

**List of eCAAT Ent Curate Panel Functions with Brief Description**

No.	Panel	Menu (M)	Sub Menu (SM)	Function (F)	Tool Tips / Brief Descriptions	Type
1	Curate				Curate refers to transforming data in a standard structure to be usable for data analysis as required. Curation of data ensures that data is formatted and purified for use in data analytics.	P
2	Curate	Remove			Remove specific characters, spaces, etc. From the worksheet.	M
3	Curate	Remove		Non-Alphabetic Characters	Removes non-alphabetic characters in the selected cells.	F
4	Curate	Remove		Non-Numeric Characters	Removes non-numeric characters in the selected cells.	F
5	Curate	Remove		Non-AlphaNumeric Characters	Removes non-alphabetic and non-numeric characters in the selected cells.	F
6	Curate	Remove		Multiple Spaces	Removes multiple spaces & replaces them with a single space in selected cells.	F
7	Curate	Remove		All Spaces	Removes all spaces in the selected cells.	F
8	Curate	Remove		Indent/Leading Spaces	Removes indent/all spaces before the first character in the selected cells.	F
9	Curate	Remove		Trailing Spaces	Removes all spaces after the last character in the selected cells.	F
10	Curate	Remove		Leading & Trailing Spaces	Removes all spaces before and after the first and last characters respectively in the selected cells.	F
11	Curate	Remove		Specific/Special Character(s)	Removes selected characters, numbers & special characters in selected cells.	F
12	Curate	Remove		Leading 'X' Characters	Removes 'X' (specified) number of characters from left in the current column.	F
13	Curate	Remove		Ending 'X' Characters	Removes 'X' (specified) number of characters from right in the current column.	F
14	Curate	Remove		All From 'X' Characters	Removes all characters in the current column after the specified position.	F
15	Curate	Remove		Time from Date	Remove time from the selected date column.	F
16	Curate	Remove		Find/Remove Links/Formulas	Finds Links/Formulas with option to remove links/formulas in active worksheet.	F
17	Curate	Remove		Remove Broken Links	Removes Broken Links in selected worksheet(s).	F
18	Curate	Delete			Remove specific objects, images, empty rows & columns, empty sheets, etc. From the worksheet/ workbook.	M
19	Curate	Delete		Objects / Images	Deletes all objects and images from the current worksheet.	F
20	Curate	Delete		Top 'X' Rows	Deletes specified number of rows from the top of the worksheet.	F
21	Curate	Delete		Empty/Blank Row(s)	Deletes all empty rows in the worksheet.	F
22	Curate	Delete		Empty/Blank Column(s)	Deletes all empty columns in the worksheet.	F
23	Curate	Delete		All Blank Sheets	Deletes all blank (unused) worksheets from the current workbook.	F
24	Curate	Delete		External (Hyper) Links	Displays a list of internal and external links in the current worksheet, which can be removed, if required.	F
25	Curate	Delete		Hidden Rows / Columns	Deletes all hidden rows & columns from the selected range or entire worksheet.	F
26	Curate	Delete		Ending Empty Rows / Columns	Deletes all empty rows & columns after the last used cell in current worksheet.	F
27	Curate	Delete		Recently Used File List	Deletes Excel's recently used file list.	F
28	Curate	Delete		Close & Delete Current File	Closes and deletes the current file.	F

**List of eCAAT Ent Curate Panel Functions with Brief Description**

No.	Panel	Menu (M)	Sub Menu (SM)	Function (F)	Tool Tips / Brief Descriptions	Type
29	Curate	Transform			Extracts & fill selected cells, fix dates and optimise workbook. Harmonise Sheet to make worksheet eCAAT ready.	M
30	Curate	Transform		Extract Visible Cells	Selects and copies all visible values in the selected workbook.	F
31	Curate	Transform		Fill Selected Cells	Fills value from above cell for all blank cells below it till end of blank cells for selected column(s).	F
32	Curate	Transform		Fill from Above Cells	Fills the selected cells with fixed or increment values.	F
33	Curate	Transform		Merge Multiple Cells	Merge data of selected cells for identified column(s), delete blank rows and arrange data in ascending/descending order.	F
34	Curate	Transform		Segregate Cells - Font Style	Segregates Cells of distinct types based on font style (bold, italics, size, cell color, font color) into separate rows/columns/worksheet.	F
35	Curate	Transform		Fix Date (s)	Coverts dates stored in /text/MSP format to date format for the selected column with option to convert data into specific format.	F
36	Curate	Transform		Trim and Clean	Trims and cleans the data in the selected column by removing spaces and special characters.	F
37	Curate	Transform		Harmonise Sheet (s)	Reformats the current worksheet/ workbook (column headings, rows, etc. ) automatically as per standard tabular format for performing eCAAT functions.	F
38	Curate	Transform		Harmonise Data	Harmonises the data of specified column by removing special/specific characters by modifying data in the existing worksheet/column.	F
39	Curate	Transform		Optimise Workbook	Creates a new copy of the current worksheet without references of past version thus optimising file size.	F
40	Curate	Transform		Merge/Unmerge Cells	Merge or unmerge data of selected columns/rows into rows/columns based on specified delimiter.	F
41	Curate	Transform		Replace 0 Or #N/A	Replace 0 Or #N/A of selected column(s) with blank or specified values.	F
42	Curate	Transform		Extract Specific Data Type	Extracts specific type of data: Numeric, Character or date as selected by user for the selected column(s).	F
43	Curate	Convert			Convert data as per specific formats.	M
44	Curate	Convert		PDF Format	Publishes a copy of the selected worksheets in PDF format in the same location as the original.	F
45	Curate	Convert		Range to PDF/ Image	Converts the specified range of cells to PDF/ JPG format and saves the resulting file on the desktop.	F
46	Curate	Convert		Worksheet To Image	Converts the active worksheet to JPG format.	F
47	Curate	Convert		Formula To Values	Converts all cells with formulas in the current worksheet to values.	F
48	Curate	Convert		Apply Formula To Cells	Applies a specified formula to the selected cells.	F
49	Curate	Convert		HTML To Table	Displays the tables available in the specified webpage, which can then be imported to MS Excel.	F

