

Bizwiz Tools

User Instruction Manual

Tools that will save your lots of time and will speed up your work.

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Author: Amit Jain



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1 INTRODUCTION

Bizwiz Tools is a powerful Excel add-in that fills the gaps in Excel. Functions from Bizwiz Tools adds new functionality to Excel and are guaranteed to save your time and speed up your work. Here you can discover how Bizwiz Tools makes you rock in Excel.

This User Guide will show you what you can do with Bizwiz Tools. It will tell you how to install this Excel add-in and it gives a description of all the utilities available in it.

If you want any function to be added in it, you can send your suggestion on amit.jain@bizwiz.co.in. We will definitely try to incorporate the same.

2 IMPORTANT NOTE

Be careful while using these functions as any command given using these functions can't be undo. Therefore, it is a good practice to thoroughly test Bizwiz Tools with non-critical test data before relying on it or save your work before you try something new with Bizwiz Tools.

We have not turned-off the undo functions in our tools. Actually, all the functions in it use macro to complete the required task and Excel have no built-in automatic undo for macros. We are aware of the importance of undo capabilities but due to constraint in Excel it will not be possible.

3 WHO CAN USE THIS TOOL:

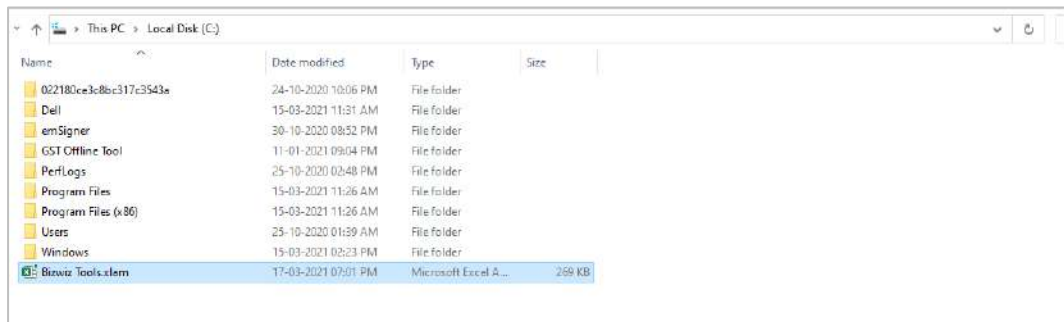
The principal user for this tool and instruction manual are those who use Excel on a regular basis. Here, we assume that you are already familiar with Excel and its structure (workbooks, worksheets, ranges, cells, rows, columns etc.). This document and all the tools' instructions has been created in English language only.

4 HOW TO INSTALL & ACTIVATE TOOL

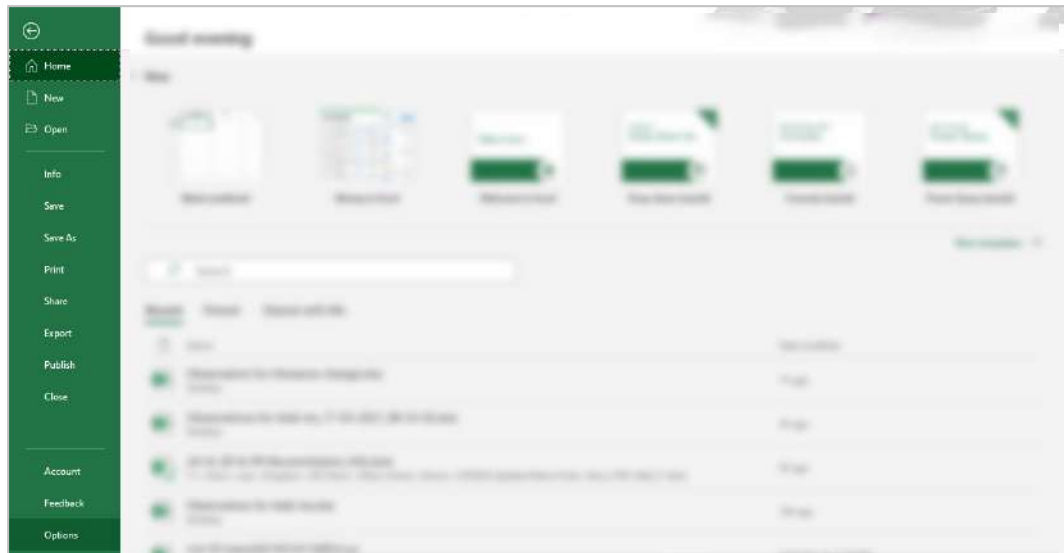
It can be done in two parts. First need to install Add-in in Excel then it needs to be activated. Below process needs to be followed to install and activate Bizwiz Tools Add-in in your excel.

4.1 PROCESS TO INSTALL ADD-IN IN YOUR EXCEL

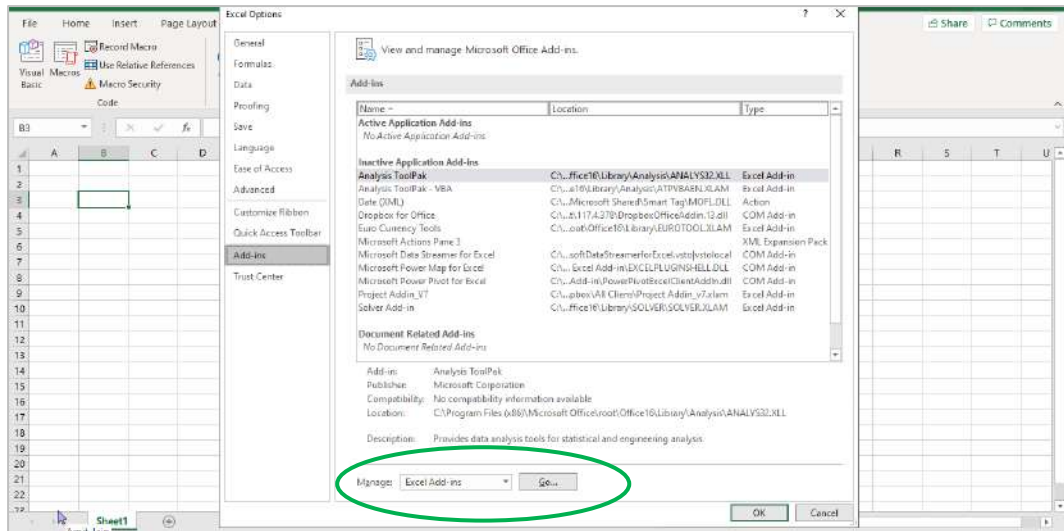
4.1.1 Unzipp the downloaded file. It will be extracted in xlam format. Save this file somewhere in your system. Please don't change the location of Add-in once it is installed else Add-in will not work in your system. It is suggested to save this file in "C" drive.



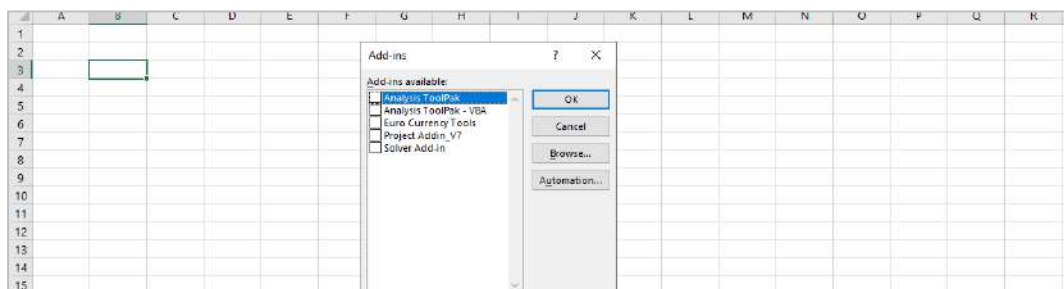
4.1.2 Open the excel and go to "File" and select "Options"



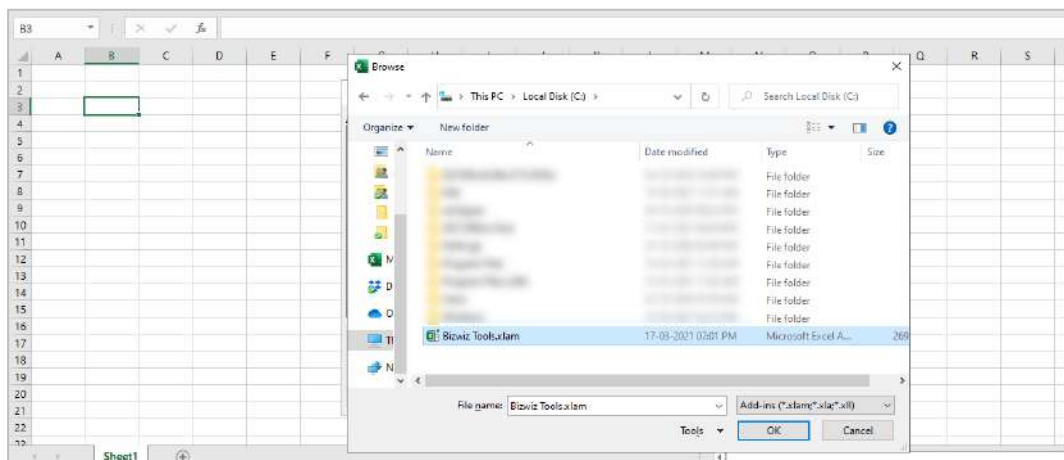
4.1.3 Select Add-ins. In Add-ins, select Excel Add-ins under Manage and click on “Go” button



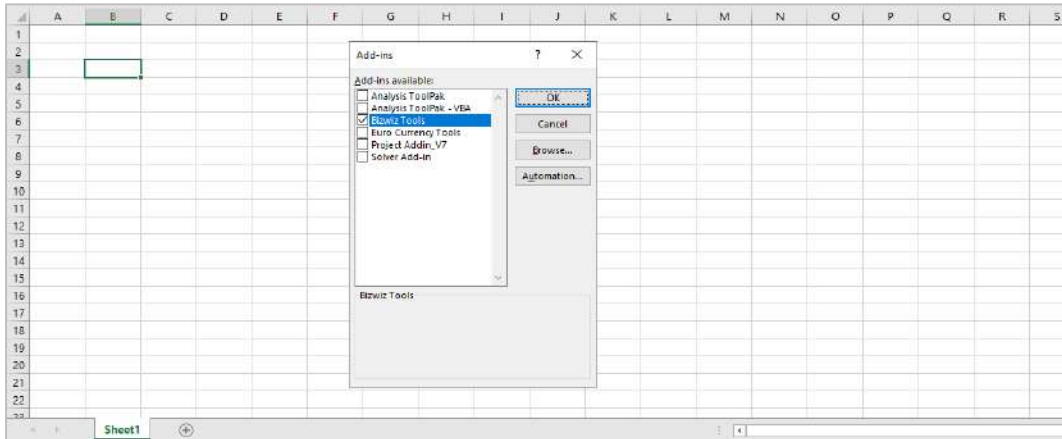
4.1.4 Now click on browse.



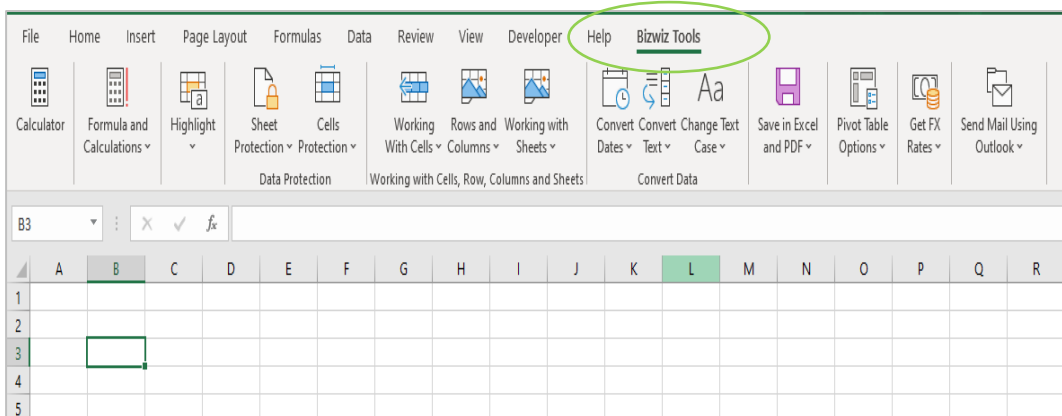
4.1.5 Select the Add-in file from the location where it has been saved.



- 4.1.6 Now Bizwiz Tools Add-in will be available in Add-in list. Please make sure that “Bizwiz Tools” Add-in check box is ticked (✓). Now click Ok.



- 4.1.7 Bizwiz Tools will be available in your Excel. Now you can close this file. No need to save it. Whenever you will open any excel file, it will be available in Ribbon or Menu on the top with the name “Bizwiz Tools”.



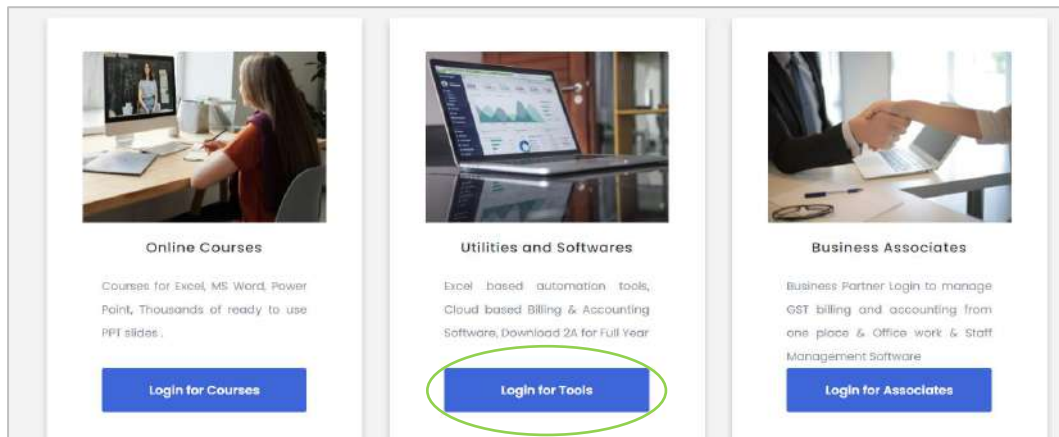
4.2 PROCESS TO ACTIVATE ADD-IN IN YOUR EXCEL

Once tool is installed, below process needs to be followed to activate it in your excel. You can click on “Know How to Activate Tool”, under Activate Tool section in Bizwiz Tools to know same process which has been explained below:

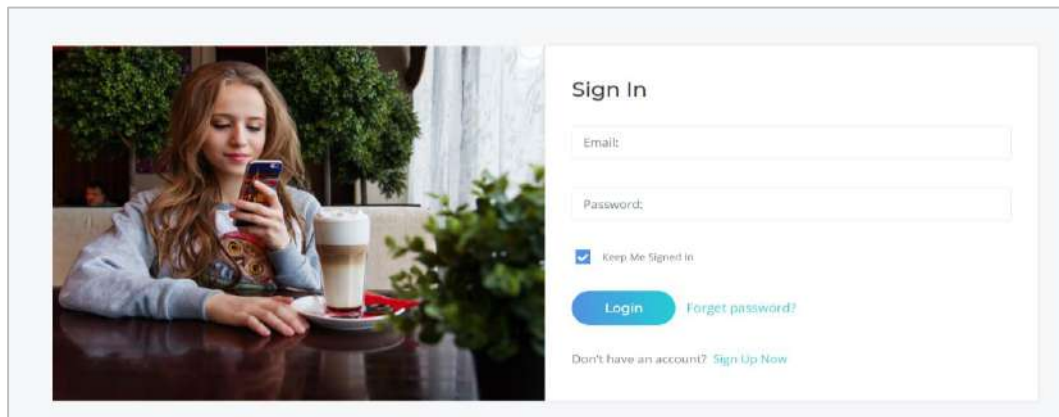
If you are Trial version user, no need to follow process from 4.2.1 to 4.2.7 i.e., no need to update computer name as mentioned from point number 4.2.1 to 4.2.7.

4.2.1 Go to www.bizwiz.co.in and Click on Login on the Top

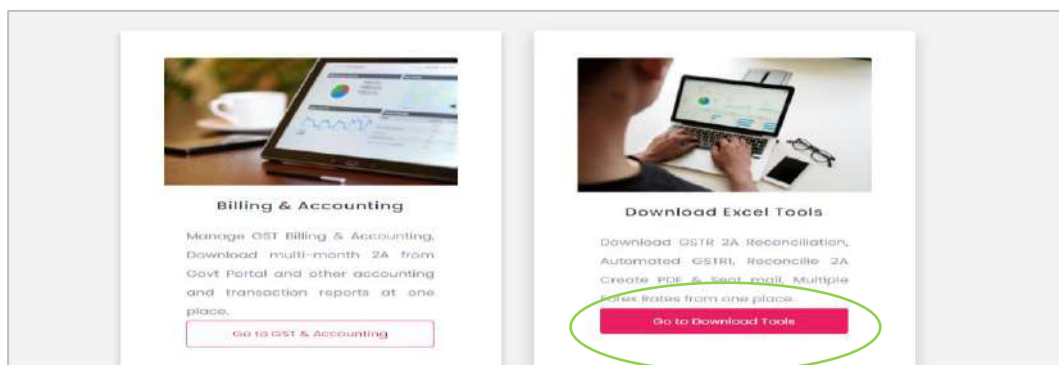
4.2.2 Select login for tools



4.2.3 Login using your registered email ID and password.



After Login, select Go to download tools.



