User Manual

The Excel Worksheet Indexer

An Add-In for MS Excel from

www.engineersXel.com

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The Excel Worksheet Indexer Add-In

If you are faced with an Excel workbook with multiple worksheets (tabs) it can be a time-consuming task to find the specific worksheet that you want. This is especially so if the tabs do not have meaningful titles are simply called Sheet1, Sheet2…Sheet25. When tabs extend to the right and are not immediately visible, clicking along the tab bar to find the required worksheet is also time consuming.

The Excel worksheet indexer add-in allows a new tab to be added as the first tab in the workbook and list all the worksheets in the workbook in alphabetical order. There is provision for a description of each worksheet to be added. Double clicking on a worksheet name will activate that worksheet.

The add in will not make any changes to your worksheets unless you select to add named cells (see below) to your worksheets.

The add-in is compatible with Excel 2010 and above. See below for details about how to install an Excel add-in.

Activating the Worksheet Index

After the Worksheet Indexer has been installed as an add-in, it is available to use in **any** of your Excel workbooks. To add the worksheet "**Worksheet Index**" simply use the key combination

Ctrl + Shift + I

If you right click on a cell, a new item "Worksheet Index" is added to the pop-up menu list. This will add the "**Worksheet Index**" sheet. Selecting this will add the "**Worksheet Index**" sheet. The key combination **Ctrl + Shift +R** will remove this item from the pop-up menu.

A new worksheet, called "**Worksheets Index**" will be added to your workbook as the first worksheet and the other worksheets will be listed.

Meaningful descriptions can then be added for each worksheet in the Descriptions column. See **Generating Descriptions** below about how this can be done automatically.

If the "**Worksheets Index**" already exists, then **Ctrl + Shift + I** will make it the active worksheet.

Selecting a Worksheet

If you **double click** on a worksheet name in the Index, that worksheet will become the active worksheet.

Renaming a Worksheet

Note: In Excel, if you right click on a worksheet tab and select "Rename" the Worksheet Index will be updated with the new name **but any description that you added will be lost.** To avoid losing the description, select the worksheet name in the **Worksheets Index** list and type the new name directly in the cell. The worksheet tab will be renamed with the new name.

Note: Do not double click the worksheet name to edit it, as this will activate the worksheet. If you wish to edit the existing name, use the Formula bar.

Adding a Worksheet

Select the **Worksheets Index** tab and click on the next free cell in Worksheet Name column. Type in the name of the new worksheet and then Enter. A new worksheet will be added as the second sheet in the workbook and it will be the currently active worksheet.

If a new worksheet is added using the "New sheet +" on the Excel tab bar, the new name will be added to the Index.

Worksheet Order & Sorting

The worksheets in the workbook can be sorted into ascending or descending alphabetical order. The shortcut keys are – For ascending order **Ctrl + Shift + A** and for descending order **Ctrl + Shift + D**.

If the **Worksheets Index** tab is the active worksheet, double clicking on the cells with **Sort Ascending**

or **Sort Descending** will also sort the worksheets.

Note that in the **Worksheet Index** tab, the list of worksheet names is **always** displayed in ascending alphabetical order.

Hidden Worksheets

If the workbook contains hidden worksheets the worksheet name will be listed in the Index in red text. If you double click on the worksheet name, then the worksheet adjacent to the hidden worksheet will be activated.

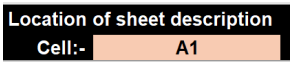
Coloured Worksheet Tabs

If you right click on a worksheet tab, there is an option to colour the tab. If this is selected, then the row containing the entry in the **Worksheets Index** for that worksheet will be in the same colour. Hidden worksheets will still be displayed in red text with a white background regardless of their tab colour.

Obtaining Sheet Descriptions Automatically

Workbooks with many sheets often have a standard layout with the same cell in each sheet containing the description for that sheet. If this is the case, then specifying the cell where the description is in each sheet will allow the Descriptions column in the Worksheets Index to be populated automatically.

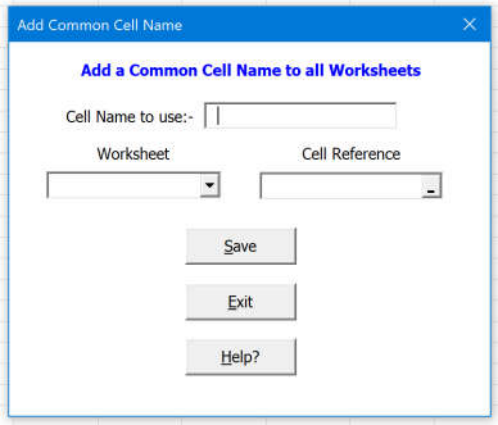
In Worksheets Index the cell reference can be given in the empty cell below the title "Location of sheet description" as shown below.



