# GerardExcelShortcuts Summary

This Excel Add-in has been designed to significantly enhance the functionality and user-experience when working with Excel spreadsheets. Its primary purpose is to streamline the process of manipulating cell properties and performing certain common tasks. It achieves this by providing easily accessible options to perform actions that would otherwise require navigating through multiple Excel menus or performing multiple mouse clicks.

Some of the notable features of this add-in include:

* Number Format Cycles: Multiple number formatting options are available, including general, currency, percentage, multiple, and binary formats, and all are completely customizable.
* Cell Formatting: This offers extensive options for cell formatting, including font size and color, fill color, and border styles.
* Cell Value and Formula Modification: These features allow users to easily increase or decrease a cell value by factors of 10, multiply by -1, add an IfError() wrap, convert formulas into their values, and clean formulas.
* Autocolor Cells: Users can auto-color cells based on the value or formula they contain, enhancing visual data representation and error checking.
* Row and Column Management: This provides users the convenience of sizing and autofitting rows or columns in their spreadsheet, horizontal and vertical alignment cycles, and indent control.
* Error Handling Capabilities: The add-in includes robust error handling to ensure a smooth user experience, alerting users of any issues in an easy-to-understand manner.

The add-in integrates seamlessly with Excel and has been designed to interact directly with the active spreadsheet window, allowing the user to perform these actions without losing focus on their current work.

# Disclaimer

Please note that the GerardExcelShortcuts Add-In functions exclusively on Windows operating systems. This limitation is due to Excel’s reliance on COM objects, which are specific to the Windows platform. As a result, the add-in is not compatible with non-Windows operating systems, such as macOS or Linux. You can use a virtual machine to install the Windows OS on non-Windows devices and install the add-in from there. I apologize for any inconvenience this may cause and appreciate your understanding.

# Questions

Please email LiamG.GES@gmail.com with any questions.

# GerardExcelShortcuts Installation Instructions

Please follow the steps below to successfully install and set up the Excel Add-In:

1. Start by downloading the file named “2. GerardExcelShortcuts\_Certificate".
   1. It's crucial to note that Windows does not identify Liam Gerard as a trusted publisher. Therefore, it's necessary to add the included certificate to your Trusted Root Certificates Folder. The following steps will guide you through this process:
      * Open the file named "2. GerardExcelShortcuts\_Certificate".
      * You may be prompted to select between "Current User" and "Local Machine". This selection determines whether the add-in will be enabled only for your account or for all users on this computer. By default, please select "Current User", then proceed by clicking "Next".
      * The upcoming screen will ask you to specify the certificate file for import. Since it's already selected, simply click "Next".
      * A password is not needed for this step, so you can just click "Next".
      * Now, choose the folder where the certificate will be stored. For Excel, it's required to add it to the "Trusted Root Certification Authorities". Please select "Place all certificates in the following store", click "Browse", find and click "Trusted Root Certification Authorities", then click "OK", followed by "Next".
      * After that, click "Finish". A security warning may pop up because Windows has not verified the authenticity of the developer, Liam Gerard. To continue with the installation, you need to install the certificate. Thus, please click "Yes".
2. Click the “Setup Installer” release on the right-hand side of the page and download the “setup.exe” and “GES\_Installation.msi” files to the same folder.
3. The next step is to run the setup application, which is an executable (.exe) file named "setup" or "setup.exe". Double-click this file to execute it.
   1. Windows may present a warning indicating that "Windows protected your PC". This is a standard precaution for unrecognized applications. Please note that this add-in is safe and only operates within Excel. To proceed, click "More info", and then "Run anyway". If this warning doesn't appear, move to the next step.
      * For further security verification, the source code is in the folder “4. Uncompiled Source Code”.
   2. The Setup Wizard will now open. Click "Next". You can change the destination folder; however, the default folder is recommended. Then, decide whether to enable the add-in for all users or just for you. By default, select "Just me" then click "Next".
   3. The upcoming screen will ask for your confirmation to install. Click "Next".
   4. A popup may appear asking for your permission to let this app make changes to your device. Click "Yes" to proceed.
   5. The final screen confirms the successful installation of the add-in. Click "Close".
4. Now, open Excel to enable the add-in. If the add-in does not load immediately but was installed correctly, please close all open Excel windows, and reopen Excel. You should find the add-in under "COM Add-ins".
   1. To confirm that the add-in is working, fill a selection of cells with the value *-1000*. Select these cells and press Ctrl + Shift + 1. The cells should change to display *-1,000*. Pressing the keys again should transform the cells to *(1,000)*. If instead, the cells change to -*1000.00*, please verify that the add-in is enabled, restart Excel, and try again.