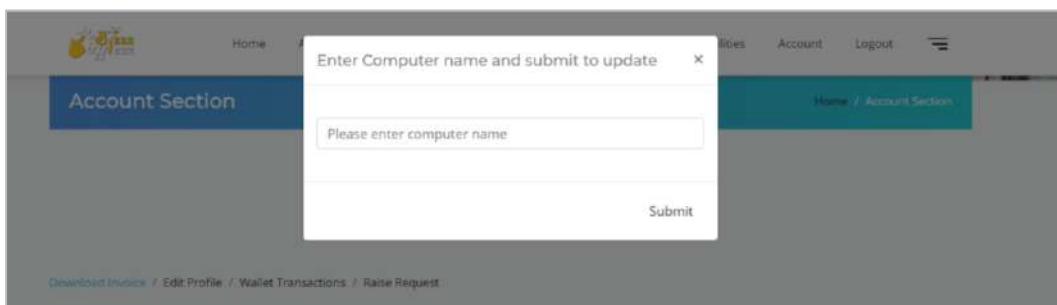
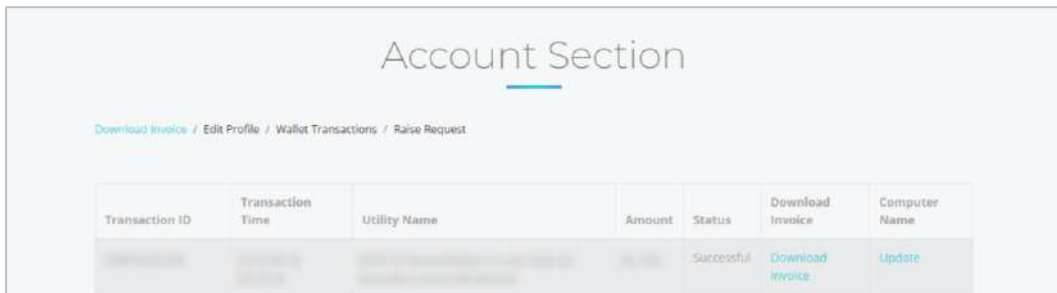
4.2.4 Click on top "Account"



4.2.5 Click on "Download Invoice" written below the Account Section. It will show you details of all your purchased tools.

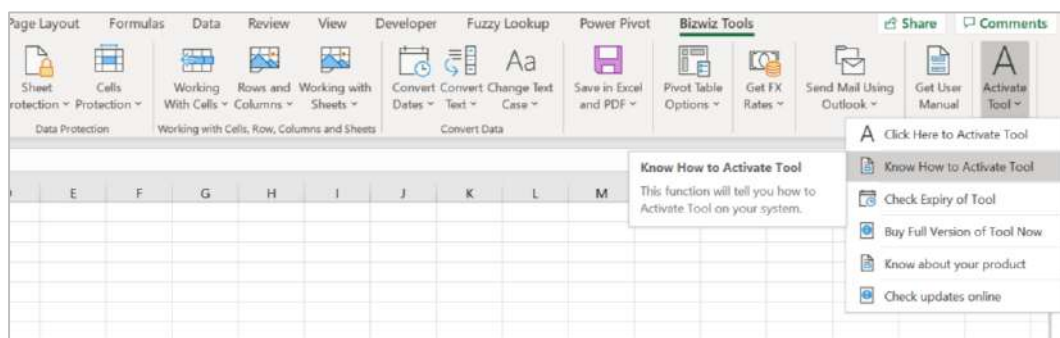


4.2.6 In this list Transaction ID is your invoice number. Click on "Update" written in Computer Name column against your Transaction ID and Update Computer Name. To know about your computer name, please see below after these screen shots.



Process to Get Computer Name

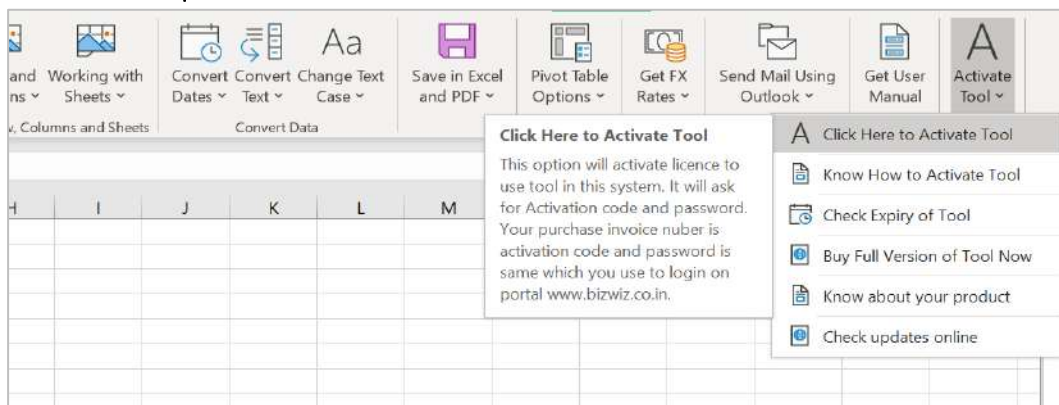
Once you have installed the tool, but activation is pending, you need open excel and click on "Know How to Activate Tool", under Activate Tool section in Bizwiz Tools.



Once you will click on “Know how to Activate Tool” it will give you details as per below screen shot in your excel file. Details available in Dark Blue colour cell is your computer name.

1	
2	Process to Activate Tool - For Trial Version
3	Click on Click here to Activate Tool under Activate Tool option
4	It will ask for Activation code and password
5	For activation code of Trial version, please contact service provider.
6	Password is same which you use to login on www.bizwiz.co.in
7	This sheet can be deleted if you are done with tool activation
8	
9	
10	Process to Activate Tool - For Paid Version
11	Go to www.bizwiz.co.in
12	Select login - click on Login for tools
13	Login using your registered email ID and password
14	Select Go to download tools
15	Click on top "Account"
16	Click on "Download Invoice" written below Account Section
17	Mentions below code in Computer name box against your purchase transaction and update. It is your computer Name.
18	XXXXXXXXXXXXXX
19	Once Computer name is updated successfully Click on Click here to Activate Tool under Activate Tool option
20	It will ask for Activation code and password
21	Invoice number of your tool purchase is activation code.
22	Password is same which you use to login on www.bizwiz.co.in
23	This sheet can be deleted if you are done with tool activation
24	

4.2.7 Once Computer name is updated successfully Click on “Click here to Activate Tool” under Activate Tool option in Excel.



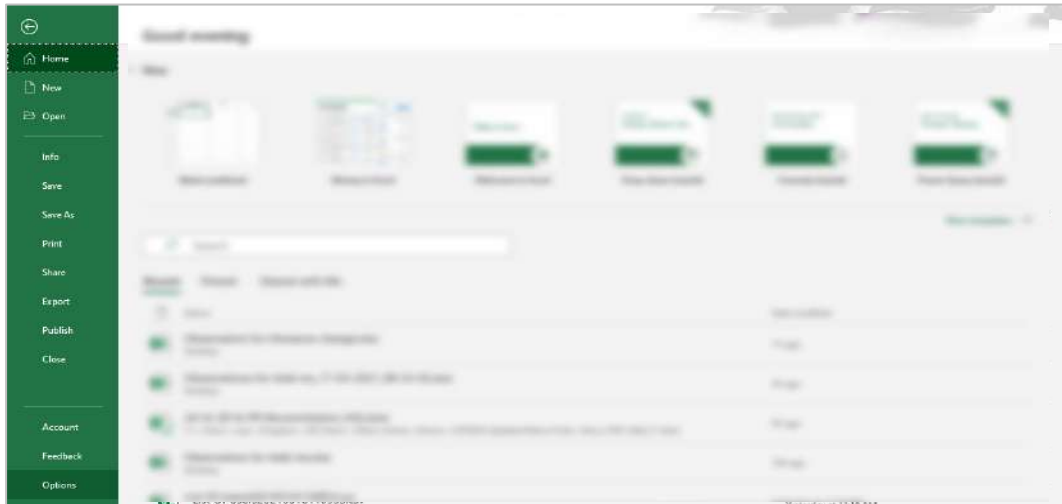
4.2.8 It will ask for Activation code and password. Invoice number of your tool purchase is activation code. Password is same which you use to login on www.bizwiz.co.in. After this process, tool will get activated.

5 HOW TO UNINSTALL

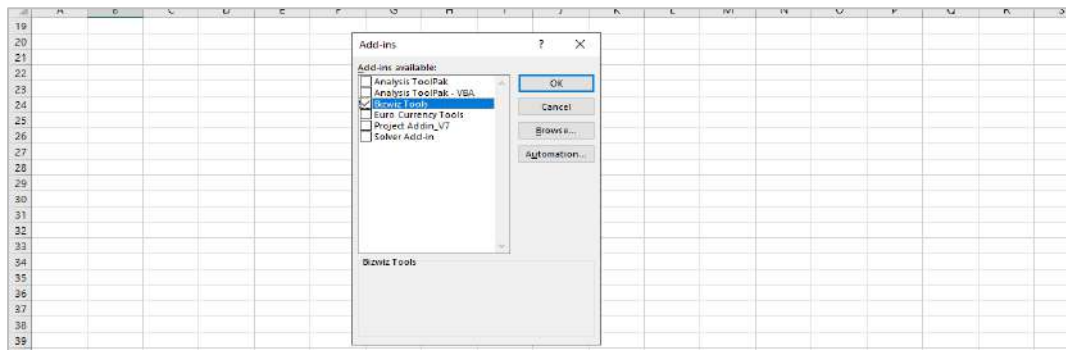
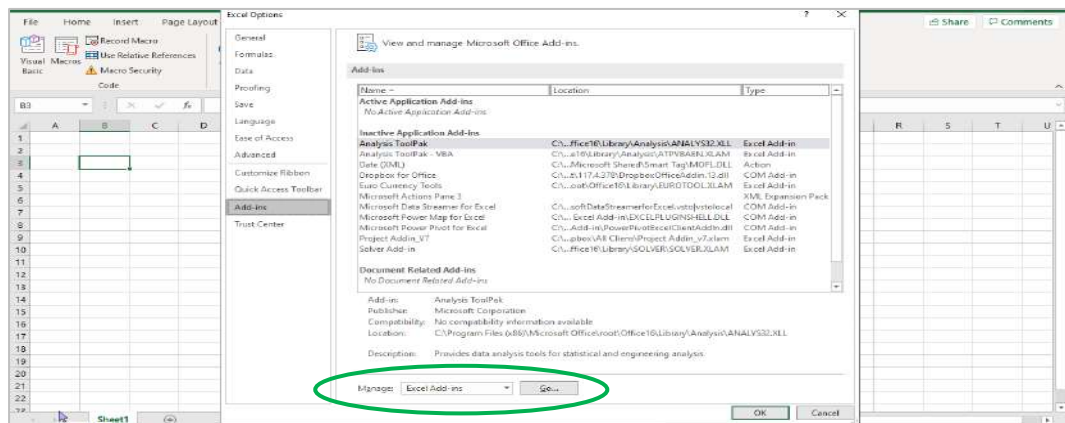
5.1 PROCESS TO UNINSTALL TOOL FROM SYSTEM

Below process needs to be followed to uninstall Bizwiz Tools Add-in from excel.

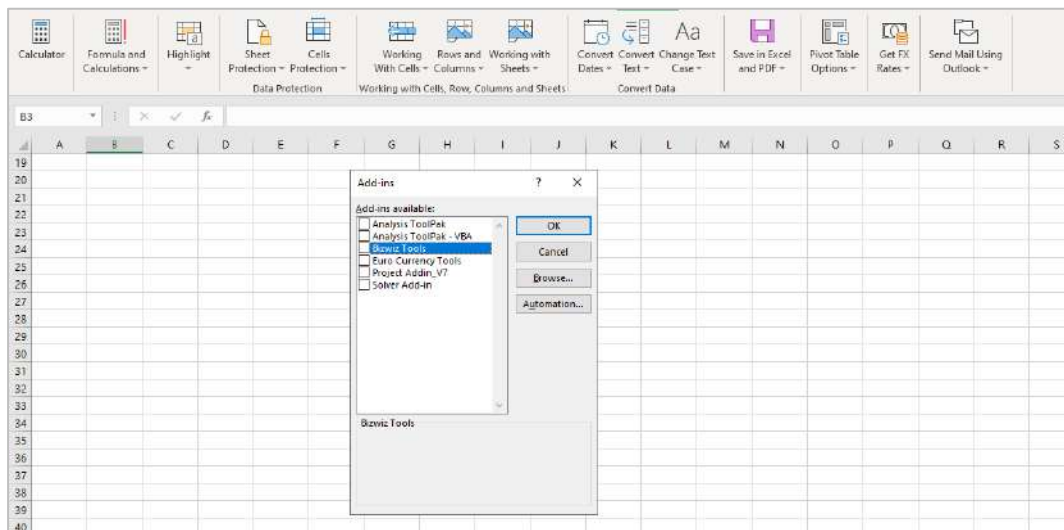
5.1.1 Go to “File” and select “Options”



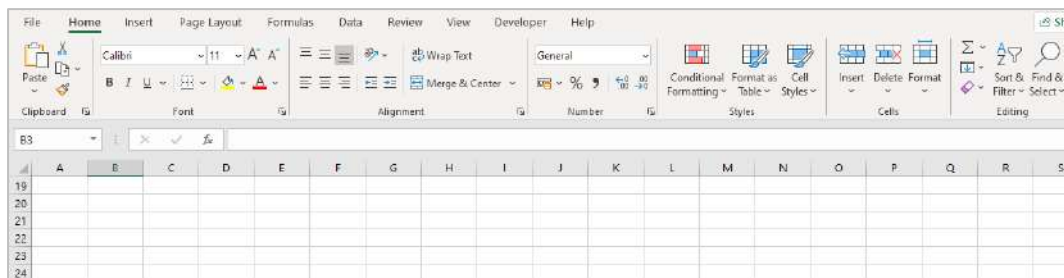
5.1.2 Now select Add-ins. In Add-ins, select Excel Add-ins under Manage and click on “Go” button



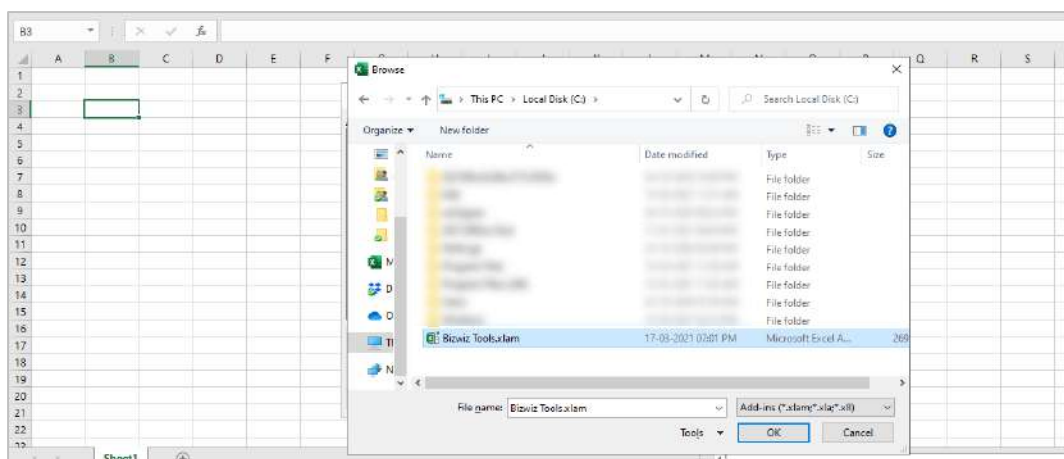
5.1.3 Untick “Bizwiz Tools” and Click Ok.



5.1.4 Now “Bizwiz Tools” will not be available in Ribbon or Menu on the top.



5.1.5 If you want to delete it permanently, just go to location where downloaded XLAM file has been saved. Select the Add-in file and delete it.



6 HOW TO INSTALL AND ACTIVATE UPDATES

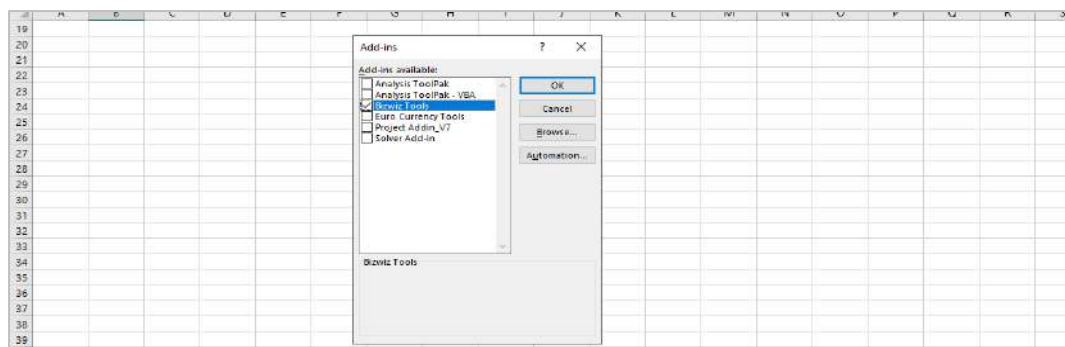
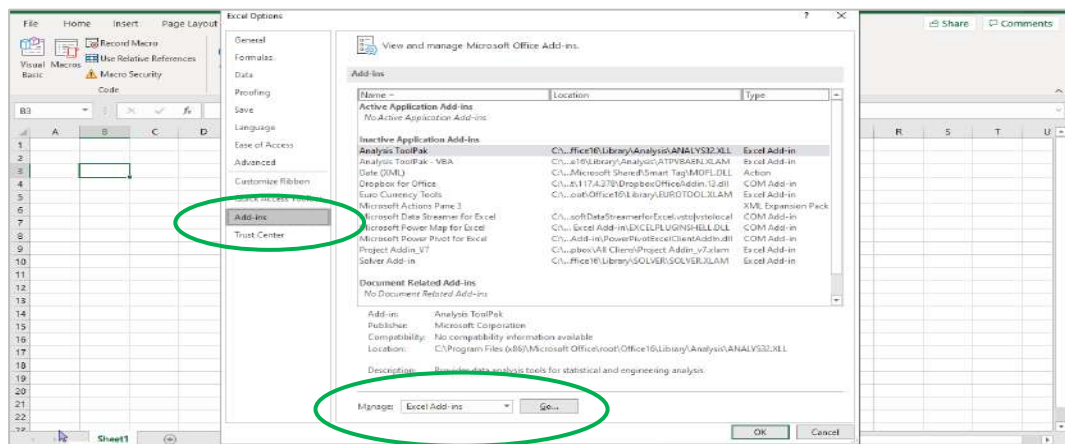
If you want to download the updated tool, you need to follow below process.

