

### List of eCAAT TS Functions with Brief Descriptions

| No. | Panel (P) | Menu (M)           | Function (F)            | Tool Tips/Brief Descriptions  | Type |
|-----|-----------|--------------------|-------------------------|---|------|
| 1   | Utilities |                    |                         | Provides unique functions which complement and enhance the use of Excel and are great time-savers.  | P    |
| 2   | Utilities | Rows / Column Menu |                         | Provides options to Perform tag related functions and duplicate/insert rows and functions to organise columns by splitting, combining or re-arranging and insert nos. | M    |
| 3   | Utilities | Rows / Column      |                         | Perform tag related functions and duplicate/insert rows.  | SM   |
| 4   | Utilities | Rows / Column      |                         | Insert tags based on specific criteria.   | SM   |
| 5   | Utilities | Rows / Column      | By Blank Rows           | Adds a tag to blank rows in the current worksheet.  | F    |
| 6   | Utilities | Rows / Column      | By Blank Cells          | Adds a tag to all rows with blank cells in the current worksheet.   | F    |
| 7   | Utilities | Rows / Column      | Clear Tag               | Removes all tags.   | F    |
| 8   | Utilities | Rows / Column      |                         | Navigate to tagged rows in the worksheet.   | SM   |
| 9   | Utilities | Rows / Column      | Duplicate Row(s)        | Duplicates the selected row.  | F    |
| 10  | Utilities | Rows / Column      | Insert 'X' Rows         | Inserts the specified number of rows into the current worksheet.  | F    |
| 11  | Utilities | Rows / Column      | Insert Row Numbers      | Adds a separate column of row numbers for rows with values.   | F    |
| 12  | Utilities | Rows / Column      |                         | Organise columns by splitting, combining or re-arranging and insert nos. for columns/rows.  | SM   |
| 13  | Utilities | Rows / Column      | Split                   | Segregates a column into two or more columns based on specified criteria.   | F    |
| 14  | Utilities | Rows / Column      | Combine                 | Displays records after combining two/more columns into a single column based on a selected delimiter.   | F    |
| 15  | Utilities | Rows / Column      | Re-Arrange              | Displays columns as per the specified order.  | F    |
| 16  | Utilities | Rows / Column      | Add Auto No. (By Group) | Adds Auto No. sequentially for all the rows with new series of nos for each of the groups with option of prefix/suffix for auto no. added.                            | F    |
| 17  | Utilities | Rows / Column      | Delete Columns          | Deletes selected columns with option to save in current/new worksheet.  | F    |
| 18  | Utilities | Rows / Column      | Extract Columns         | Extract columns from active/selected worksheet with option to re-arrange columns and select data based on range, selection or condition.                              | F    |
| 19  | Utilities | Rows / Column      | Extract Email Ids       | Extract Email Ids from selected column(s) and add as new column(s).   | F    |
| 20  | Utilities | Rows / Column      | Extract Specific Data   | Extract specific data enclosed within specified characters/text for selected column(s) and add as new column(s).  | F    |
| 21  | Utilities | Rows / Column      | Duplicate Column        | Duplicates the selected column.   | F    |
| 22  | Utilities | Rows / Column      | Insert 'X' Columns      | Inserts the specified number of columns into the current worksheet.   | F    |