# Excel Settings

To use this add-in, you'll need to ensure that Excel is configured to allow add-ins. This involves the following steps:

* Enable Add-ins: Excel needs to be set up to allow Add-ins. To do this, navigate to File > Options > Trust Center > Trust Center Settings > Add-ins. Ensure that the 'Disable all Application Add-ins' option is not checked.
* Load the Add-in: You'll then need to load the add-in into Excel. To do this, navigate to File > Options > Add-ins. At the bottom of the window, you'll see a dropdown box labeled 'Manage'; select 'Excel Add-ins' and click 'Go'. In the next dialog, click 'Browse', locate the file for your add-in, and click 'OK'. Ensure that the checkbox next to your add-in is checked, and click 'OK' again.
* Macro Security Settings: The Add-in may require macros to be enabled. To check this, navigate to File > Options > Trust Center > Trust Center Settings > Macro Settings. Choose the 'Disable all macros with notification' option. This allows Excel to alert you when a spreadsheet contains macros, giving you the option to enable them.
* ActiveX Settings: Depending on the specific features of the Add-in, you may also need to enable ActiveX controls. To do this, navigate to File > Options > Trust Center > Trust Center Settings > ActiveX Settings. Choose the 'Prompt me before enabling all controls with minimal restrictions' option.

Remember to restart Excel after changing these settings to ensure that they take effect. Once Excel is configured correctly, you should be able to use all the features of the Add-in.

# GerardExcelShortcuts Uninstallation

For a smooth uninstallation of the Excel Add-In, adhere to the steps below:

1. Open the file named "setup.exe":
   1. As a precautionary measure, Windows may display a warning stating "Windows protected your PC". This occurs because the uninstaller isn't recognized. It's perfectly safe to proceed. Click "More info" followed by "Run anyway". If this warning doesn't show, proceed to the next step.
   2. Within the opened window, select the option "Remove GerardExcelShortcuts Add-In", and then click "Finish".
   3. A prompt may appear asking you to allow this app to make changes to your device. To continue with the uninstallation, click "Yes".
   4. Once the process is complete, click "Close".
2. If the previous process did not work, or if the setup file is no longer available, follow the alternative steps below:
   1. Navigate to the search bar on your device and type in "Control Panel", then press enter to open it.
   2. Proceed by navigating to "Programs" > "Programs and Features".
   3. Find and select "GerardExcelShortcuts Add-In" from the list of installed programs. Right-click on it and choose "Uninstall". A confirmation popup will appear, click "Yes" to proceed.
   4. A prompt may appear asking for your permission to allow the Windows Installer to make changes to your device. Click "Yes" to finish the uninstallation.

# GerardExcelShortcuts Customization

On the GES tab within your software's ribbon, you'll find three primary buttons that will enable you to customize your add-in. Here's a breakdown of each one:

* Shortcuts Menu:
  + This tool enables customization of keyboard shortcuts.
  + Click to choose the modifier keys (Ctrl, Shift, Alt, Cmd). If the key button turns red, it's selected.
  + Type the key you want to use (like A, B, C, 1, 2, Left, Right, etc.) in the textbox. If the key is invalid, the textbox will turn red, and you can't move forward until you provide a valid key. A list of valid keys is provided below. If you still can't find a key, hit the Reset button.
  + You can reset the shortcuts to their defaults using the Reset button.
  + Functions can be enabled or disabled via a checkbox. A red box means the function is enabled. If it can't turn red, it's likely because the function is a number format or color cycle without any formats or colors available. To solve this, add formats or colors to the Formatting Menu, then reenable the function.
  + Save your changes with the Save button. After clicking the Reset All button, don't forget to save. Your shortcuts will be available the next time you start the program. To use your shortcuts immediately, click the Restart Add-In button on the ribbon.
* Formatting Menu:
  + It allows customization of certain formatting cycles.
  + Open the menu and select the formatting cycle you want to edit.
  + All number formatting cycles can be managed through the same menu.
    - Click a text box to change its current format.
    - Use the "+" button to add a format and the "X" button to delete one.
    - Use the Reset button to restore default formats.
    - Save your current number formats with the save button. After saving, hit the Restart Add-In button on the ribbon to use your changes.
  + All color formatting cycles follow a similar process:
    - Click a text box to adjust its current format.
    - The colored box shows the RGB color. Use the arrows to adjust the color value.
    - Add or delete a format with the "+" and "X" buttons, respectively.
    - Reset to default formats using the Reset button and save your changes.
    - After saving, hit the Restart Add-In button to use your changes.
* Disabled Keys Menu:
  + It allows certain keys to be disabled. For a full list of keys, look below.
    - Often, the F1 key is removed so users avoid the popup when cycling between F2 and Escape.
    - This feature allows keys to be disabled without damaging the device.
  + Open the menu and type the name of the key you want to disable.
  + Save your disabled keys. After saving, hit the Restart Add-In button on the ribbon to use your changes.
* Restart Add-In: Click this to apply any changes made in the Shortcuts or Formatting Menus. Your changes are saved but won't apply unless you click this button or restart Excel.
* Function Buttons: These provide a different way to call functions. Instead of using the keyboard shortcut, you can click these buttons directly on the ribbon.