Note: If Descriptions have been added manually to the Worksheets Index then these will be overwritten by the description found in the individual sheets. However, if there is no description in the specified cell of a sheet, then any manual addition in the Description column will be retained.

If the location of the cell in each individual sheet which contains the description varies, the description can still be added automatically but in this instance the cell in each sheet should be a named cell, the cell name being the same in each sheet.

There are two options available to provide cell names. If a number of sheets need to have a cell name added, use the shortcut key combination **Ctrl + Shift + N** and a dialog form will appear. This form can be used to add the common cell name to selected sheets.



Note that this form can be used in any workbook to name cells when the add in is installed even if the Worksheets Index is not being used.

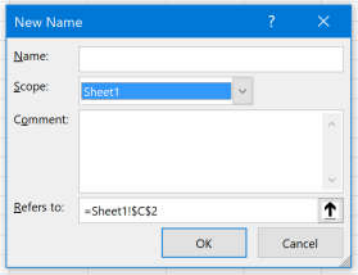
The form is straightforward to use. Type the common name to be used where indicated. The drop-down box will list all worksheets, select one. That worksheet will be activated and using the Cell reference button the target cell can be selected. Selecting Save will cause the selected cell to be named. When the next worksheet is to be selected, the one just saved will no longer be on the list, the

list shortens as you work through all worksheets.

If Exit is selected and there are still worksheets in the list, a warning is displayed to remind you that not all sheets have been selected to have a cell with a common name.

The second option to name cells is to use Excel's inbuilt menu and the Formulas ribbon. This is useful for naming cells in a single worksheet.

Cells can be given a name by using the "Define Name" option in the menu Formulas ribbon. To do this, select the cell in the sheet containing the description and then go to Formulas -> Define Name. The dialog box below will appear.



Type in the name of the cell, say, ShtDesc, and make sure that the Scope is for the selected sheet. Repeat this for each sheet using the same name and setting the Scope for each selected sheet. When all of the sheets have been completed, enter the name for the description cells, ShtDesc in this example, in the Worksheets Index.

If rows or columns in a sheet are added or deleted, using a named cell means that the reference will be maintained.

Adding a Summary Automatically

When multiple sheets are used in a workbook, they often contain a cell containing the results of that sheet. It may be a cost, a "Pass" or "Fail" or a comment. Such summary cells can be added to the Worksheets Index in the same way as adding the Descriptions automatically by specifying the cell where the summary is in each sheet in the Worksheets Index in the empty cell below the title "Location of sheet summary" as shown below.

Location of sheet summary	
Cell:-	A2

As for Descriptions, the summary cell should be at the same cell reference on each sheet. If the summary cells are at different cell references on each sheet, then using named cells, as described above, can be used. The dialog form displayed with **Ctrl + Shift + N** can be used to input a common cell name over a number of worksheets where the cell location varies.

General Points

If you share the workbook with others, the **Worksheets Index** tab will be available to them as it is part of the workbook. However, it will have no functionality unless they also have the Worksheets Indexer add-in installed. If someone with whom you have shared the workbook adds or deletes worksheets and sends it back to you, the **Worksheets Index** will be updated by the add-in in your version of Excel.

Should your **Worksheet Index** sheet be deleted for any reason then, with the add-in installed, simply use the shortcut key combination **Ctrl + Shift + I** to re-establish a new Index. Descriptions of worksheets which were entered manually will need to be re-entered.

Shortcut Key Summary

Ctrl + Shift + I – Adds the Worksheets Index as the first sheet if it does not already exist. If it exists, it becomes the active sheet

Ctrl +Shift + N – Displays a dialog form to add a common cell name to multiple worksheets

Ctrl +Shift + A – Sorts worksheets in to ascending alphabetical order

Ctrl +Shift + D – Sorts worksheets in to descending alphabetical order

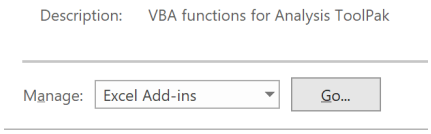
Installing an Add-In

If you have not installed an add-in to Excel before, it is quite straight forward.

