

List of eCAAT Pro Functions with Brief Descriptions

No.	Panel	Menu	Function	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 Menu		Remove specific characters, spaces, empty/blank/hidden rows/columns 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	Specific/Special Character(s)	Removes selected characters, numbers & special characters in selected cells.	F
7	Curate	Remove	Multiple Spaces	Removes multiple spaces and replaces them with a single space in the selected cells.	F
8	Curate	Remove	Leading & Trailing Spaces	Removes all spaces before and after the first and last characters respectively in the selected cells.	F
9	Curate	Remove	Ending 'X' Characters	Removes 'X' (specified) number of characters from the right in the current column.	F
10	Curate	Remove	Empty/Blank Row(s)	Deletes all empty/blank rows in the worksheet.	F
11	Curate	Remove	Empty/Blank Column(s)	Deletes all empty/blank columns in the worksheet.	F
12	Curate	Remove	Hidden Rows / Columns	Deletes all hidden rows & columns from the selected range or the entire worksheet.	F
13	Curate	Remove	Ending Empty Rows / Columns	Deletes all empty rows and columns after last used cell in the current worksheet.	F
14	Curate	Remove	Find/Remove Links/Formulas	Finds Links/Formulas with option to remove links/formulas in active worksheet.	F
15	Curate	Remove	External (Hyper) Links	Displays a list of internal and external links in the current worksheet, which can be removed, if required.	F
16	Curate	Transform Menu		Extracts & fill selected cells, fix dates and optimise workbook. Harmonise Sheet to make worksheet eCAAT ready. Functions for Fixing date and extract specific data type.	M
17	Curate	Transform	Extract Visible Cells	Selects and copies all visible values in the selected workbook.	F
18	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
19	Curate	Transform	Fill from Above Cells	Fills the selected cells with fixed or increment values.	F
20	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
21	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

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22	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
23	Curate	Transform	Trim and Clean	Trims and cleans the data in the selected column by removing spaces and special characters.	F
24	Curate	Transform	Harmonise Data	Harmonises the data of specified column by removing special/specific characters by modifying data in the existing worksheet/column.	F
25	Curate	Transform	Optimise Workbook	Creates a new copy of the current worksheet without references of past version thus optimising file size.	F
26	Curate	Transform	By Group	Splits the current worksheet into multiple worksheets based on each distinct value.	F
27	Curate	Format Menu		Change the character case of data or sheet name.	M
28	Curate	Format	Lower Case	Converts text to lower case in the selected cells.	F
29	Curate	Format	Upper Case	Converts text to upper case in the selected cells.	F
30	Curate	Format	Title Case	Converts text to title case in the selected cells where, the first letter of every word is capitalised.	F
31	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
32	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