of cells that met selection criteria
Print a detailed report of the search carried out, as well as of results
Easy Search options include:

1. Search by format
2. Boolean search (logic criteria)
3. Text search

The following database will be used in all Easy Search examples:

|  | A | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |
| 2 |  | Year | First name | Last name | City | Gender |
| 3 |  | 2004 | Chris | Sleep | Gastonia | M |
| 4 |  | 2004 | Ellen | Oaks | Raleigh | F |
| 5 |  | 2005 | George | Porge | Concord | M |
| 6 |  | 2002 | James | Doe | Charlotte | M |
| 7 |  | 2002 | Jean | Queen | Charlotte | M |
| 8 |  | 2002 | Joe | Jones | Raleigh | M |
| 9 |  | 2002 | John | Doe | Gastonia | M |
| 10 |  | 2001 | Mary | Contrary | Wilmington | F |
| 11 |  | 2001 | Max | Steel | Charlotte | F |
| 12 |  | 2001 | Rachel | Quispe | Charlotte | F |
| 13 |  | 2001 | Paula | Mann | Concord | M |
| 14 |  | 2003 | Peter | Holland | Maryland | F |
| 15 |  | 2003 | Sadie | Smith | Wilmington | F |
| 16 |  | 2002 | Sam | Pam | Raleigh | M |
| 17 |  | 2001 | Samantha | Bell | Gastonia | F |

Easy search - By text

Steps:

1. Include the active cell in the range to be searched.
2. Click on the Easy Search button in the toolbar.

The selected range is automatically detected as the search range.
If that is not the range to be searched, you may choose another manually.
3 . Finally, decide which sheets contain the same range to be searched.

4. Now, choose the search mode. In this example, choose Search By Logic Criteria

Decide whether you want to search for a complete word or just a text contained in the word.
5. Finally, choose the cell containing the target text or enter directly the text, as in the example.

Once completed, decide what to do with the data, namely:
a. Select the cells meeting the criteria
b. Browse withing resulting cells
c. Print an Easy Search report.

## [ [1] Model Builder meser

Easy search - By format

Steps:

1. Include the active cell in the range to be searched.
2. Click on the Easy Search button in the toolbar.

The selected range is automatically detected as the search range.
If that is not the range to be searched, you may choose another manually.
3 . Finally, decide which sheets contain the same range to be searched.

4. Now, choose the search mode. In this example, choose Search By Format
5. We have to choose the cell with the background color of the cells to be searched.


Finally, decide what to do with the data, namely:
a. Select the cells meeting the criteria
b. Do mathematical operations with resulting cells.
c. See search statistics
d. Browse withing resulting cells
e. Print an Easy Search report.

## Model Builder for Exce

Easy search - By logic criteria

Steps:

1. Include the active cell in the range to be searched.
2. Click on the Easy Search button in the toolbar.

The selected range is automatically detected as the search range.
If that is not the range to be searched, you may choose another manually.
3 . Finally, decide which sheets contain the same range to be searched.

|  | A | B | C | Easy search |  | x |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |
| 2 |  | Year | First name | Select the target range: <br> 'Easy search 2'! $\$ \mathrm{~B} \$ 2: \$ 7 \$ 17$ <br> Take target range from ... |  |  |
| 3 |  | 2004 | Chris |  |  | Select cell's |
| 4 |  | 2004 | Ellen |  |  |  |
| 5 |  | 2005 | George |  |  | Paste results as ... |
| 6 |  | 2002 | James | $3 \subset$ The active sheet $\subset$ The selected sheets |  | See statistics |
| 7 |  | 2002 | Jean |  |  |  |
| 8 |  | 2002 | Joe | Search mode: <br> C By format (pattern color) |  | Browse results |
| 9 |  | 2002 | John |  |  |  |
| 10 |  | 2001 | Mary |  |  | Print report |
| 11 |  | 2001 | Max | Cell with thewanted format 'Easy search 1 1' $\$$ C $\$ 3 \quad$ _ |  |  |
| 12 |  | 2001 | Rachel |  |  |  |
| 13 |  | 2001 | Paula | 4 - By logic criteria |  |  |
| 14 |  | 2003 | Peter |  | Number or cell 5 | Close |
| 15 |  | 2003 | Sadie <br> Sam |  | 2002 - |  |
| 17 |  | 2001 | Samantha |  |  |  |
| 18 19 |  |  |  |  | Text or cell |  |
| 19 |  |  |  |  | $\square$ | [? ${ }_{\text {- }}$ > |

4. Now, choose the search mode. In this example, choose Search By Logic Criteria
5. Finally, just choose the cell or enter directly the value to be compared with.