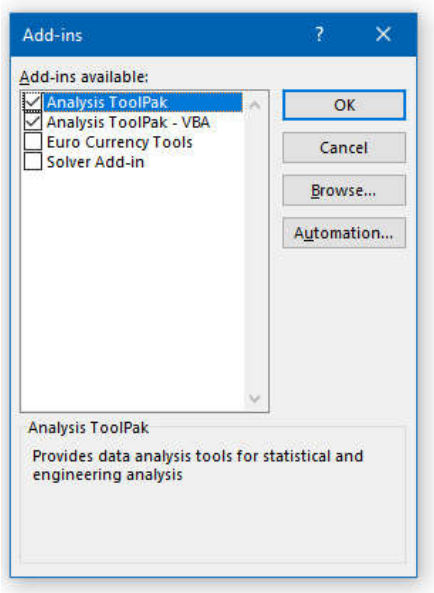
Save the add-in file “WrkSht Index Add In.xlam” in a convenient folder and then start Excel.

In Excel, select File → Options. In the Excel Options dialog box select “Add-ins”.

From the Add-ins dialog box, at the bottom see “Manage”. Select “Excel Add-ins” and then “Go”.

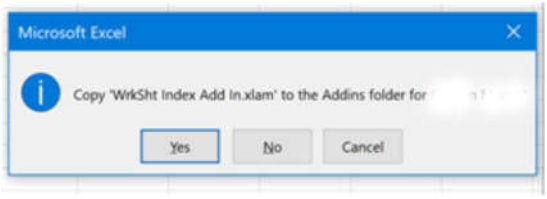


An Add-ins dialog box will appear as below

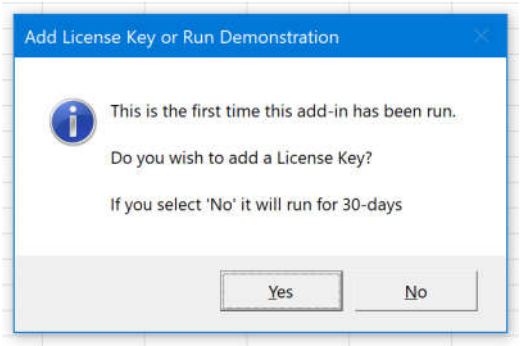


Select “Browse” and, from the file selection window, go to where you saved the add-in file “WrkSht Index Add In.xlam” and select that file.

If Excel asks if you wish to copy the file to Excel’s add-in folder then select “Yes”.



The add-in should now appear in the list of available add-ins and be installed. Close the Add-in dialog window and a dialog box will appear asking if you wish to provide license details or run the add-in as a trail for 30 days. If you have a license code, select “Yes” and enter it in the next dialog box. If not, select “No” and the add-in will run for 30-days.



The Worksheet Indexer is ready to use.

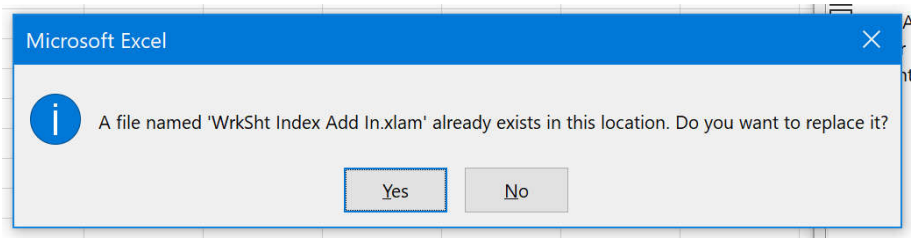
If you select the demonstration trial and do not enter a license code before the end of the 30-days, the add-in will stop working but the Worksheets Index tab will remain in place in your workbooks.

Re-Installing an Add-In

If the add-in is installed on a local drive, simply copy the new version or your back-up copy to the same location and overwrite the original file. The same license key can be used on the re-installed or updated version.

Should you need to reinstall an add-in from a remote drive or memory stick, first select File → Options and go to the Add-In Dialog box as explained in the foregoing. Uncheck the "WrkSht Index Add In" Add-In and then select Browse. Go to the folder where you saved the add-in file "WrkSht Index Add In.xlam" and select that file. Again, Excel will ask if you wish to copy the file to your add-in folder. Select Yes.

Excel will display the following dialog box asking if you wish to replace the existing add-in. Select Yes.



Then select "OK" in the add-in dialog box.

The dialog box asking if you wish to add a license key or run the 30-days demonstration will then appear. If you have a license key, select Yes and input the details. The Worksheets Indexer is ready to use and any previously indexed worksheets will have the same functionality as before.

Add-ins are normally saved in the user profiles on the default (usually C:) drive with the following path:

C:\Users*UserName*\AppData\Roaming\Microsoft\AddIns

Where *UserName* is your profile name. The "WrkSht Index Add In.xlam" file can be copied directly to this folder and it will appear when Browse is selected in the Add In dialog box.