6.1.1 Login to your account on www.bizwiz.co.in and Download the file from my purchased utility section. Here you will always get updated file. Unzip the folder. Now you will have excel file with the name "Bizwiz Tools"

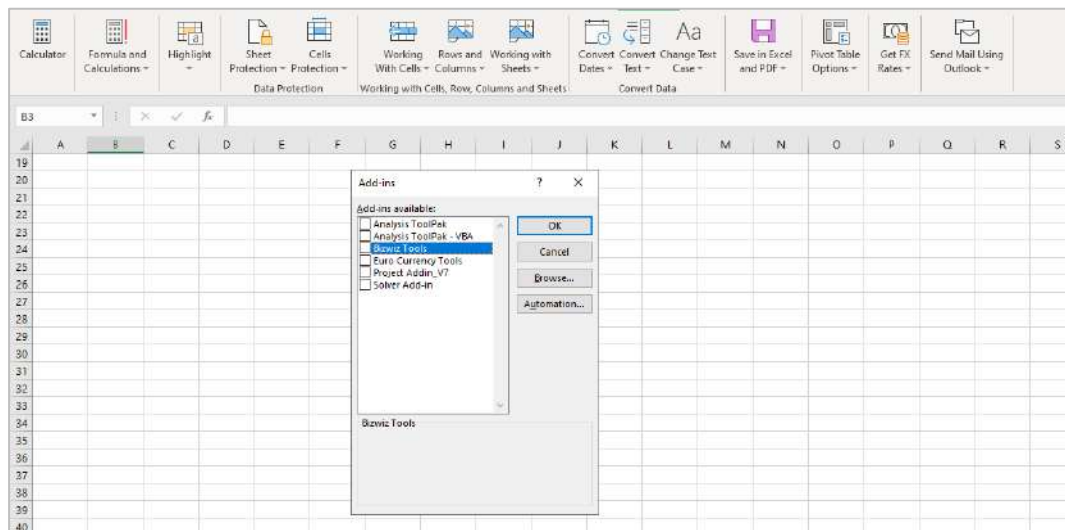
6.1.2 Open the excel and go to "File" and select "Options"



6.1.3 Now select Add-ins. In Add-ins, select Excel Add-ins under Manage and click on "Go" button



6.1.4 Untick “Bizwiz Tools” and Click Ok and close all the excel files.

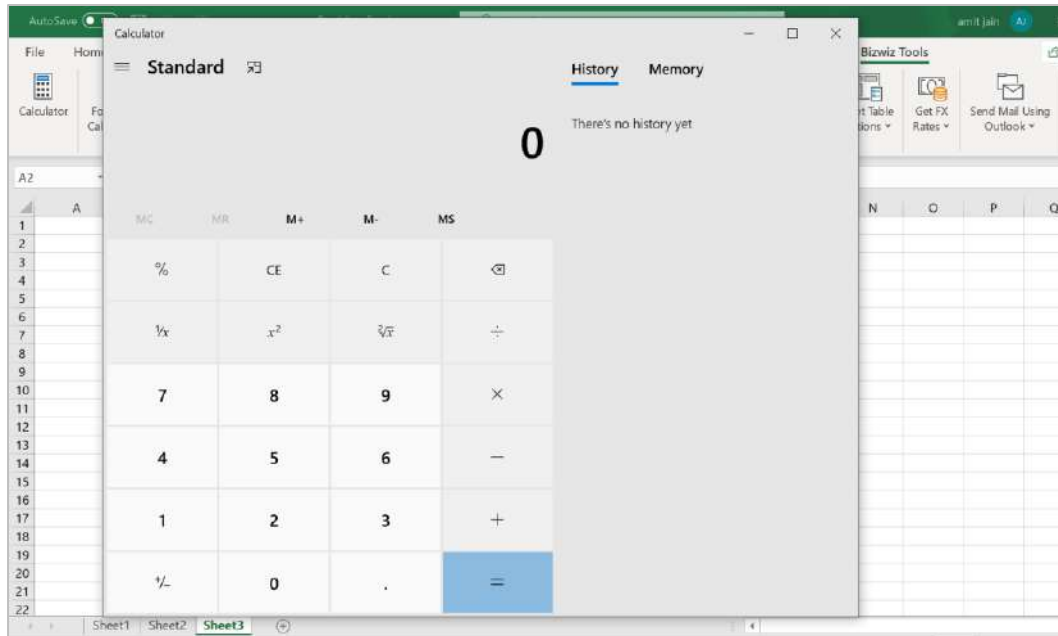


6.1.5 Now replace the downloaded new file with old one at the location where you have saved your earlier Add-in File. Don’t change the name of File.

6.1.6 Now follow same process shared above in section “How to Install & Activate tool”

7 CALCULATOR

It will open a calculator for your calculations. It can be used where you don't need to use any big formula and a simple calculation is required. It will open a calculator as per below screen shot.



8 FORMULA AND CALCULATIONS

8.1 SELECTED NUMBERS MULTIPLY BY

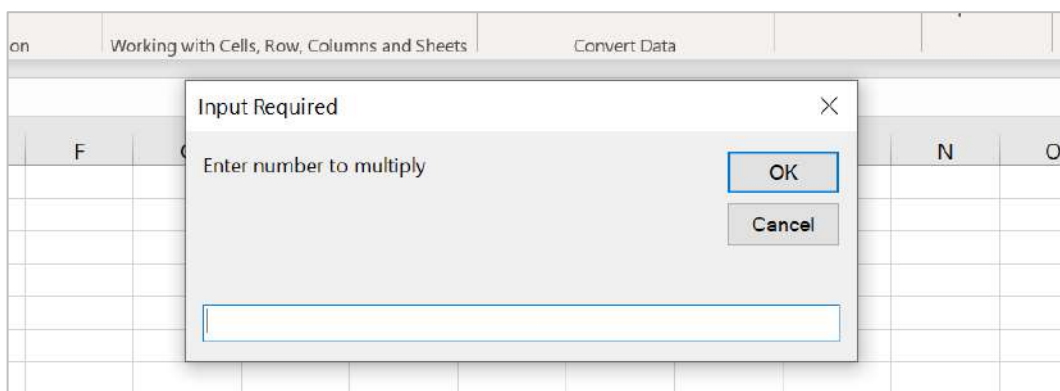
It will multiply provided number with all the numbers in the selected range. Please select range and then run this option.

Steps to be followed:

8.1.1 First select the range which needs to be multiplied

8.1.2 Click on the option “Selected numbers Multiply by”

8.1.3 Provide the number to be multiplied with all selected numbers and click OK



8.2 SELECTED NUMBERS DIVIDED BY

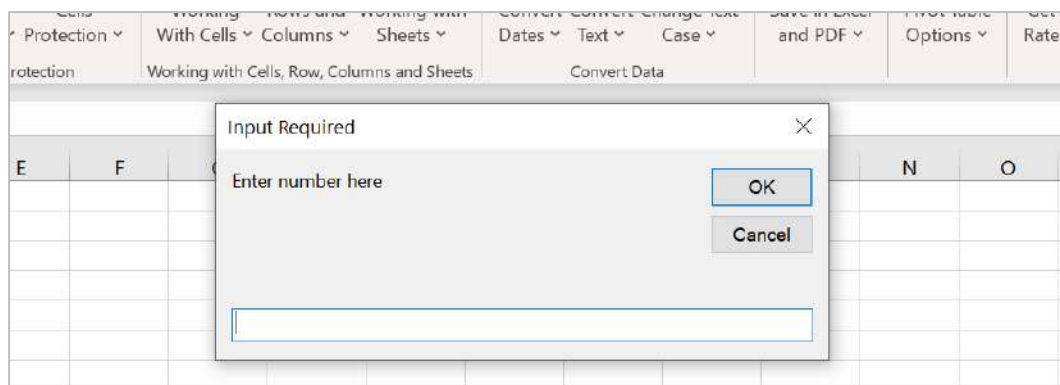
It will divide all the numbers in the selected range with provided number. Please select range and then run this option.

Steps to be followed:

8.2.1 First select the range which needs to be divided.

8.2.2 Click on the option “Selected numbers divided by”

8.2.3 Provide the number to be divided with all selected numbers and click OK

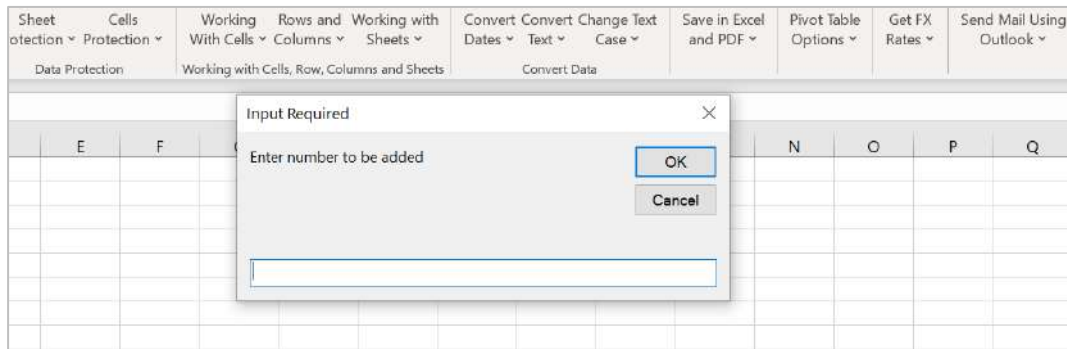


8.3 SELECTED NUMBERS ADDITION BY

It will add provided number to all the numbers in the selected range. Please select range and then run this option.

Steps to be followed:

- 8.3.1 First select the range where number needs to be added.
- 8.3.2 Click on the option "Selected numbers addition by"
- 8.3.3 Provide the number to be added with all selected numbers and click OK

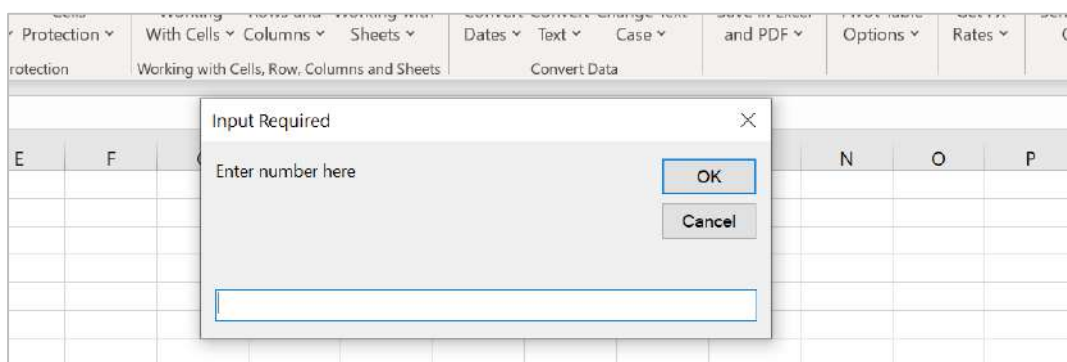


8.4 SELECTED NUMBERS SUBSTRACT BY

It will subtract provided number from all the numbers in the selected range. Please select range and then run this option.

Steps to be followed:

- 8.4.1 First select the range which needs to be subtracted.
- 8.4.2 Click on the option "Selected numbers subtract by"
- 8.4.3 Provide the number to be subtracted from all selected numbers and click OK



8.5 CALCULATE SQUARE ROOT OF NUMBERS IN SELECTED RANGE

It will calculate square root of all the numbers in the selected range. Please select range and then run this option.

Steps to be followed:

8.5.1 First select the numbers range for which square root needs to be calculated.

8.5.2 Click on the option “ Calculate square root of numbers in selected range”

8.6 MANUAL CALCULATIONS

When you change a value in any cell of a worksheet, Excel automatically recalculates all the other formulas within the worksheet. This means that Excel is always up to date, based on any changes you may have performed.

If you have a huge worksheet or a slow computer system (or both), then doing a calculation after every change can get very tedious. In these situations, you can actually spend more time waiting on Excel to finish calculations.

The answer to this problem is to configure Excel so that all calculations are done manually. Once this option is selected, excel will not do calculations automatically after every change. It needs to be done manually.

8.7 AUTO CALCULATIONS

Generally, excel is set default as “Auto Calculations” but if due to any reason manual calculations is selected, same can be switched to Auto Calculations using this option.

8.8 CALCULATE NOW

This option will calculate the entire workbook . You only need to use this option if Manual Calculations has been selected.

9 HIGHLIGHT

9.1 HIGHLIGHT ALTERNATE ROWS IN SELECTED RANGE

It will highlight alternate row in the selected range. Please select range and then run this option.

Steps to be followed:

9.1.1 First select the range where alternate row needs to be highlighted.

Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0028M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0028M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00

9.1.2 Click on the option “ Highlight alternate row in selected range”.

Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0028M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0028M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00

9.1.3 It will highlight alternate rows.

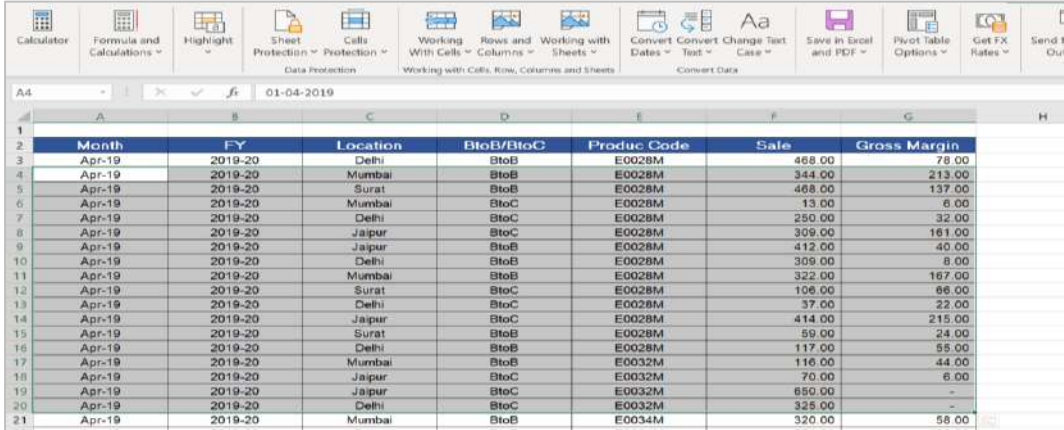
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0028M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0028M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00

9.2 HIGHLIGHT ALTERNATE COLUMNS IN SELECTED RANGE

It will highlight alternate column in the selected range. Please select range and then run this option.