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| 23  | Utilities | Workbooks Menu  |                              | Provides options to perform functions on selected worksheets of workbook with functions such as: Rename columns, snapshot, freeze/unfreeze panes, etc.          | M    |
| 24  | Utilities | Workbooks       | Split as Multiple Workbooks  | Split selected worksheets from active workbook into multiple workbooks with single worksheet.   | F    |
| 25  | Utilities | Workbooks       | Combine Multiple Workbooks   | Combine selected worksheets from selected workbook(s) into new workbook.  | F    |
| 26  | Utilities | Workbooks       | Snap Shot                    | Take snapshots of the current workbook for maintaining different versions for comparison/backup.  | F    |
| 27  | Utilities | Workbooks       | Freeze/Unfreeze Panes        | Freeze/unfreeze panes for active or all selected worksheets based on first row/column or location.  | F    |
| 28  | Utilities | Workbooks       | Open Workbooks with Specific | Opens Workbook(s) with Selected worksheets for selected workbooks.  | F    |
| 29  | Utilities | Workbooks       | Remove All Macros            | Removes all macros in the active workbook or selected workbooks in the selected folder.   | F    |
| 30  | Utilities | Workbooks       | Protect Worksheets           | Protect selected worksheets of active workbook with same password.  | F    |
| 31  | Utilities | Workbooks       | Refresh Pivot Tables         | Refresh pivot tables in selected worksheets.  | F    |
| 32  | Utilities | Workbooks       | Enter Text Simultaneously    | Replicates text entered in worksheet into multiple selected worksheets simultaneously.  | F    |
| 33  | Utilities | Workbooks       | Circular References          | Identifies all circular references in worksheet with option to remove them.   | F    |
| 34  | Utilities | Worksheets Menu |                              | Organise worksheet/workbooks including name, set scroll limit and security  | M    |
| 35  | Utilities | Worksheets      |                              | Organise the worksheets by arranging, copying, combining, merging, duplicating, etc.  | SM   |
| 36  | Utilities | Worksheets      | Rearrange Sheets             | Displays worksheets as per the specified order.   | F    |
| 37  | Utilities | Worksheets      | Copy Sheets                  | Copies one or multiple worksheets into the workbook.  | F    |
| 38  | Utilities | Worksheets      | Combine Sheets               | Combines two or more worksheets into a new worksheet.   | F    |
| 39  | Utilities | Worksheets      | Duplicate Sheet              | Creates a copy of the current worksheet.  | F    |
| 40  | Utilities | Worksheets      | Delete Sheets                | Deletes one or multiple sheets.   | F    |
| 41  | Utilities | Worksheets      | Format Sheets                | Freezes the top row, makes the text bold and auto fits all columns.   | F    |
| 42  | Utilities | Worksheets      | Match Columns                | Displays worksheets that have the same column headings and column count as the current worksheet, with an option to append these worksheets into one worksheet. | F    |
| 43  | Utilities | Worksheets      | Unfreeze Panes               | Unfreeze panes across multiple worksheets.  | F    |
| 44  | Utilities | Worksheets      | Split Workbook               | Creates a new workbook based by moving selected worksheets from the current workbook.   | F    |

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| 45  | Utilities | Worksheets | Merge Sheets                         | Creates a new workbook by copying the selected worksheets from the current workbook.            | F    |
| 46  | Utilities | Worksheets | Merge Workbooks                      | Creates a new workbook based on selected worksheets from multiple workbooks.                    | F    |
| 47  | Utilities | Worksheets | Extract Worksheets                   | Extract worksheets from active/selected workbook and save in a new workbook.                    | F    |
| 48  | Utilities | Worksheets | Rename Worksheets                    | Rename worksheets from active/selected workbook with option to save in active/new workbook.     | F    |
| 49  | Utilities | Worksheets |                                      | Create, store and insert named ranges into the worksheet.                                       | SM   |
| 50  | Utilities | Worksheets | Create Named Ranges                  | Creates a name range for the selected data.   | F    |
| 51  | Utilities | Worksheets | Identify Named Ranges                | Identifies all name ranges used in the worksheet.   | F    |
| 52  | Utilities | Worksheets | Create Custom Functions              | Inserts or deletes created name ranges.   | F    |
| 53  | Utilities | Worksheets |                                      | Apply or remove a scrolling limit on the worksheet.   | SM   |
| 54  | Utilities | Worksheets | Apply Limit                          | Limits scrolling within the available rows and columns.   | F    |
| 55  | Utilities | Worksheets | Remove Limit                         | Removes scrolling limitations.  | F    |
| 56  | Utilities | Worksheets |                                      | Protect/unprotect worksheet and workbook.   | SM   |
| 57  | Utilities | Worksheets | Protect Cell(s) Containing Formula   | Disables editing of all cells containing formulas.  | F    |
| 58  | Utilities | Worksheets | Unprotect Cell(s) Containing Formula | Enables editing of all disabled cells containing formulas.                                      | F    |
| 59  | Utilities | Worksheets | Protect User Action                  | Prevents users from editing data, using save as, right mouse click and printing.                | F    |
| 60  | Utilities | Worksheets | Unprotect User Action                | Removes Protect User Action restrictions.   | F    |
| 61  | Utilities | Worksheets | Protect Workbook                     | Protects worksheet by preventing addition of worksheets to the current workbook.                | F    |
| 62  | Utilities | Worksheets | Unprotect Workbook                   | Removes Protect Workbook restrictions.  | F    |
| 63  | Utilities | Worksheets | Charts                               | Displays Chart options of MS Excel with option to select data/chart type.                       | F    |
| 64  | Utilities | Worksheets | Pivot Table                          | Displays Pivot Table of MS Excel with data displayed for first two columns as default x/y axis. | F    |
| 65  | Utilities | Worksheets | Pivot Chart                          | Displays Pivot Chart of MS Excel with data displayed for first two columns as default x/y axis. | F    |