Once completed, decide what to do with the data, namely:
a. Select the cells meeting the criteria
b. Do mathematical operations with resulting cells.
c. See search statistics
d. Browse withing resulting cells
e. Print an Easy Search report.

Toggle Settings

We often lose valuable time doing repetitive tasks -if, for example, we want to hide the headings in several sheets of the Workbook, we will have to do it one at a time.
This powerful tool has been crated to do away with such loss of time.
Adventajes include:
Same upper -left cell in all
Let's say you are working in a workbook with 50 sheets and you wish to view the value in the R200 cell of each. It would be a dreary task having to navigate through all worksheets and locate that specific cell in them all, wouldn't it?
With this tool, this would be as simple as:

1. Locate yourself in any worksheet and select the cell to be checked.
2. Press the Same upper -left cells in all button.

That's it. You will view that cell in all worksheets; the selected cell will be viewed the left upper corner.
As simple as 1-2!

## Reset Excel's last cells

This utility allows you to save only the part of each worksheet in use, meaning the section containing actual data or formatting.

It may happen that the last cell of a worksheet is beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may experience other unusual behavior.

Clear the excess rows and columns with Reset Excel's last cell and solve these issues.
And many configuration options more. Use this tool as best suits your convenience it's super-intuitive.


Freeze | divide panes


## Freeze panes

We sometimes work with models whose information does not fit in the screen. And we may get lost as we navigate throughout the spreadsheet as the headings of our model would no longer be visible.

## Divide panes

There may be portions of our worksheet we wish to view at all times. If so, separate those sections as locked portions of data that can be manipulated. This tool can help us in the process of creating, navigating through, editing excessively long models and keeping an eye on them.

Follow these steps:
1st click - Freeze Panes
2nd click - Undo Freeze

|  | A | B | C | D | E |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

Guides

This tool is specially convenient if you want to navigate throughout databases with records or fields stretching beyond the screen.
Use this valuable tool to stay in the same record, regardless of the fact that column headings are no longer visible. The following figure is only for illustrative purposes.

|  | A B | C | D | E | F | G | H |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |  |  |
| 2 | Year | First name | Last name | City | Gender | Birthday | Age |  |
| 3 | 2004 | Chris | Sleep | Gastonia | M | 12-08 | 29 |  |
| 4 | 2004 | Ellen | Oaks | Raleigh | F | 08-08 | 26 |  |
| 5 | 2005 | George | Porge | Concord | M | 06.05 | 31 |  |
| 6 | 2002 | James | Doe | Charlotte | M | 07-12 | 32 |  |
| 7 | 2002 | Jean | Queen | Charlotte | M | 09.01 | 45 |  |
| 8 | 2002 | Joe | Jones | Raleigh | M | 11-23 | 29 |  |
| 9 | 2002 | John | Doe | Gastonia | M | 12-30 | 23 |  |
| 10 | 2001 | Mary | Contrary | Wilmington | F | 04-23 | 45 |  |
| 11 | 2001 | Max | Steel | Charlotte | F | 05-28 | 35 |  |
| 12 | 2001 | Rachel | Quispe | Charlotte | F | 04-29 | 27 |  |
| 13 | 2001 | Paula | Mann | Concord | M | 02-29 | 19 |  |
| 14 | 2003 | Peter | Holland | Maryland | F 引 | 03-22 | 32 |  |
| 15 | 2003 | Sadie | Smith | Wilmington | F | 03-09 | 21 |  |
| 16 | 2002 | Sam | Pam | Raleigh | M | 04-12 | 31 |  |
| 17 | 2001 | Samantha | Bell | Gastonia | F | 12-30 | 30 |  |
| 18 |  |  |  |  |  |  |  |  |

In order to delete the red colour guides, simply press the 'Guides' button again.

Arrange Windows

Do you wish to browse several workbooks at the same time?
Or better yet: do you want to check different parts of a workbook at the same time?
We have created a useful tool that will allow you to sort and display all open workbooks on the screen; furthermore, you can view different areas of a workbook.

Just select the option Arrange windows and setup the tool as required. Your workbook(s) shall arrange immediately.

| Arrange Windows | $x$ |
| :---: | :---: |
| -Organize windows... $\square$ |  |
|  | Add Window |
|  | Close Window |
| C vertical CHorizontal | Maximize active window |
| Г Windows of active workbooks. | Close |

Easy Print

This tool makes printing and previewing Areas, Charts, Views easier.
Sheet tab
Choose page mode by selecting either Protrait or Landscape Choose Selection in active sheet to print a selection, i.e. range or chart with the corresponding Preview, you can choose the number of copies to be printed, and select the printer from a list of available printers.