# Default Keyboard Shortcuts

|  |  |  |
| --- | --- | --- |
| Ctrl + Shift + 1 | Cycle General Number Formats | Cycles each cell in the selection along predefined general number formats. |
| Ctrl + Shift + 2 | Cycle Date Formats | Cycles each cell in the selection along predefined date formats. |
| Ctrl + Shift + 4 | Cycle Currency Formats | Cycles each cell in the selection along predefined currency number formats. |
| Ctrl + Alt + Shift + 4 | Cycle Foreign Currencies | Switches $ for €, and so on. Works for any currency format that uses the basic $ sign. |
| Ctrl + Shift + 5 | Cycle Percentage Formats | Cycles each cell in the selection along predefined percentage number formats. |
| Ctrl + Alt + Shift + 5 | Toggle Basis Points | Switches to basis points format AND changes cell formula or value to account. Double check formula for errors. |
| Ctrl + Shift + 8 | Cycle Multiples Formats | Cycles each cell in the selection along predefined multiples number formats. |
| Ctrl + Shift + Y | Cycle Binary Formats | Cycles each cell in the selection along binary number formats, with 0 being "No" and anything else being "Yes". |
| Ctrl + Shift + 3 | Cycle Other Number Formats 1 | Cycles each cell in the selection along predefined general number formats. This is an extra shortcut and disabled by default. |
| Ctrl + Shift + 6 | Cycle Other Number Formats 2 | Cycles each cell in the selection along predefined general number formats. This is an extra shortcut and disabled by default. |
| Ctrl + Shift + 9 | Cycle Other Number Formats 3 | Cycles each cell in the selection along predefined general number formats. This is an extra shortcut and disabled by default. |
| Ctrl + , | Increase Decimal Places | Increases the number of decimal places in a number format. Works with most number formats. |
| Ctrl + . | Decrease Decimal Places | Decreases the number of decimal places in a number format. Works with most number formats. |
| Ctrl + ; | Toggle Font Color | Toggles each cell font between black and blue, according to the active cell. |
| Ctrl + ' | Cycle Font Color 1 | Cycles each cell between predefined colors, according to the active cell. |
| Ctrl + Alt + ' | Cycle Font Color 2 | Cycles each cell between predefined colors, according to the active cell. |
| Ctrl + Shift + K | Cycle Fill Colors 1 | Cycles each cell's fill between predefined colors, according to the active cell. |
| Ctrl + Alt + Shift + K | Cycle Fill Colors 2 | Cycles each cell's fill between predefined colors, according to the active cell. |
| Ctrl + Shift + A | Autocolor Cells | Sets each cell color according to formula. Blue = hardcode; purple = partial input; black = formula; green = link to sheet; red = link to file. ***PARTIAL INPUTS*** ***EXCLUDE FACTORS OF 10.*** |
| Ctrl + Shift + N | Toggle Negative | Toggles each cell between negative and positive. Wraps and removes “=-(…)” from formulas. Double check formula for errors. |
| Alt + Shift + , | Shift Decimal Left | For each cell in the selection, divides the value by 10 or multiplies the formula by an increasing multiple of 10. Double check formula for errors. |
| Alt + Shift + . | Shift Decimal Right | For each cell in the selection, multiplies the value by 10 or multiplies the formula by a decreasing factor of 0.1. Double check formula for errors. |
| Ctrl + Shift + D | Clean Cells | Cleans each formula in the selection by eliminating excess whitespace and removing sheet names when not necessary. |
| Ctrl + Shift + Alt + U | Flatten Selection | Replaces the formula in each cell with the cell’s current value. |
| Ctrl + Shift + E | IfError Wrap | Wraps the current formula in =IFERROR(…), with a predefined error value. Repeating the shortcut will remove the error wrap. |
| Ctrl + Shift + 7 | Cycle Outer Borders | Cycles outer borders as shown, according to the active cell |
| Ctrl + Alt + Shift + 7 | Cycle All  Borders | Cycles inner and outer borders as shown, according to the active cell |
| Ctrl + - | Remove All Borders | Removes all borders. |
| Ctrl + Alt + {Up} | Cycle Upper Borders | Cycles upper borders as shown, according to the active cell |
| Ctrl + Alt + {Down} | Cycle Lower Borders | Cycles lower borders as shown, according to the active cell |
| Ctrl + Alt + {Right} | Cycle Right Borders | Cycles right borders as shown, according to the active cell |
| Ctrl + Alt + {Left} | Cycle Left Borders | Cycles left borders as shown, according to the active cell |
| Ctrl + Shift + M | Center Over Selection | Centers the content of the first horizonal cells in the selection over all selected cells. |
| Ctrl + Alt + Shift + M | Merge Cells | Merges all selected cells. |
| Ctrl + Shift + W | Wrap Text | Wraps text in each selected cell. |
| Ctrl + Shift + F | Increase Font Size | Increases each cell's font size by 1, from 8 to 24, according to the active cell. |
| Ctrl + Alt + Shift + F | Decrease Font Size | Decreases each cell's font size by 1, from 8 to 24, according to the active cell. |
| Ctrl + Alt + Shift + {Left} | Autofit Columns | Autofits each column. Select entire column to autofit the entire column. |
| Ctrl + Alt + Shift + {Right} | Increase Column Width | Increases all columns by 10 units. |
| Ctrl + Alt + Shift + {Up} | Autofit Rows | Autofits each row. Select entire row to autofit the entire row. |
| Ctrl + Alt + Shift + {Down} | Increase Row Height | Increases all rows by 10 units. |

# Valid Keys

The following keys are accepted. Please match the case when inputting keys to prevent an error.

*"A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z", "0", "1", "2", "3", "4", "5", "6", "7", "8", "9", "Enter", "Space", "Tab", "Back", "Delete", "Insert", "Left", "Right", "Up", "Down", "F1", "F2", "F3", "F4", "F5", "F6", "F7", "F8", "F9", "F10", "F11", "F12", ".", ",", "/", ";", "'", "[", "]", "-", "=", "`", "\"*