**List of eCAAT Ent Curate Panel Functions with Brief Description**

No.	Panel	Menu (M)	Sub Menu (SM)	Function (F)	Tool Tips / Brief Descriptions	Type
50	Curate	Convert		Fill With Leading Zero(s)	Adds a specified number of zeros before the first digit in each cell to ensure uniform length for all cells.	F
51	Curate	Convert		To Numeric	Converts the selected cells to number format.	F
52	Curate	Convert		To Character	Converts the selected cells to character format.	F
53	Curate	Convert		To Date	Converts the selected cells to date format.	F
54	Curate	Convert		To Currency	Converts the selected cells to currency format.	F
55	Curate	Convert		Time To Day:Hour:Min	Segregates cells containing time in Day: Hour: Minute format into separate Day, Hour and Minute columns.	F
56	Curate	Convert		Blank cells with Zeros	Replaces blank cells & cells with invisible spaces with zeros in selected columns.	F
57	Curate	Convert		Import Text Files	Imports Text files with standard fixed headers/bank statement in print format into MS Excel	F
58	Curate	Convert		Formula To Values	Convert formulas to values for all values in selected column(s).	F
59	Curate	Convert		Copy Exact Formula	Copies all the formulas by retaining the same the relative cell references for selected column(s)/range.	F
60	Curate	Convert		Number To Words	Convert numbers to words or vice versa in Rupees or Dollars for selected column(s).	F
61	Curate	Convert		Convert Formula	Convert formulas to text or text to formulas for selected column, range or worksheet.	F
62	Curate	Format			Change the character case of data or sheet name.	M
63	Curate	Format		Lower Case	Converts text to lower case in the selected cells.	F
64	Curate	Format		Upper Case	Converts text to upper case in the selected cells.	F
65	Curate	Format		Title Case	Converts text to title case in the selected cells where, the first letter of every word is capitalised.	F
66	Curate	Format		Sentence Case	Converts text to sentence case in the selected cells where, the first letter of the sentence in the cell is capitalised.	F
67	Curate	Format		Wrap, Merge & Autofit	Performs wrap, merge and auto-fit data of the selected cells into single cell by retaining data of all selected cells.	F
68	Curate	Format		Change Sheet Name	Changes name of the current worksheet with value in the current cell.	F
69	Curate	Format		Round Off	Round numbers to specific decimal values with option to round up/down and round even/odd for selected column(s).	F
70	Curate	Format		Add Text	Add specific text for all cells with specified delimiter in selected column(s) or range with following options: Beginning of cell, end of cell, specified position, before/after every uppercase, lowercase or value.	F
71	Curate	Transpose			Change the polarity or transpose the selected data.	M
72	Curate	Transpose		Move (-) Sign To Front	Moves the minus sign (-) to the beginning of the selected numeric cells.	F
73	Curate	Transpose		Reverse Polarity	Reverses the sign value in the selected numeric cells.	F

List of eCAAT Ent Curate Panel Functions with Brief Description

No.	Panel	Menu (M)	Sub Menu (SM)	Function (F)	Tool Tips / Brief Descriptions	Type
74	Curate	Transpose		Swap Delimiter	Swaps commas after the decimal point with the decimal point in the selected numeric cells.	F
75	Curate	Transpose		Selected Cells	Transposes the selected cell values into rows and vice-versa.	F
76	Curate	Transpose		Column To Table	Transposes the selected column values into rows and vice-versa.	F
77	Curate	Transpose		Row Values to Columns	Transpose values for selected rows to columns on selected (base column & distinct criteria) with option to summarise column values for transposed data.	F
78	Curate	Transpose		Change Sign Values	Change positive (+ve)/negative (-ve) sign of values for selected column(s)/range with following options: remove trailing -ve signs, change all -ve signs to +ve, +ve to -ve, -ve to zero and reverse the sign of all values.	F