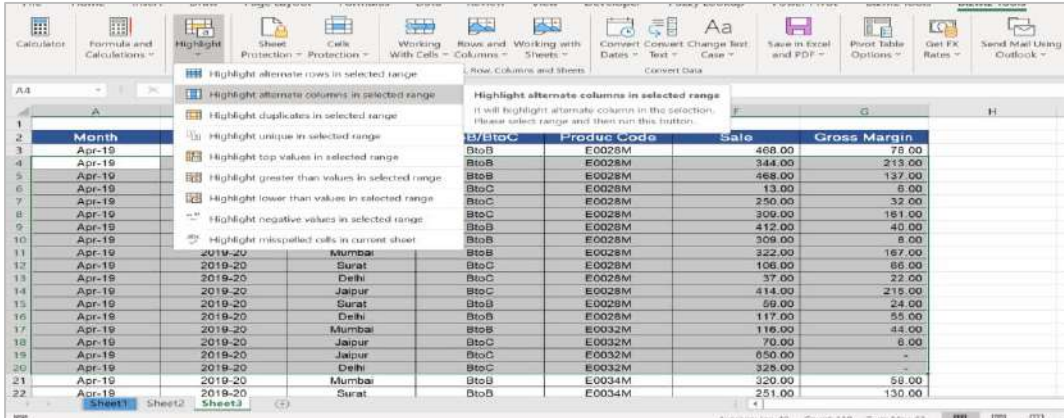
Steps to be followed:

9.2.1 First select the range where alternate column needs to be highlighted.

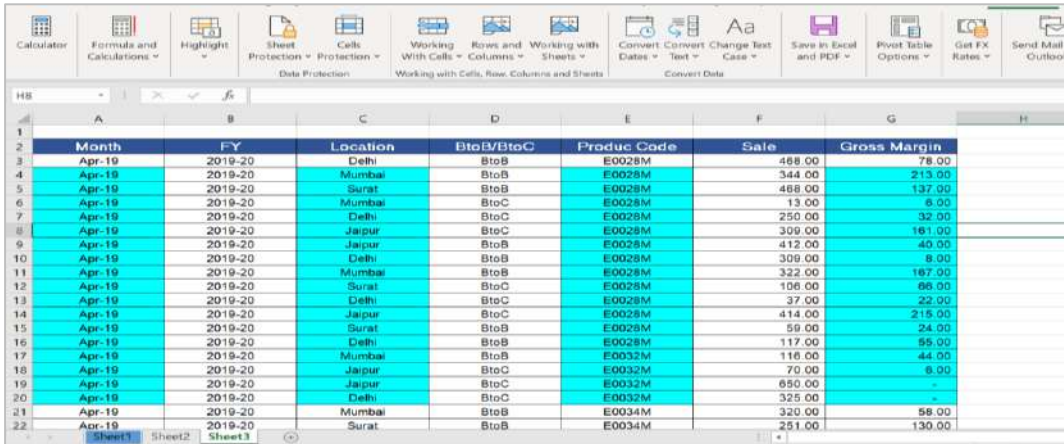


Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0028M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0028M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00

9.2.2 Click on the option “Highlight alternate columns in selected range”.



9.2.3 It will highlight alternate column.



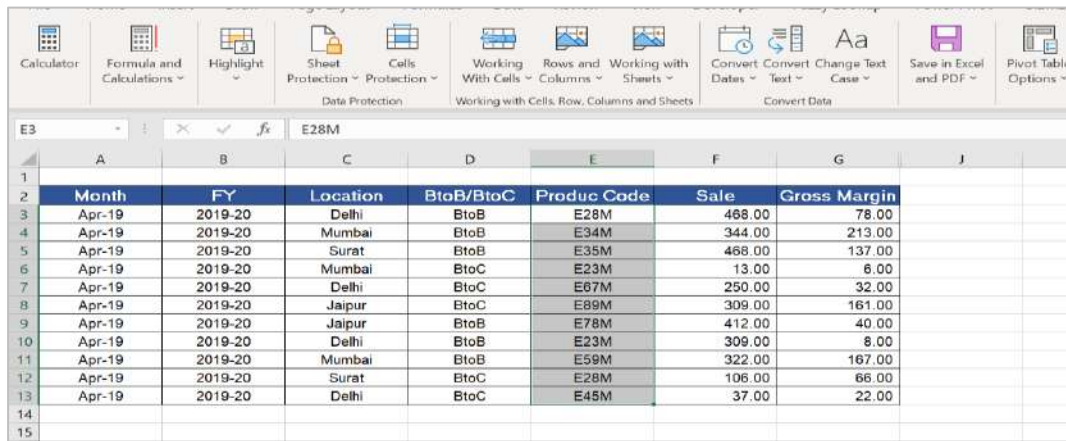
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0028M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0028M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00

9.3 HIGHLIGHT DUPLICATES IN SELECTED RANGE

It will highlight duplicate values in selected range. Please select range and then run this option.

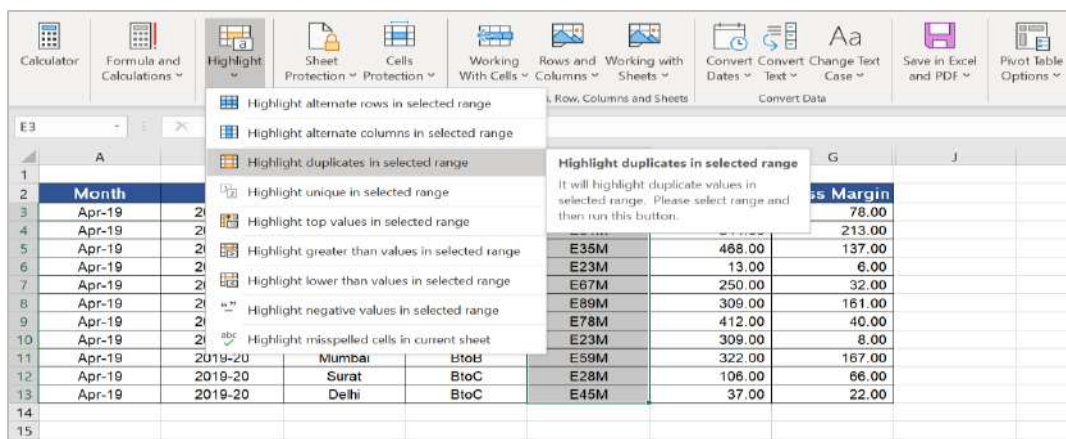
Steps to be followed:

9.3.1 First select the range where duplicate values need to be highlighted.



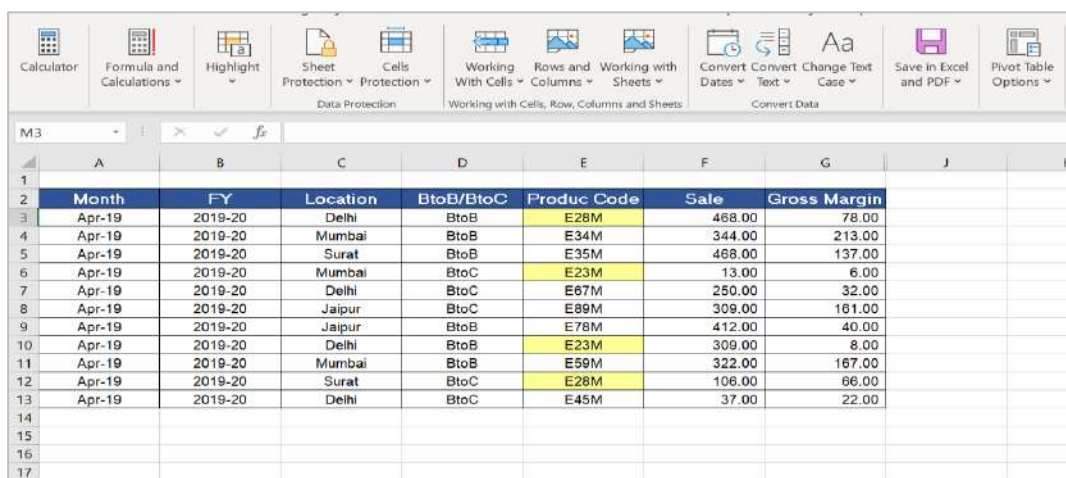
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.3.2 Click on the option “Highlight duplicates in selected range”.



Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.3.3 It will highlight duplicate values in selected range.



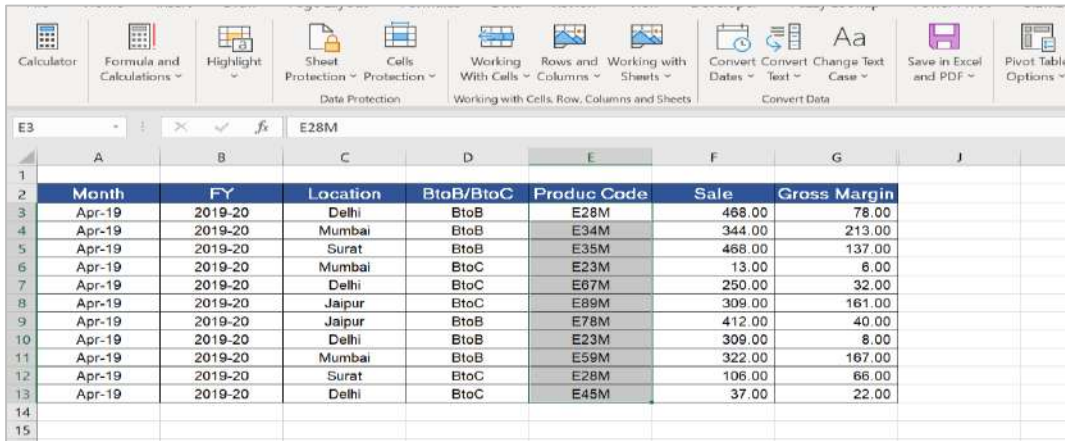
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.4 HIGHLIGHT UNIQUE IN SELECTED RANGE

It will highlight unique values in selected range. Please select range and then run this option.

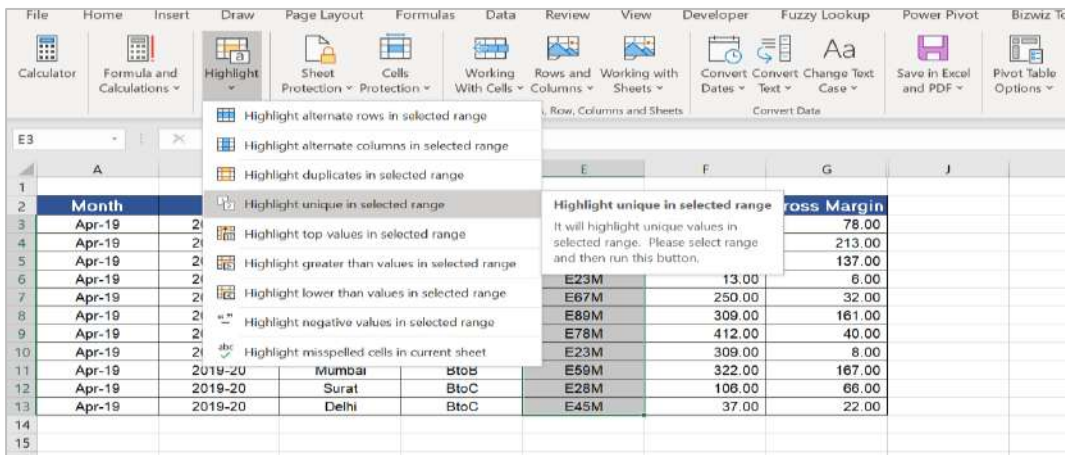
Steps to be followed:

9.4.1 First select the range where unique values need to be highlighted.



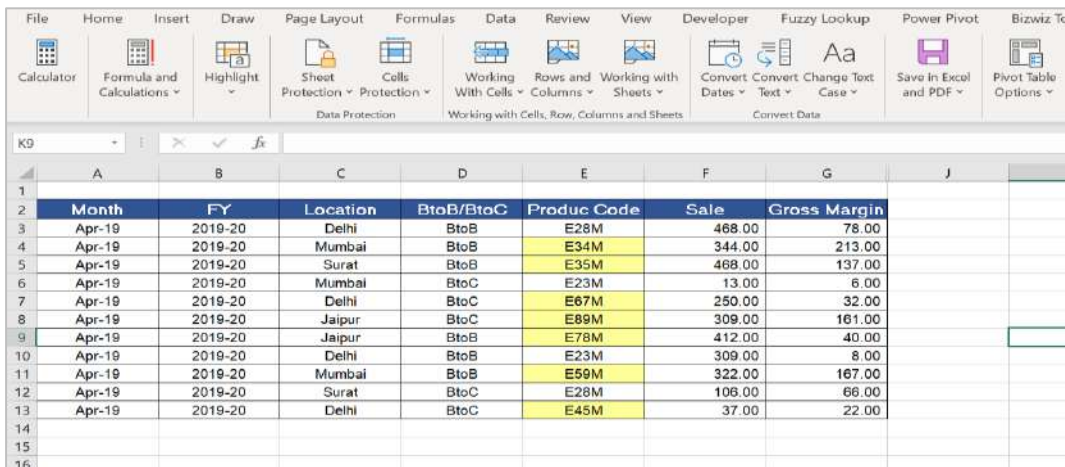
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.4.2 Click on the option "Highlight unique in selected range".



Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.4.3 It will highlight unique values in selected range.



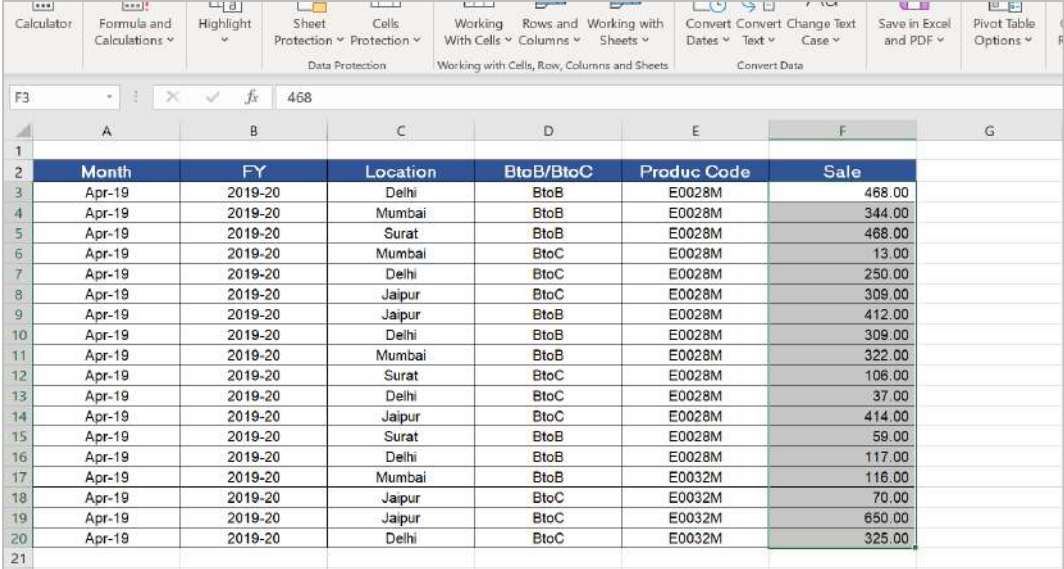
Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E28M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E34M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E35M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E23M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E67M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E89M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E78M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E23M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E59M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E28M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E45M	37.00	22.00

9.5 HIGHLIGHT TOP VALUES IN SELECTED RANGE

It will highlight top defined numbers by user in selected range. Please select range and then run this option. It will ask for input. Please provide required number and click ok.

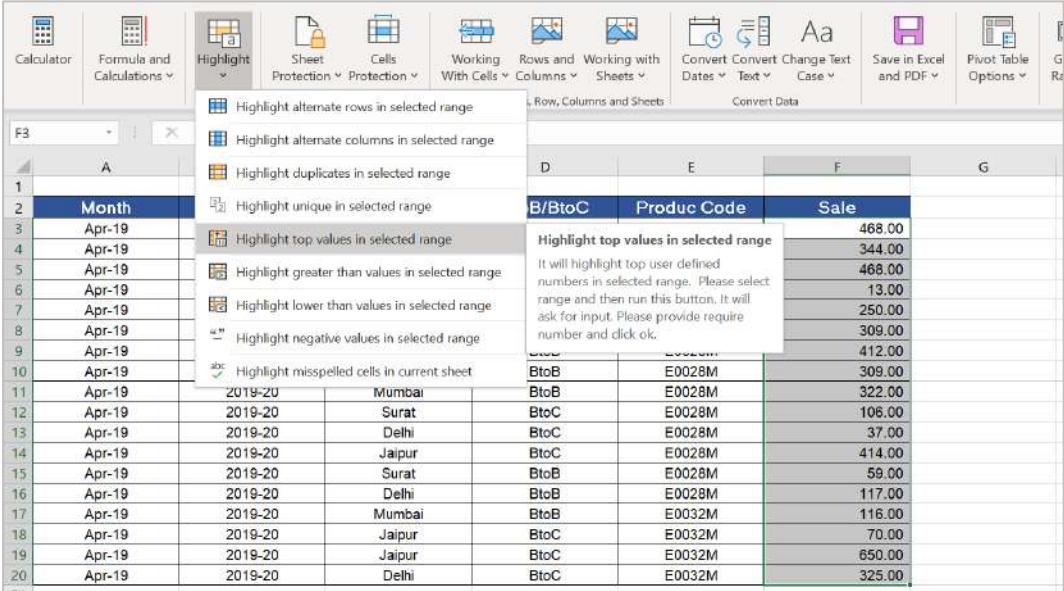
Steps to be followed:

9.5.1 First select the range where desired top values need to be highlighted.



	A	B	C	D	E	F	G
1							
2	Month	FY	Location	BtoB/BtoC	Produc Code	Sale	
3	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	
4	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	
5	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	
6	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	
7	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	
8	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	
9	Apr-19	2019-20	Jaipur	BtoB	E0028M	412.00	
10	Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	
11	Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	
12	Apr-19	2019-20	Surat	BtoC	E0028M	106.00	
13	Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	
14	Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	
15	Apr-19	2019-20	Surat	BtoB	E0028M	59.00	
16	Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	
21							

9.5.2 Click on the option “Highlight top values in selected range”.



	A	B	C	D	E	F	G
1							
2	Month			B/BtoC	Produc Code	Sale	
3	Apr-19			BtoB	E0028M	468.00	
4	Apr-19			BtoB	E0028M	344.00	
5	Apr-19			BtoB	E0028M	468.00	
6	Apr-19			BtoC	E0028M	13.00	
7	Apr-19			BtoC	E0028M	250.00	
8	Apr-19			BtoC	E0028M	309.00	
9	Apr-19			BtoB	E0028M	412.00	
10	Apr-19			BtoB	E0028M	309.00	
11	Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	
12	Apr-19	2019-20	Surat	BtoC	E0028M	106.00	
13	Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	
14	Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	
15	Apr-19	2019-20	Surat	BtoB	E0028M	59.00	
16	Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	

9.5.3 It will ask for how many top values do you want to highlight in selected area?.

B	C		G	H
FY	Location			
2019-20	Delhi			
2019-20	Mumbai			
2019-20	Surat			
2019-20	Mumbai			
2019-20	Delhi	BtoC	E0028M	250.00
2019-20	Jaipur	BtoC	E0028M	309.00
2019-20	Jaipur	BtoB	E0028M	412.00