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| 66  | Tools     |                    |                             | Provides specific functions which aid in simplifying routine tasks performed in Excel and are great time-savers.   | P    |
| 67  | Tools     | Navigate Menu      |                             | Navigates between cells in worksheets or between worksheets.   | M    |
| 68  | Tools     | Navigate           | By Selection                | Navigate to specific cells, expand & reduce selection and swap two cell values.  | F    |
| 69  | Tools     | Navigate           | By Workbook                 | Open workbooks, hide, unhide, copy, rename, delete, create and delete worksheets and workbooks.  | F    |
| 70  | Tools     | Hide / Unhide Menu |                             | Hides or unhides columns and worksheets.   | M    |
| 71  | Tools     | Hide / Unhide      | Unhide All Rows & Columns   | To unhide all the hidden rows/columns in the active worksheet.   | F    |
| 72  | Tools     | Hide / Unhide      | By Column(s)                | Hides or unhides the selected columns in the current worksheet.  | F    |
| 73  | Tools     | Hide / Unhide      | By Sheet(s)                 | Hides or unhides selected worksheets in the current workbook.  | F    |
| 74  | Tools     | Hide / Unhide      | By Panel                    | Hides or unhides the selected panels of the software.  | F    |
| 75  | Tools     | Hide / Unhide      | By Module                   | Enable or Disable selected module (software) of eCAAT suite as required.   | F    |
| 76  | Tools     | Print Setup Menu   |                             | Sets or clears print area and prints multiple worksheets.  | M    |
| 77  | Tools     | Print Setup        | Set Print Area              | Sets print area to the current selection for all worksheets in the workbook.   | F    |
| 78  | Tools     | Print Setup        | Clear Print Area            | Clears print area for all worksheets in the workbook.  | F    |
| 79  | Tools     | Print Setup        | Remove Page Breaks          | Removes all page breaks in all worksheets of current workbook.   | F    |
| 80  | Tools     | Print Setup        | Print Multiple Sheets       | Prints multiple worksheets at once.  | F    |
| 81  | Tools     | Print Setup        | Insert Workbook Path & Name | Inserts the workbook's path and filename as a header, footer or into the current cell.   | F    |
| 82  | Tools     | Print Setup        | Workbook to PDF             | Exports the entire workbook in PDF format to the specified location.   | F    |
| 83  | Tools     | Print Setup        | Insert Timestamp            | Inserts current date or time in the selected cell or new column.   | F    |
| 84  | Tools     |                    | Auto Open                   | Opens the specified workbooks whenever Excel is opened.  | F    |
| 85  | Tools     |                    | Select Sheet                | Navigates to any worksheet of open workbooks.  | F    |
| 86  | Tools     |                    | Save Workbooks              | Saves workbook with options to 1. Save current workbook in same location as the original 2. Save & continue all workbooks and 3. Save all workbooks & Close Excel. | F    |
| 87  | Tools     |                    | Undo                        | Undo changes of specified functions performed in eCAAT.  | F    |
| 88  | Tools     |                    | Search and Run              | Shortcut for search and run specific function.   | F    |