Choose Multiple selection in active sheet to print areas or several selected rantes or an embedded chart in the sheet. Selected ranges may be located in different parts of your worksheet, but this tool will sort them all automatically one under the other.

Choose Active sheet the print the active sheet, whether a chart sheet or a work sheet.
If you choose Pages in Active Sheet the text box will be enabled. Enter the page numbers of sheets to be printed, separated by commas and hyphens.
Minimum allowable value is ONE (1) so the tool won't let you enter ZERO (0), for example. ONE (1) is the first page. The same will apply if you try to enter a value greater than the page number of the last available.

Choose All book to print the whole book, including chart- and worksheets.


Worksheet tab
Choose page mode, either Portrait or Landscape
Then click on the Worksheet tab, select the sheets to be printed. Do not leave this tab while printing. The same applies to Preview .


Custom views tab
Choose page mode, either Portrait or Landscape .
Then click on the Custom views tab, select the views to be printed. Do not leave this tab while printing.


Set alarm


Use Set alarm to receive a reminder if you have a meeting or need to do something special.


Set your message with for a certain amount of minutes or specific time. Yu could also set your reminder as a pop-up message, audible alarm or both.


At the set time, the alarm and/or reminder message will go off, depending on how you set it.


Arithmetical calculator

This useful arithmetical calculator, in addition to performing the most common calculations, makes it possible for us to copy data from a cell in the active sheet, and to paste the results of the calculation in an active sheet's cell.
In addition to this, the results of the series of tasks can be seen on a side list. Accordingly, we can be ascertained of having entered the correct data.


## [1] Model Builicer rase

Select by format
\#

This tool selects cells of a given range, but only taking into account those with a given format. Consider the following example:
Select all cells with pink background and white color font.

1. Click on the Specific cells button. The selected range will be automatically loaded, and may be modified.


The result is shown below:

|  | A | B | c | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  |  |  |  |
| 2 |  | ID | Product name | Quantity | price |  |
| 3 |  | 001 | Coffee A | 5167 | \$10, |  |
| 4 |  | 002 | Tea A | 5206 | \$5, |  |
| 5 |  | 003 | Juice A | 5245 | \$9, |  |
| 6 |  | 004 | Coffee B | 5322 | \$10, |  |
| 7 |  | 005 | Tea B | 5361 | 95 |  |
| 8 |  | 006 | Juice B | 6666 | 99 |  |
| 9 |  | 007 | Coffee C | 7777 | \$10, |  |
| 10 |  | 008 | Tea C | 8888 | \$5 |  |
| 11 |  | 009 | Juice C | 9999 | 99. |  |
| 12 |  | 010 | Coffee D | 1010 | \$11 |  |
| 13 |  | 011 | Tea D | 5050 | \$6, |  |
| 14 |  | 012 | Juice D | 5089 | \$10 |  |
| 15 |  | 013 | Coffee E | 5128 | \$12 |  |
| 16 |  | 014 | Tea E | 5284 | \$7 |  |
| 17 |  | 015 | Juice E | 4816 | \$4 |  |
| 18 |  | 016 | Confep F | 1933 | \$15 |  |
| 19 |  | 017 | Tea F | 4972 | \$10 |  |
| 20 |  | 018 | Juice F | 5011 | \$7 |  |
| 21 |  | 019 | Coffee G | 1234 | \$5 |  |
| 22 |  | 020 | leaG | 2345 | 45 |  |
| 23 |  | 021 | Juice G | 3456 | $\$ 5$ |  |
| 24 |  | 022 | Coffee H | 4777 | \$10, |  |
| 25 |  | 023 | Tea H | 2222 | \$6 |  |
| 26 |  | 024 | Juice H | 3333 | \$9, |  |
| 27 |  |  |  |  |  |  |

You may select any format you wish. It's super intuitive

Do you need more help?

- If you need help address to our HelpDesk (http://www.jabsoft.net/helpdesk )
- If you have comments or suggestions about Model Buider for Excel add-in, please contact us at: support@jabsoft.com

Our postal address is:
JABS
Av. San Martín 351 OF. 401-Miraflores
Lima 18
Perú

- Developer website: Jabsoft (http://www.jabsoft.com )
- Sales website: Model Advisor (http://www.modeladvisor.com )

Copyright ©2010 Model Builder for Excel is a registered trademark of JABS. All rights reserved.


[^0]:    Miscellaneous bar
    Easy Print
    Arithmetical calculator
    㽣 Add to recents file's list
    E Erase history of files
    (8) Set alarm
    . Fast close
    Fast close Settings
    (2) Camera
    "tind Camera settings
    Copy Color From Another Book
    Palette