9.5.4 Please provide required number here and click ok.

C		G	H
Location			
Delhi			
Mumbai			
Surat			
Mumbai			
Delhi	BtoC	E0028M	250.00
Jaipur	BtoC	E0028M	309.00

9.5.5 It will highlight required top values in selected range.

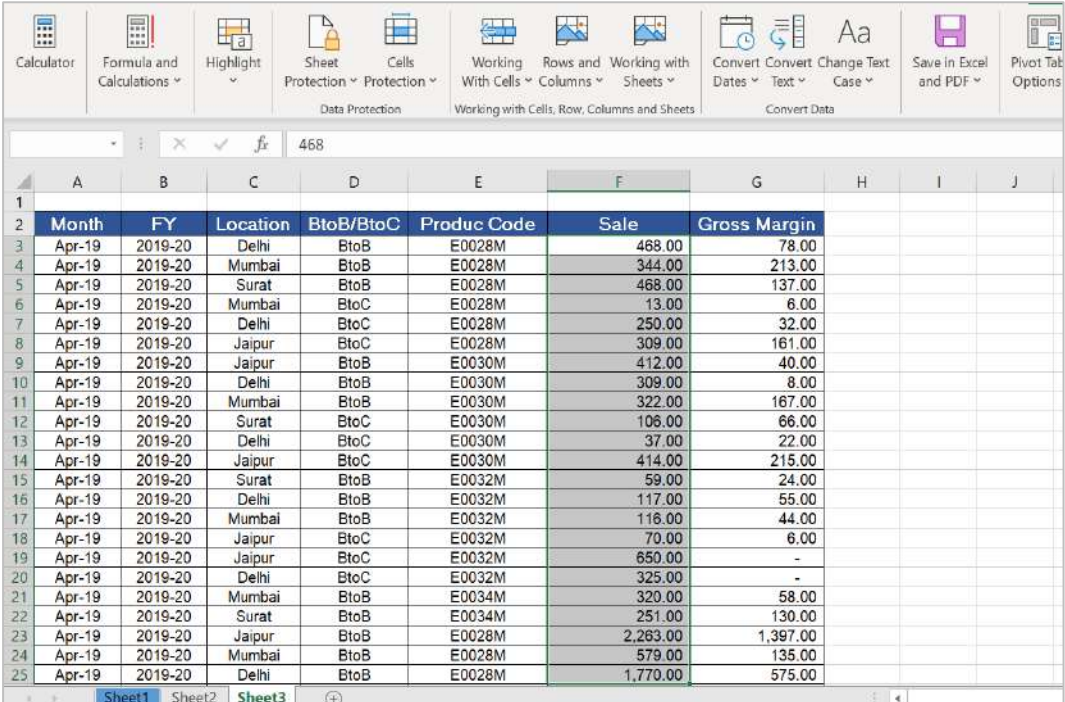
	A	B	C	D	E	F	G
1							
2	Month	FY	Location	BtoB/BtoC	Product Code	Sale	
3	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	
4	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	
5	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	
6	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	
7	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	
8	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	
9	Apr-19	2019-20	Jaipur	BtoB	E0028M	412.00	
10	Apr-19	2019-20	Delhi	BtoB	E0028M	309.00	
11	Apr-19	2019-20	Mumbai	BtoB	E0028M	322.00	
12	Apr-19	2019-20	Surat	BtoC	E0028M	106.00	
13	Apr-19	2019-20	Delhi	BtoC	E0028M	37.00	
14	Apr-19	2019-20	Jaipur	BtoC	E0028M	414.00	
15	Apr-19	2019-20	Surat	BtoB	E0028M	59.00	
16	Apr-19	2019-20	Delhi	BtoB	E0028M	117.00	
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	
21							

9.6 HIGHLIGHT GREATER THAN VALUES IN SELECTED RANGE

It will highlight values greater than your specified number. Please select range and then run this option. It will ask for input. Please provide required number and click ok.

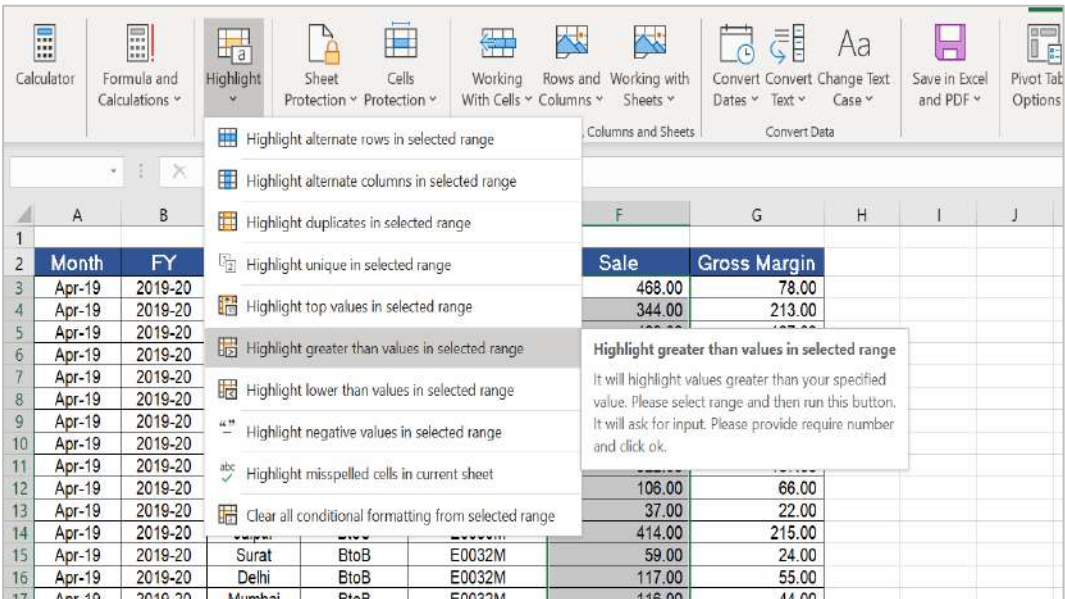
Steps to be followed:

9.6.1 First select the range where desired greater than values need to be highlighted.



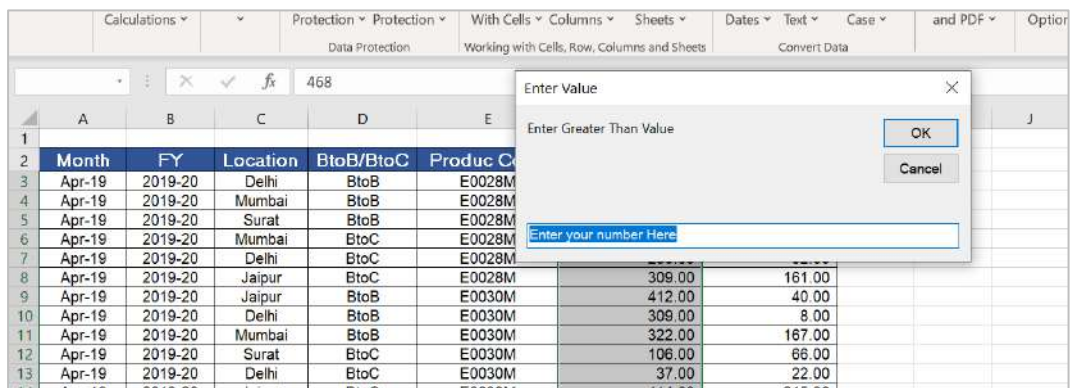
	A	B	C	D	E	F	G	H	I	J
1										
2	Month	FY	Location	BtoB/BtoC	Product Code	Sale	Gross Margin			
3	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00			
4	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00			
5	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00			
6	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00			
7	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00			
8	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00			
9	Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00			
10	Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00			
11	Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00			
12	Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00			
13	Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00			
14	Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00			
15	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00			
16	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00			
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00			
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00			
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-			
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-			
21	Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00			
22	Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00			
23	Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00			
24	Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00			
25	Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00			

9.6.2 Click on the option “Highlight greater than values in selected range”.

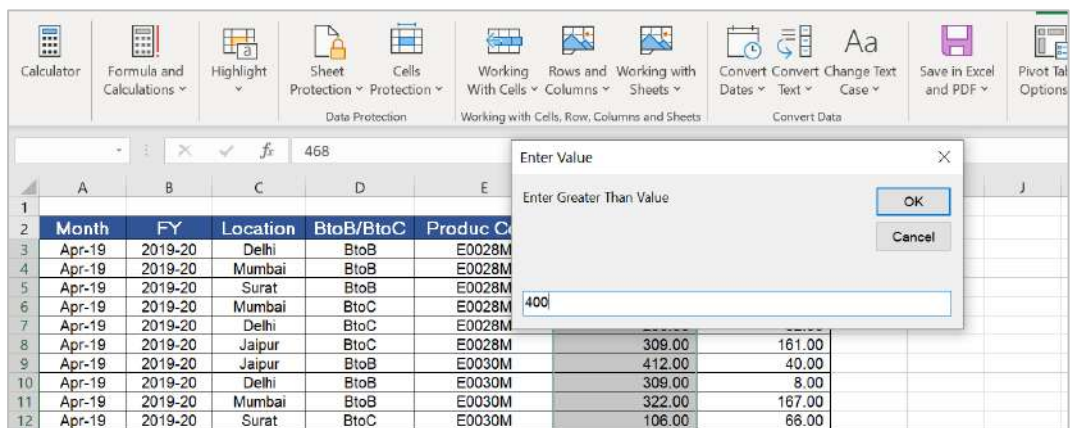


	A	B	C	D	E	F	G	H	I	J
1										
2	Month	FY				Sale	Gross Margin			
3	Apr-19	2019-20				468.00	78.00			
4	Apr-19	2019-20				344.00	213.00			
5	Apr-19	2019-20								
6	Apr-19	2019-20								
7	Apr-19	2019-20								
8	Apr-19	2019-20								
9	Apr-19	2019-20								
10	Apr-19	2019-20								
11	Apr-19	2019-20								
12	Apr-19	2019-20				106.00	66.00			
13	Apr-19	2019-20				37.00	22.00			
14	Apr-19	2019-20				414.00	215.00			
15	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00			
16	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00			
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00			

9.6.3 It will ask for greater than values do you want to highlight in selected area?.



9.6.4 Please provide required number here and click ok.



9.6.5 It will highlight required greater than values in selected range.

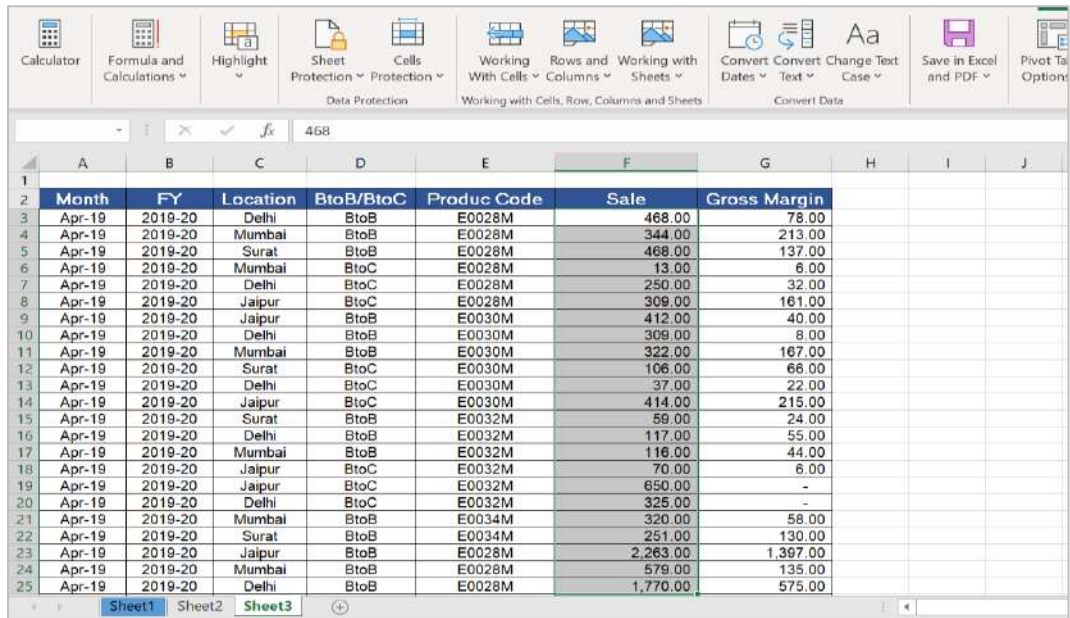
Month	FY	Location	BtoB/BtoC	Product Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	76.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00
Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.7 HIGHLIGHT LOWER THAN VALUES IN SELECTED RANGE

It will highlight values lower than your specified number. Please select range and then run this option. It will ask for input. Please provide required number and click ok.

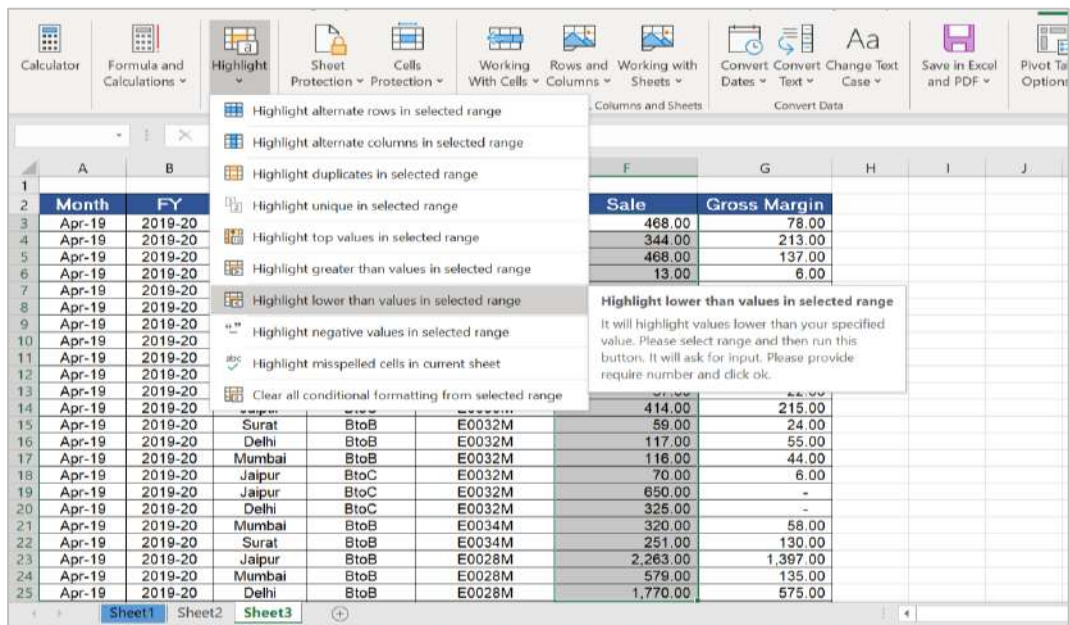
Steps to be followed:

9.7.1 First select the range where desired lower than values need to be highlighted.



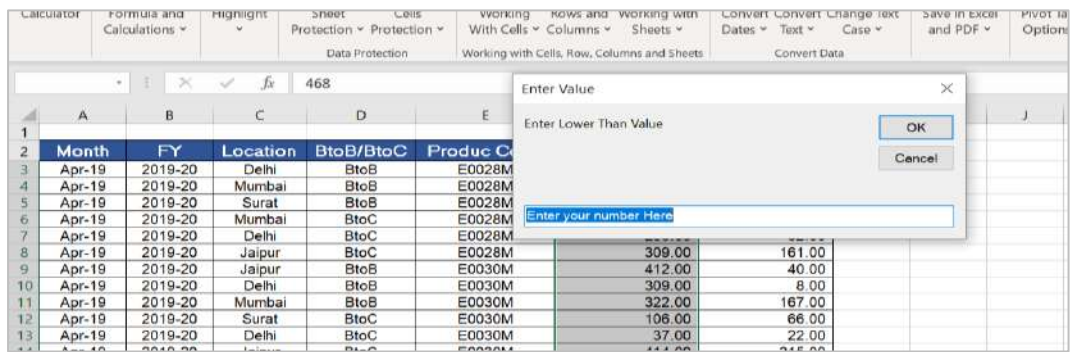
Month	FY	Location	BtoB/BtoC	Prod. Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00
Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.7.2 Click on the option “Highlight lower than values in selected range”.

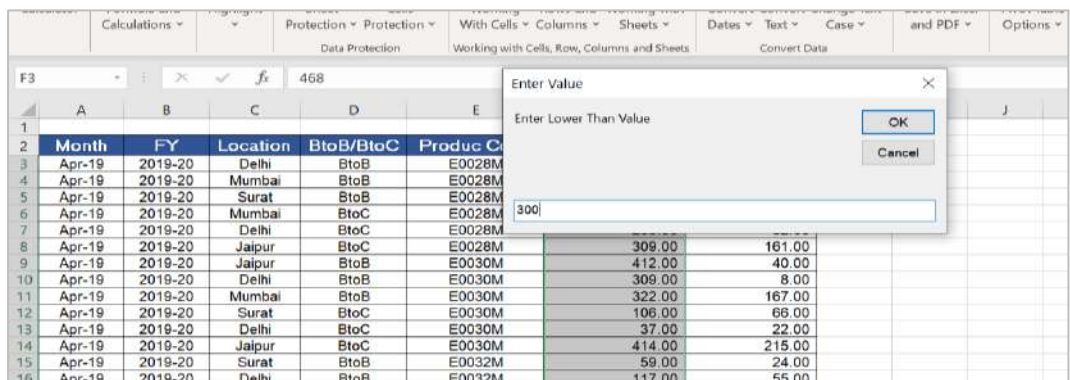


Month	FY	Location	BtoB/BtoC	Prod. Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00
Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00

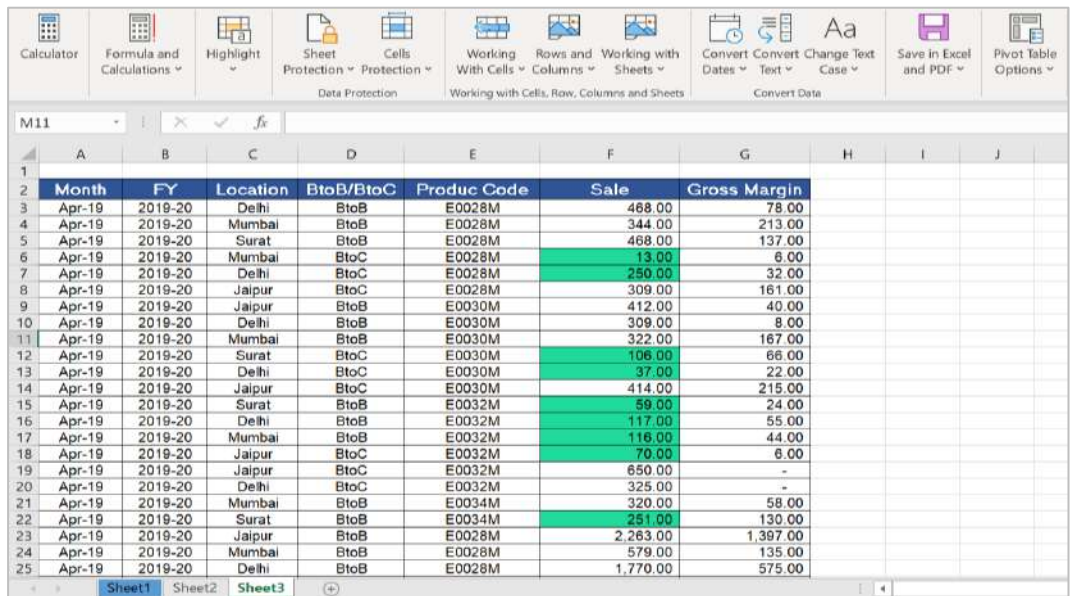
9.7.3 It will ask for lower than values do you want to highlight in selected area?



9.7.4 Please provide required number here and click ok.



9.7.5 It will highlight required lower than values in selected range.



9.8 HIGHLIGHT NEGATIVE VALUES IN SELECTED RANGE

It will highlight negative numeric values in selected range. Please select range and then run this option.

Steps to be followed:

9.8.1 First select the range where negative values need to be highlighted.

	A	B	C	D	E	F	G	H	I	J
1										
2	Month	FY	Location	BtoB/BtoC	Product Code	Sale	Gross Margin			
3	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00			
4	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00			
5	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	-137.00			
6	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00			
7	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00			
8	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	-161.00			
9	Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00			
10	Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00			
11	Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00			
12	Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00			
13	Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	-22.00			
14	Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00			
15	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00			
16	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	-55.00			
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00			
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00			
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-			
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-			
21	Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	-58.00			
22	Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00			
23	Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00			
24	Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00			
25	Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00			

9.8.2 Click on the option “Highlight negative values in selected range”.

The screenshot shows the Bizwiz Tools interface with the 'Highlight' menu open. The option 'Highlight negative values in selected range' is selected. A tooltip is displayed over this option, stating: 'Highlight negative values in selected range. It will highlight negative numeric values in selected range. Please select range and then run this button.' The background shows the same data table as in 9.8.1, with the 'Gross Margin' column highlighted in yellow.

9.8.3 It will highlight all negative values in selected range.

	A	B	C	D	E	F	G	H	I	J
1										
2	Month	FY	Location	BtoB/BtoC	Product Code	Sale	Gross Margin			
3	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00			
4	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00			
5	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	-137.00			
6	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00			
7	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00			
8	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	-161.00			
9	Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00			
10	Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00			
11	Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00			
12	Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00			
13	Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	-22.00			
14	Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00			
15	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00			
16	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	-55.00			
17	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00			
18	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00			
19	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-			
20	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-			
21	Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	-58.00			
22	Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00			
23	Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00			
24	Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00			
25	Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00			

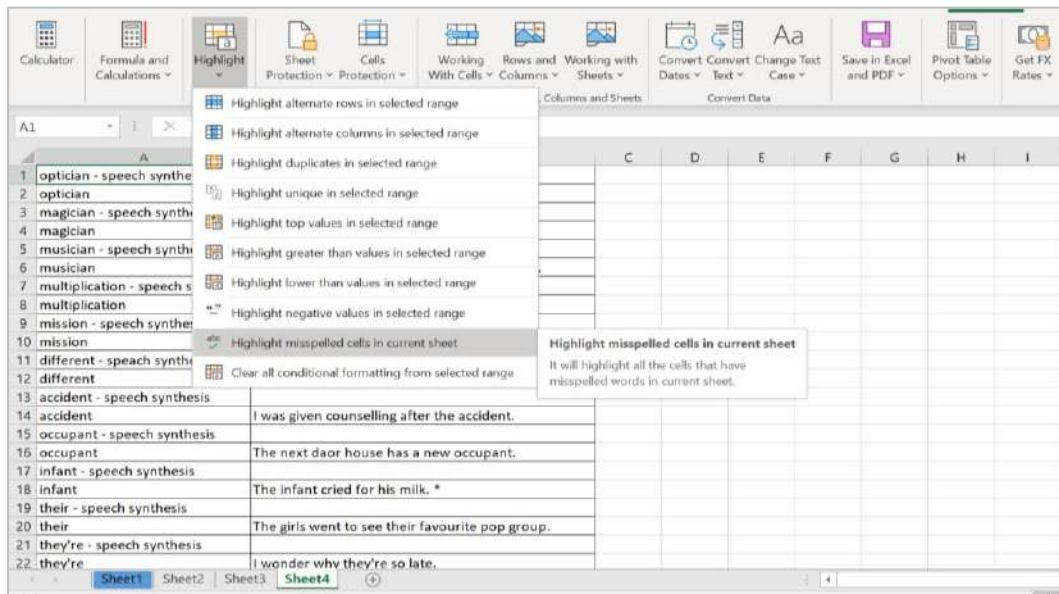
9.9 HIGHLIGHT MISPELLED CELLS IN CURRENT SHEET

It will highlight all the cells that have misspelled words in current sheet.

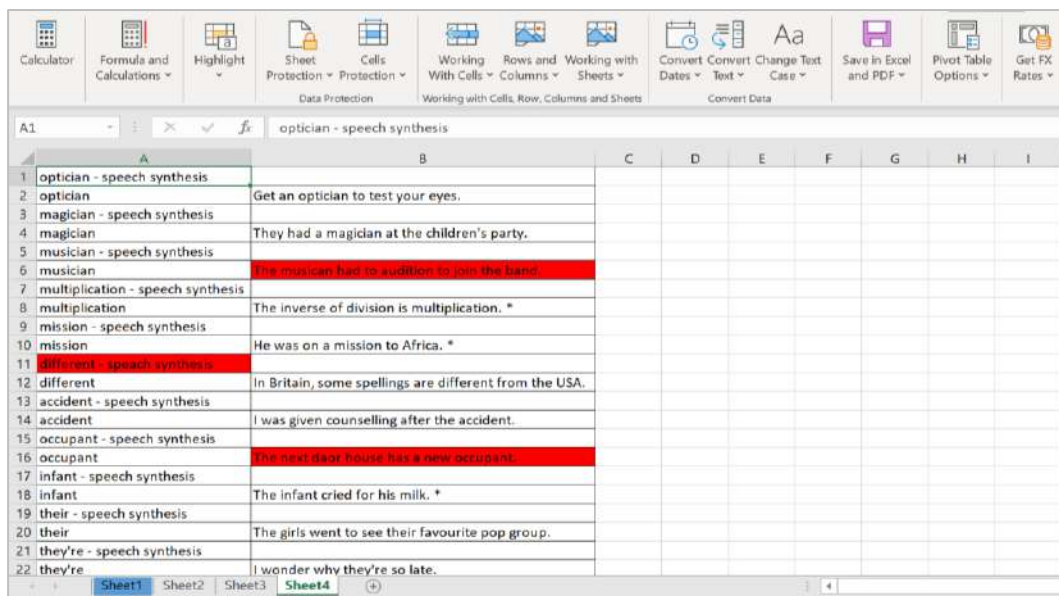
Steps to be followed:

9.9.1 First select the sheet where misspelled cells need to be highlighted.

9.9.2 Click on the option “Highlight misspelled cells in current sheet”.



9.9.3 It will highlight all the cells having misspelled words in selected range.



9.10 HIGHLIGHT WEEKEND IN SELECTED DATE RANGE

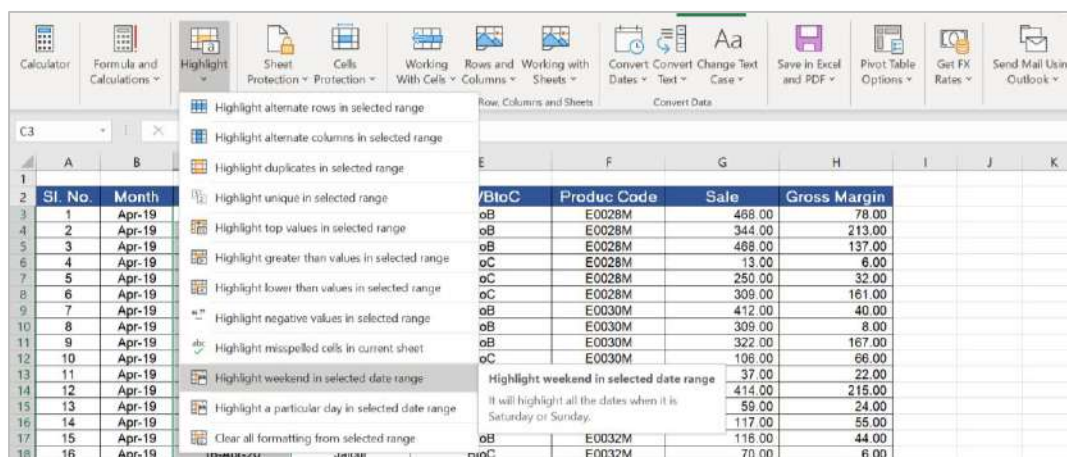
It will highlight all the dates when it is Saturday and Sunday.

Steps to be followed:

9.10.1 First select the date range where weekend (Saturday and Sunday) needs to be highlighted.

Sl. No.	Month	Date	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoB	E0028M	468.00	78.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0028M	344.00	213.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0028M	468.00	137.00
4	Apr-19	4-Apr-20	Mumbai	BtoC	E0028M	13.00	6.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0028M	250.00	32.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0028M	309.00	161.00
7	Apr-19	7-Apr-20	Jaipur	BtoB	E0030M	412.00	40.00
8	Apr-19	8-Apr-20	Delhi	BtoB	E0030M	309.00	8.00
9	Apr-19	9-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
10	Apr-19	10-Apr-20	Surat	BtoC	E0030M	106.00	66.00
11	Apr-19	11-Apr-20	Delhi	BtoC	E0030M	37.00	22.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
13	Apr-19	13-Apr-20	Surat	BtoB	E0032M	59.00	24.00
14	Apr-19	14-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
15	Apr-19	15-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
16	Apr-19	16-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
17	Apr-19	17-Apr-20	Jaipur	BtoC	E0032M	650.00	-
18	Apr-19	18-Apr-20	Delhi	BtoC	E0032M	325.00	-
19	Apr-19	19-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
20	Apr-19	20-Apr-20	Surat	BtoB	E0034M	251.00	130.00
21	Apr-19	21-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
22	Apr-19	22-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
23	Apr-19	23-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.10.2 Click on the option “Highlight weekend in selected date range”.



9.10.3 It will highlight all the dates when it is Saturday or Sunday.

Sl. No.	Month	Date	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoB	E0028M	468.00	78.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0028M	344.00	213.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0028M	468.00	137.00
4	Apr-19	4-Apr-20	Mumbai	BtoC	E0028M	13.00	6.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0028M	250.00	32.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0028M	309.00	161.00
7	Apr-19	7-Apr-20	Jaipur	BtoB	E0030M	412.00	40.00
8	Apr-19	8-Apr-20	Delhi	BtoB	E0030M	309.00	8.00
9	Apr-19	9-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
10	Apr-19	10-Apr-20	Surat	BtoC	E0030M	106.00	66.00
11	Apr-19	11-Apr-20	Delhi	BtoC	E0030M	37.00	22.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
13	Apr-19	13-Apr-20	Surat	BtoB	E0032M	59.00	24.00
14	Apr-19	14-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
15	Apr-19	15-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
16	Apr-19	16-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
17	Apr-19	17-Apr-20	Jaipur	BtoC	E0032M	650.00	-
18	Apr-19	18-Apr-20	Delhi	BtoC	E0032M	325.00	-
19	Apr-19	19-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
20	Apr-19	20-Apr-20	Surat	BtoB	E0034M	251.00	130.00
21	Apr-19	21-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
22	Apr-19	22-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
23	Apr-19	23-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.11 HIGHLIGHT A PARTICULAR DAY IN SELECTED DATE RANGE

It will highlight a particular day as per user requirement. This function will ask for a number for required Day to be Highlighted. Provide 1 for Monday, 2 for Tuesday, 3 for Wednesday, 4 for Thursday, 5 for Friday, 6 for Saturday & 7 for Sunday.

Steps to be followed:

9.11.1 First select the date range where required day needs to be highlighted.

Sl. No.	Month	Date	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoB	E0028M	468.00	78.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0028M	344.00	213.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0028M	468.00	137.00
4	Apr-19	4-Apr-20	Mumbai	BtoC	E0028M	13.00	6.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0028M	250.00	32.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0028M	309.00	161.00
7	Apr-19	7-Apr-20	Jaipur	BtoB	E0030M	412.00	40.00
8	Apr-19	8-Apr-20	Delhi	BtoB	E0030M	309.00	8.00
9	Apr-19	9-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
10	Apr-19	10-Apr-20	Surat	BtoC	E0030M	106.00	66.00
11	Apr-19	11-Apr-20	Delhi	BtoC	E0030M	37.00	22.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
13	Apr-19	13-Apr-20	Surat	BtoB	E0032M	59.00	24.00
14	Apr-19	14-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
15	Apr-19	15-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
16	Apr-19	16-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
17	Apr-19	17-Apr-20	Jaipur	BtoC	E0032M	650.00	-
18	Apr-19	18-Apr-20	Delhi	BtoC	E0032M	325.00	-
19	Apr-19	19-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
20	Apr-19	20-Apr-20	Surat	BtoB	E0034M	251.00	130.00
21	Apr-19	21-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
22	Apr-19	22-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
23	Apr-19	23-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.11.2 Click on the option “Highlight a particular day in selected date range”.

9.11.3 It will ask for a number for required day

9.11.4 Please provide a number for required day and press OK. Provide 1 for Monday, 2 for Tuesday, 3 for Wednesday, 4 for Thursday, 5 for Friday, 6 for Saturday & 7 for Sunday. Let's take an example for 2 i.e., Monday

Number for Day

Please provide a number for required Day to be Highlighted. Provide 1 for Sunday, 2 for Monday, 3 for Tuesday, 4 for Wednesday, 5 for Thursday, 6 for Friday & 7 for Saturday.

2

OK Cancel

Sl. No.	Month	Date	Location	BtoB/BtoC	Product Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoC	E0028M	309.00	161.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0030M	412.00	40.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0030M	309.00	8.00
4	Apr-19	4-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0030M	106.00	66.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0030M	37.00	22.00
7	Apr-19	7-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
8	Apr-19	8-Apr-20	Surat	BtoB	E0032M	59.00	24.00
9	Apr-19	9-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
10	Apr-19	10-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
11	Apr-19	11-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0032M	650.00	-
13	Apr-19	13-Apr-20	Delhi	BtoC	E0032M	325.00	-
14	Apr-19	14-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
15	Apr-19	15-Apr-20	Surat	BtoB	E0034M	251.00	130.00
16	Apr-19	16-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
17	Apr-19	17-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
18	Apr-19	18-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.11.5 It will highlight all the dates when it is required day. In this example it is Monday.

Sl. No.	Month	Date	Location	BtoB/BtoC	Product Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoC	E0028M	309.00	161.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0030M	412.00	40.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0030M	309.00	8.00
4	Apr-19	4-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0030M	106.00	66.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0030M	37.00	22.00
7	Apr-19	7-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
8	Apr-19	8-Apr-20	Surat	BtoB	E0032M	59.00	24.00
9	Apr-19	9-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
10	Apr-19	10-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
11	Apr-19	11-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0032M	650.00	-
13	Apr-19	13-Apr-20	Delhi	BtoC	E0032M	325.00	-
14	Apr-19	14-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
15	Apr-19	15-Apr-20	Surat	BtoB	E0034M	251.00	130.00
16	Apr-19	16-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
17	Apr-19	17-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
18	Apr-19	18-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.12 CLEAR ALL FORMATTING FROM SELECTED CELLS

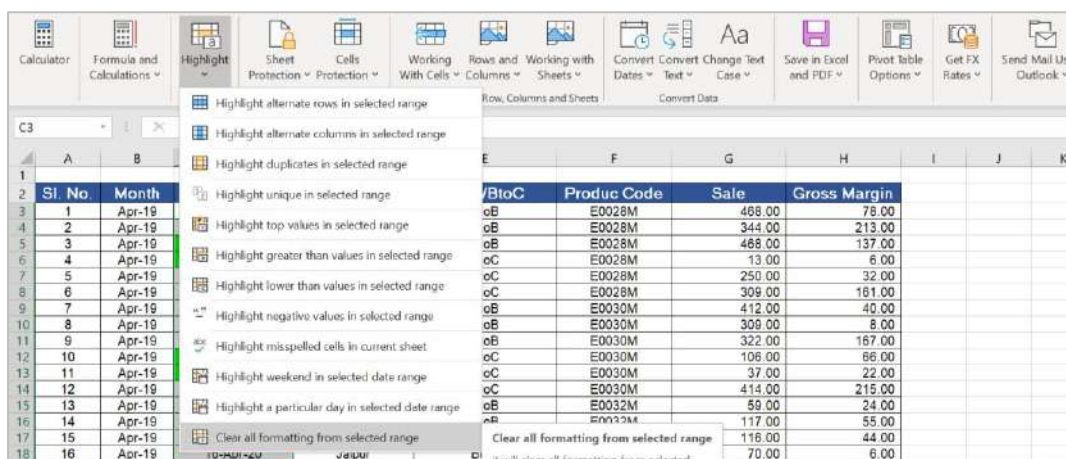
Most of the highlight functions are giving result based on a condition explained above i.e. use conditional formatting for highlighting any value. This function will clear all conditional formatting from selected range.

Steps to be followed:

9.12.1 First select the range from where formatting needs to be removed.

Sl. No.	Month	Date	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoB	E0028M	468.00	78.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0028M	344.00	213.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0028M	468.00	137.00
4	Apr-19	4-Apr-20	Mumbai	BtoC	E0028M	13.00	6.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0028M	250.00	32.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0028M	309.00	161.00
7	Apr-19	7-Apr-20	Jaipur	BtoB	E0030M	412.00	40.00
8	Apr-19	8-Apr-20	Delhi	BtoB	E0030M	309.00	8.00
9	Apr-19	9-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
10	Apr-19	10-Apr-20	Surat	BtoC	E0030M	106.00	66.00
11	Apr-19	11-Apr-20	Delhi	BtoC	E0030M	37.00	22.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
13	Apr-19	13-Apr-20	Surat	BtoB	E0032M	59.00	24.00
14	Apr-19	14-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
15	Apr-19	15-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
16	Apr-19	16-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
17	Apr-19	17-Apr-20	Jaipur	BtoC	E0032M	650.00	-
18	Apr-19	18-Apr-20	Delhi	BtoC	E0032M	325.00	-
19	Apr-19	19-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
20	Apr-19	20-Apr-20	Surat	BtoB	E0034M	251.00	130.00
21	Apr-19	21-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
22	Apr-19	22-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
23	Apr-19	23-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

9.12.2 Click on the option “Clear all formatting from selected range”.



9.12.3 It will clear all formatting from selected range.

Sl. No.	Month	Date	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
1	Apr-19	1-Apr-20	Delhi	BtoB	E0028M	468.00	78.00
2	Apr-19	2-Apr-20	Mumbai	BtoB	E0028M	344.00	213.00
3	Apr-19	3-Apr-20	Surat	BtoB	E0028M	468.00	137.00
4	Apr-19	4-Apr-20	Mumbai	BtoC	E0028M	13.00	6.00
5	Apr-19	5-Apr-20	Delhi	BtoC	E0028M	250.00	32.00
6	Apr-19	6-Apr-20	Jaipur	BtoC	E0028M	309.00	161.00
7	Apr-19	7-Apr-20	Jaipur	BtoB	E0030M	412.00	40.00
8	Apr-19	8-Apr-20	Delhi	BtoB	E0030M	309.00	8.00
9	Apr-19	9-Apr-20	Mumbai	BtoB	E0030M	322.00	167.00
10	Apr-19	10-Apr-20	Surat	BtoC	E0030M	106.00	66.00
11	Apr-19	11-Apr-20	Delhi	BtoC	E0030M	37.00	22.00
12	Apr-19	12-Apr-20	Jaipur	BtoC	E0030M	414.00	215.00
13	Apr-19	13-Apr-20	Surat	BtoB	E0032M	59.00	24.00
14	Apr-19	14-Apr-20	Delhi	BtoB	E0032M	117.00	55.00
15	Apr-19	15-Apr-20	Mumbai	BtoB	E0032M	116.00	44.00
16	Apr-19	16-Apr-20	Jaipur	BtoC	E0032M	70.00	6.00
17	Apr-19	17-Apr-20	Jaipur	BtoC	E0032M	650.00	-
18	Apr-19	18-Apr-20	Delhi	BtoC	E0032M	325.00	-
19	Apr-19	19-Apr-20	Mumbai	BtoB	E0034M	320.00	58.00
20	Apr-19	20-Apr-20	Surat	BtoB	E0034M	251.00	130.00
21	Apr-19	21-Apr-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
22	Apr-19	22-Apr-20	Mumbai	BtoB	E0028M	579.00	135.00
23	Apr-19	23-Apr-20	Delhi	BtoB	E0028M	1,770.00	575.00

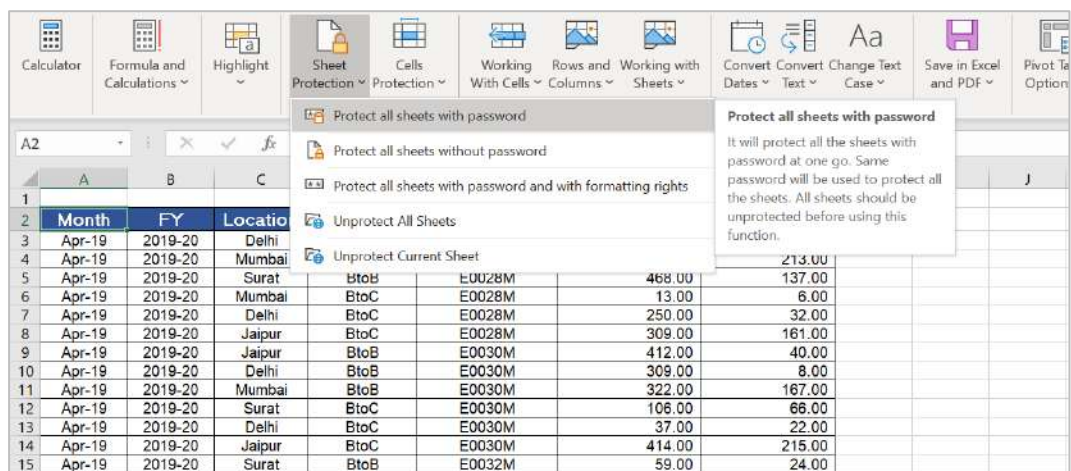
10 SHEET PROTECTION

10.1 PROTECT ALL SHEETS WITH PASSWORD

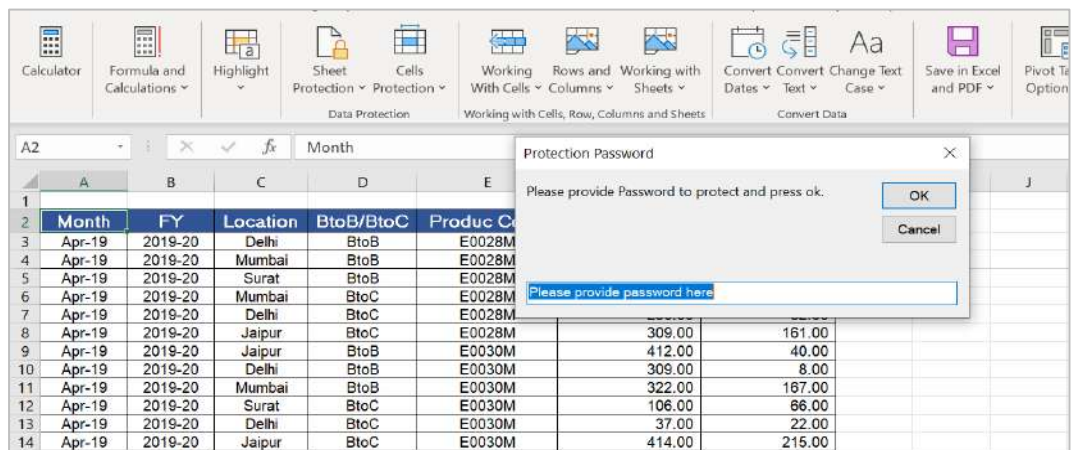
It will protect all the sheets with password at one go. Same password will be used to protect all the sheets. All sheets should be unprotected before using this function.

Steps to be followed:

10.1.1 Click on the option “Protect all sheets with password”.



10.1.2 Provide the password in box and click ok. It will protect all the sheets with password provided.

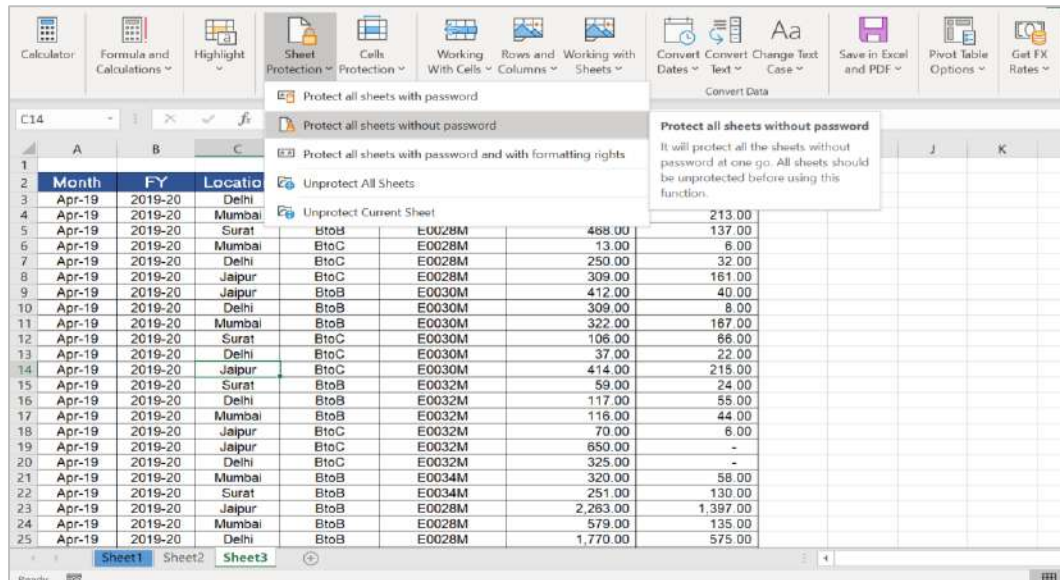


10.2 PROTECT ALL SHEETS WITHOUT PASSWORD

It will protect all the sheets without password at one go. All sheets should be unprotected before using this function.

Steps to be followed:

10.2.1 Click on the option “Protect all sheets without password”. It will protect all the sheets.



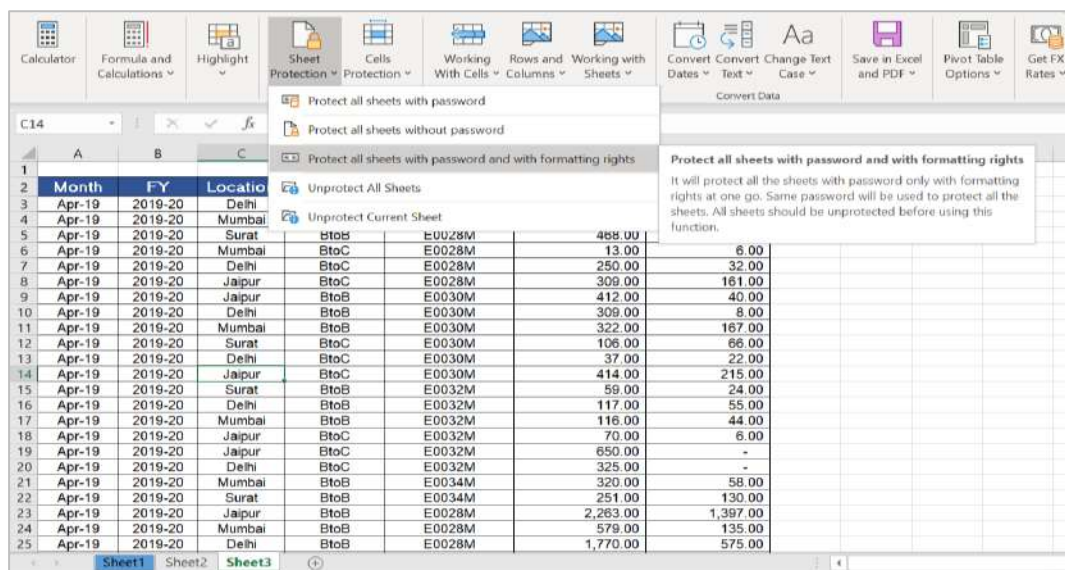
10.3 PROTECT ALL SHEETS WITH PASSWORD & WITH FORMATTING RIGHTS

It will protect all the sheets with password only with formatting rights at one go. Same password will be used to protect all the sheets. All sheets should be unprotected before using this function.

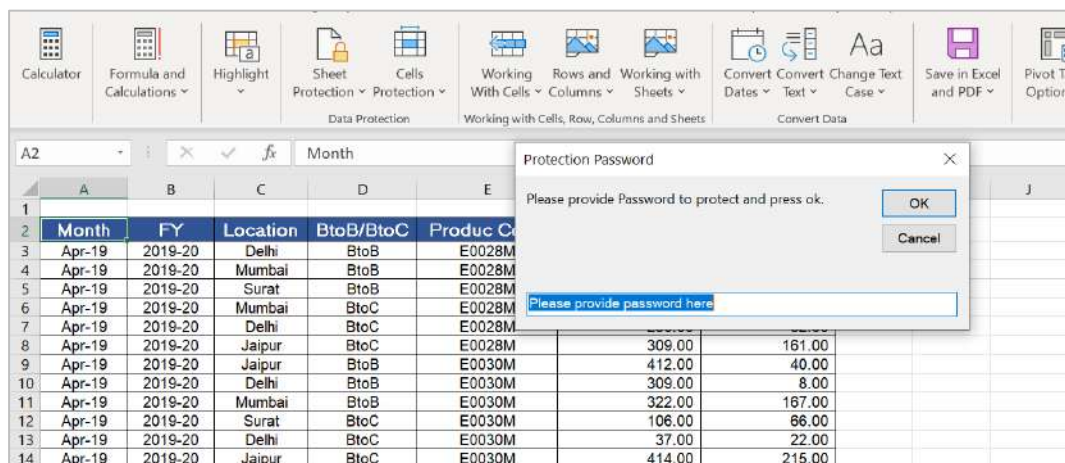
After using this function, user will be able to do any kind of formatting but editing in data will not be allowed.

Steps to be followed:

10.3.1 Click on the option “Protect all sheets with password and with formatting rights”.



10.3.2 Provide the password in box and click ok. It will protect all the sheets with password provided.

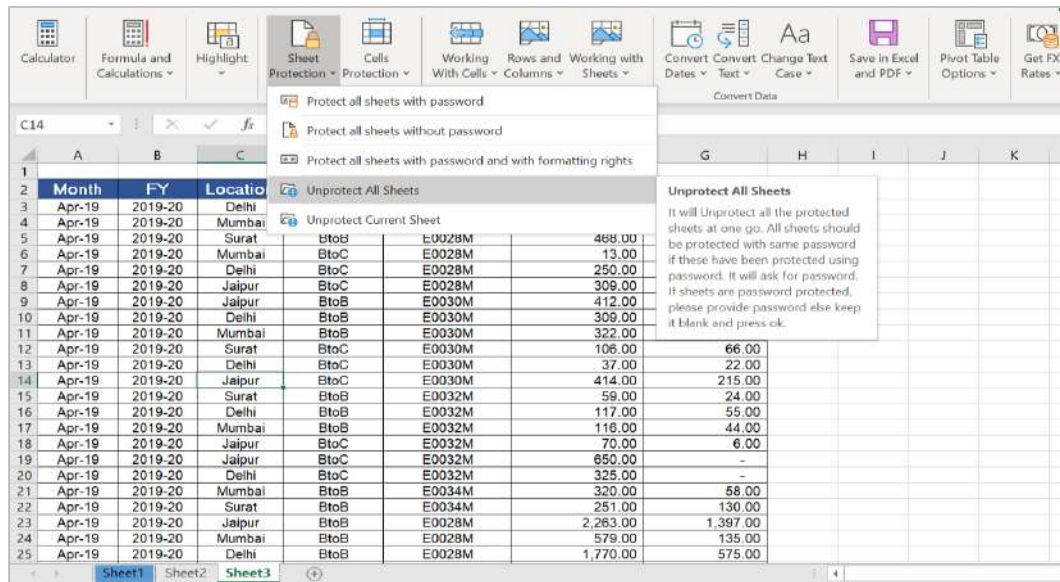


10.4 UNPROTECT ALL SHEETS

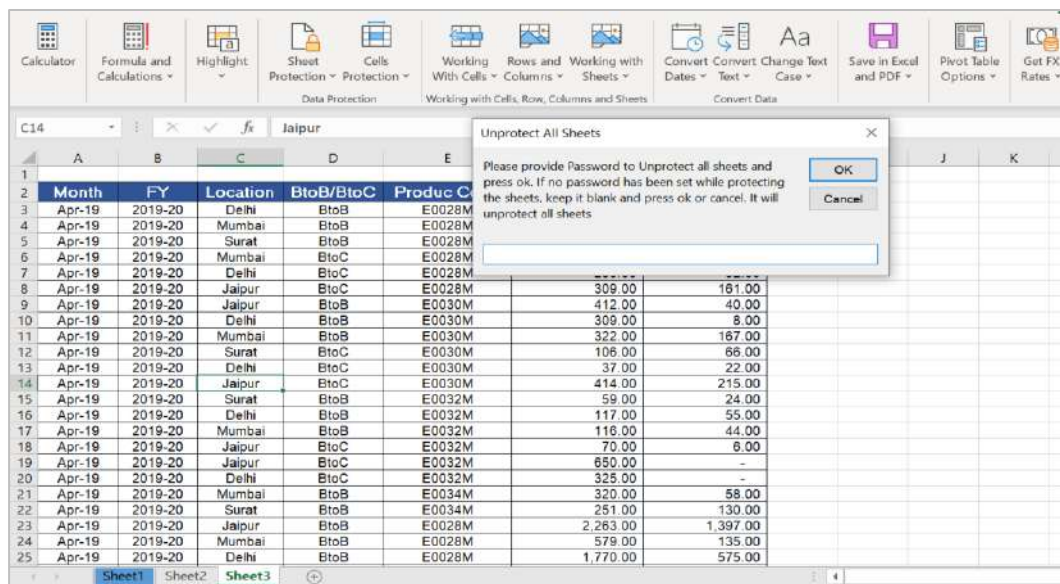
It will Unprotect all the protected sheets at one go. All sheets should be protected with same password if these have been protected using password. It will ask for password. If sheets are password protected, please provide password else keep it blank and press ok.

Steps to be followed:

10.4.1 Click on the option “Unprotect all sheets”.



10.4.2 Provide the password to unprotect (keep it blank if sheets are protected without password) in box and click ok. It will unprotect all the sheets.

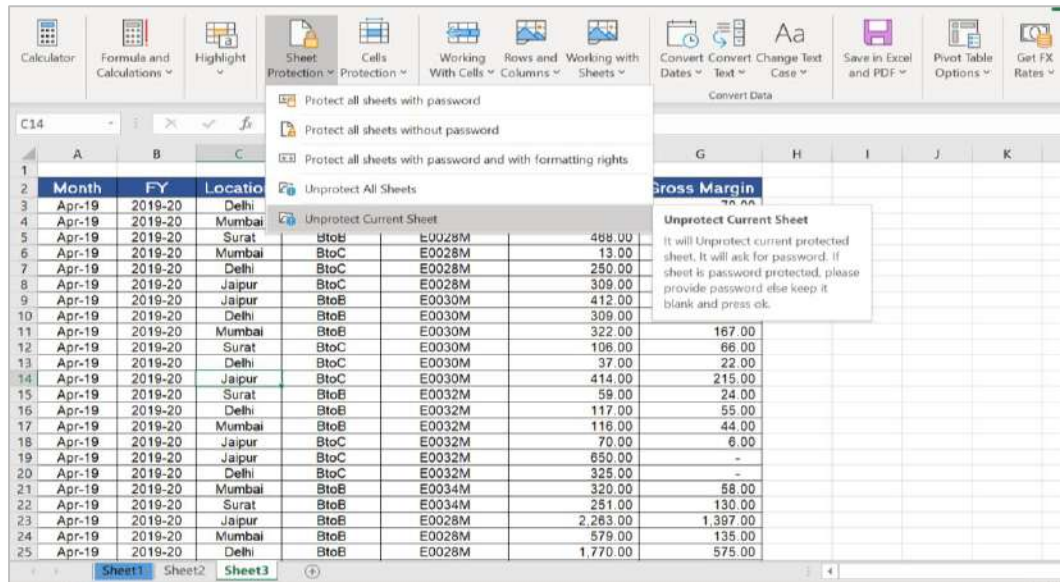


10.5 UNPROTECT CURRENT SHEET

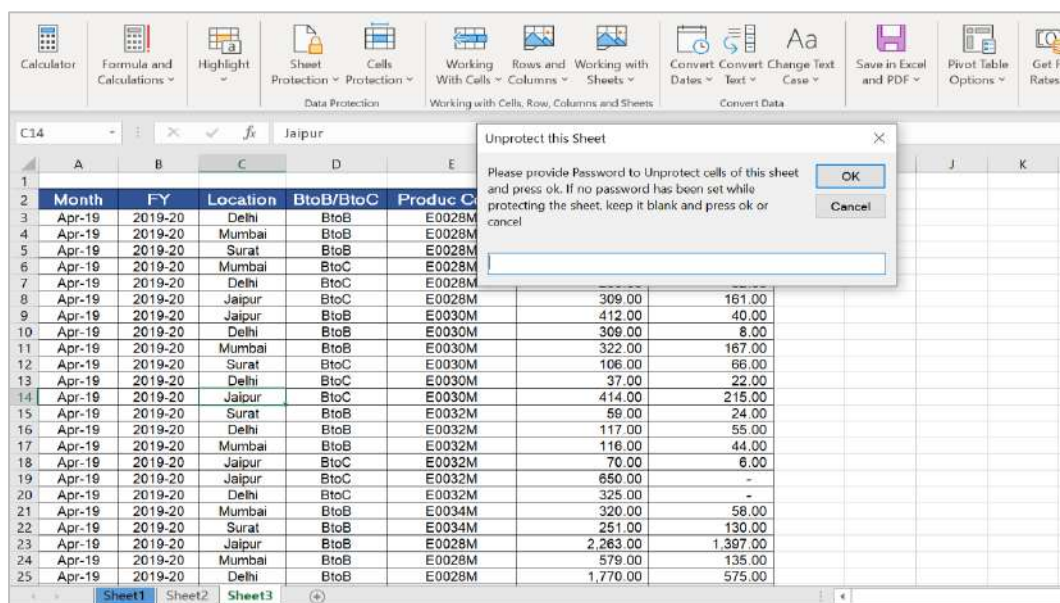
It will Unprotect current protected sheet. It will ask for password. If sheet is password protected, please provide password else keep it blank and press ok.

Steps to be followed:

10.5.1 Click on the option “Unprotect current sheet”.



10.5.2 Provide the password to unprotect (keep it blank if sheet is protected without password) in box and click ok. It will unprotect current sheet.



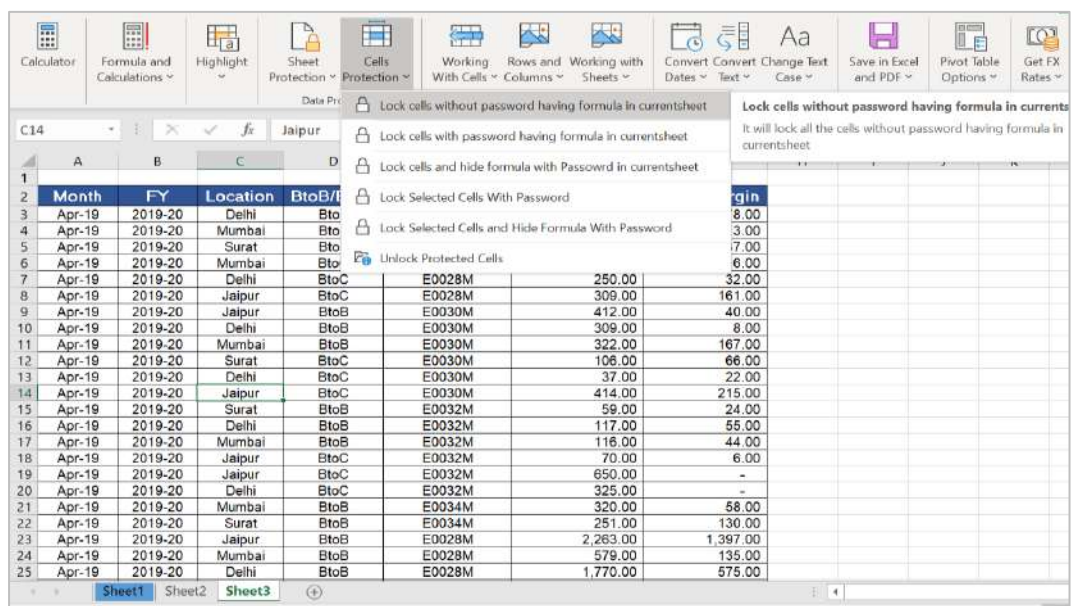
11 CELLS PROTECTION

11.1 LOCK CELLS WITHOUT PASSWORD HAVING FORMULA IN CURRENT SHEET

It will lock all the cells having formula without password in current sheet. No one will be able to edit any cell where there is formula in the sheet.

Steps to be followed:

- 11.1.1 Click on the option “Lock cells without password having formula in current sheet.” It will protect all the cells where there is formula in current sheet.

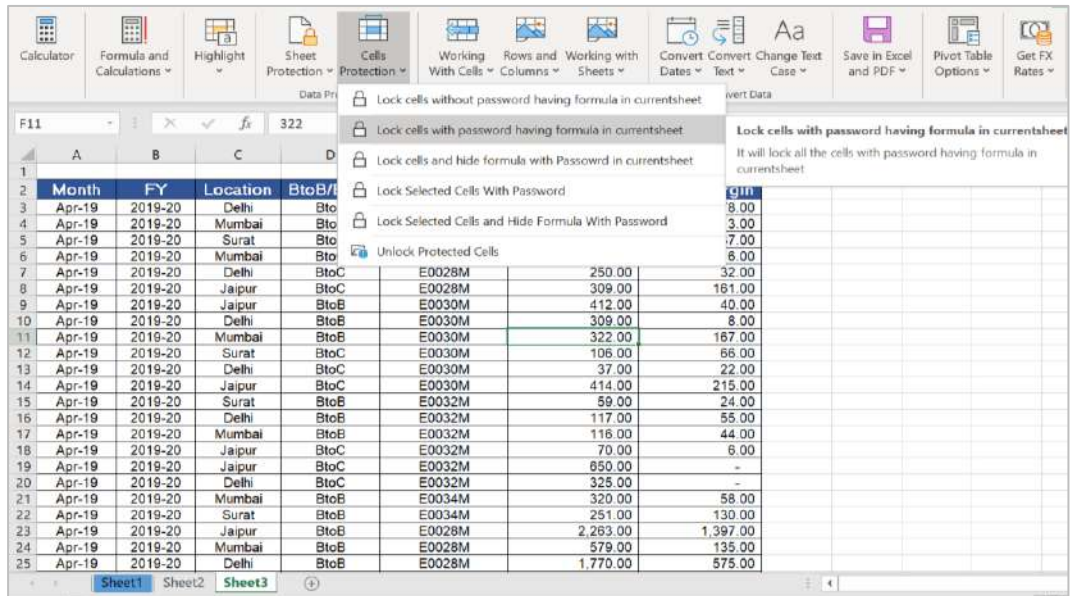


11.2 LOCK CELLS WITH PASSWORD HAVING FORMULA IN CURRENT SHEET

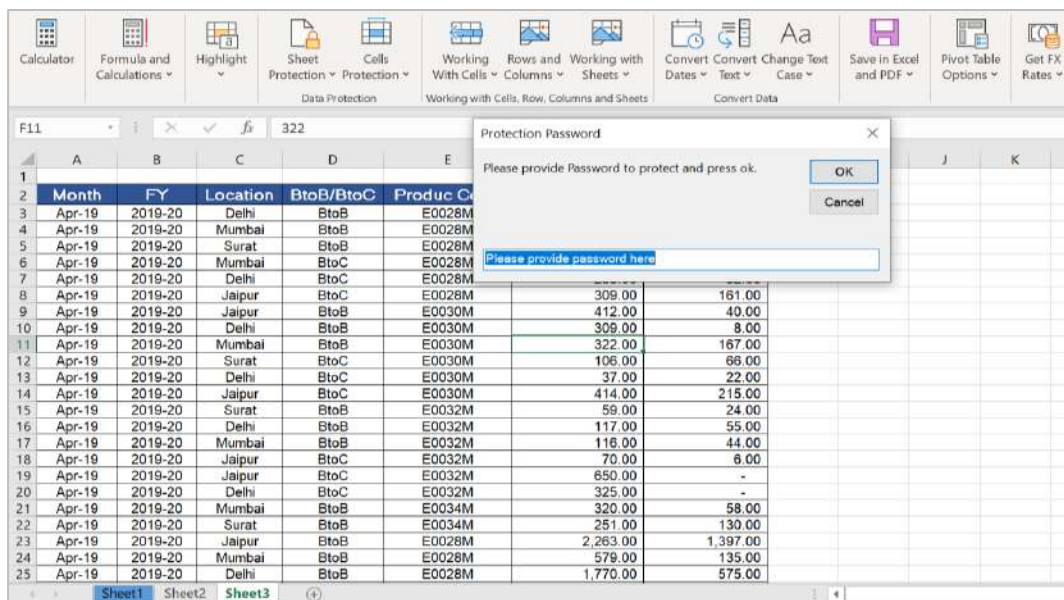
It will lock all the cells having formula with password in current sheet. No one will be able to edit any cell where there is formula in the sheet.

Steps to be followed:

11.2.1 Click on the option “Lock cells with password having formula in current sheet.”



11.2.2 Provide the password in box and click ok. It will protect all the sheets with same password provided.

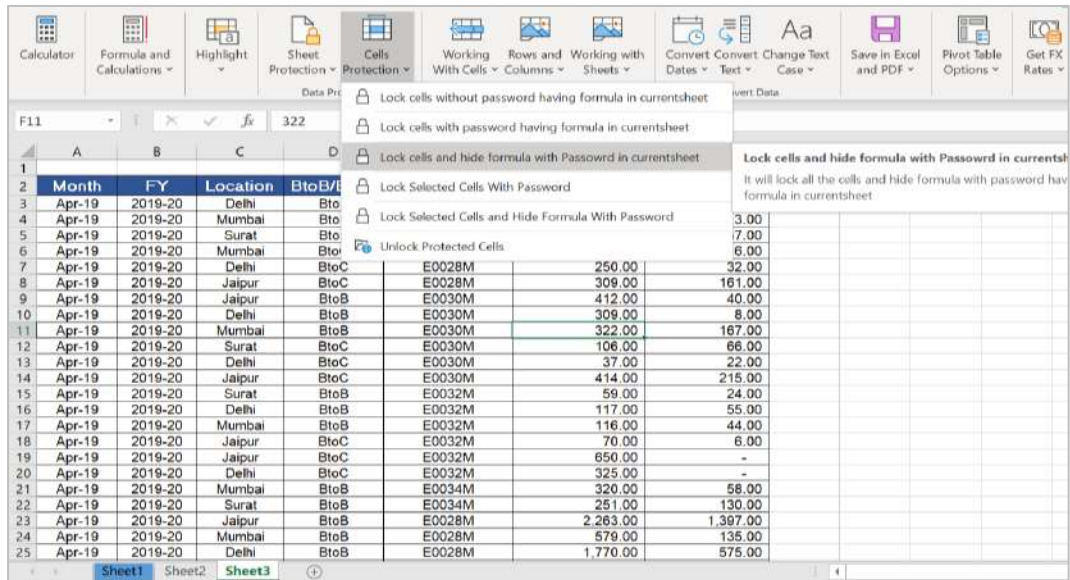


11.3 LOCK CELLS AND HIDE FORMULA WITH PASSWORD IN CURRENT SHEET

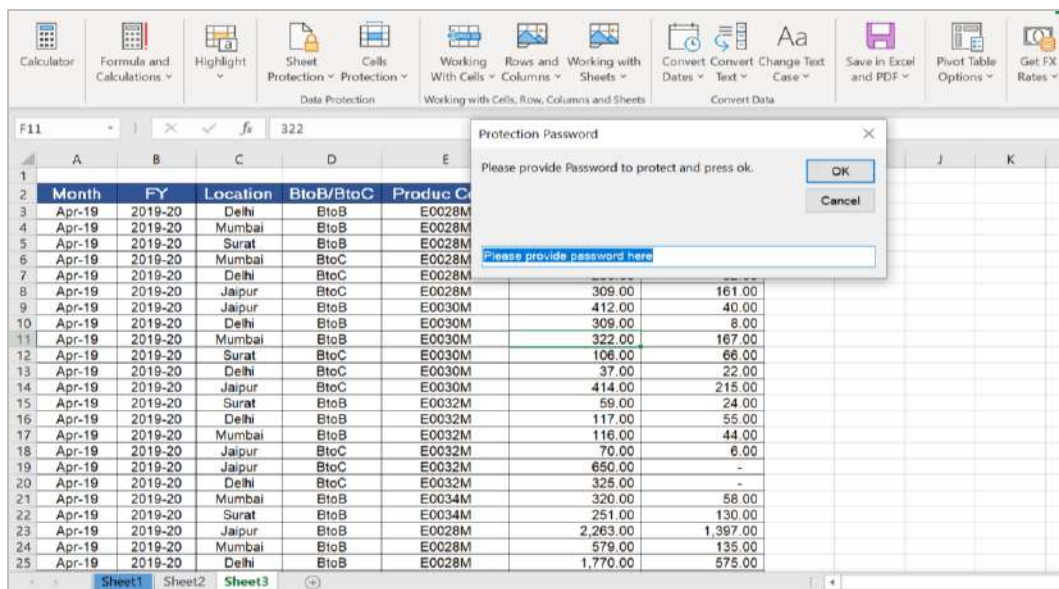
It will lock all the cells having formula and hide formula with password in current sheet. No one will be able to edit any cell or view formula where there is formula in the sheet.

Steps to be followed:

11.3.1 Click on the option “Lock cells and hide formula with password in current sheet.”



11.3.2 Provide the password in box and click ok. It will Lock cells and hide formula with password in current sheet.

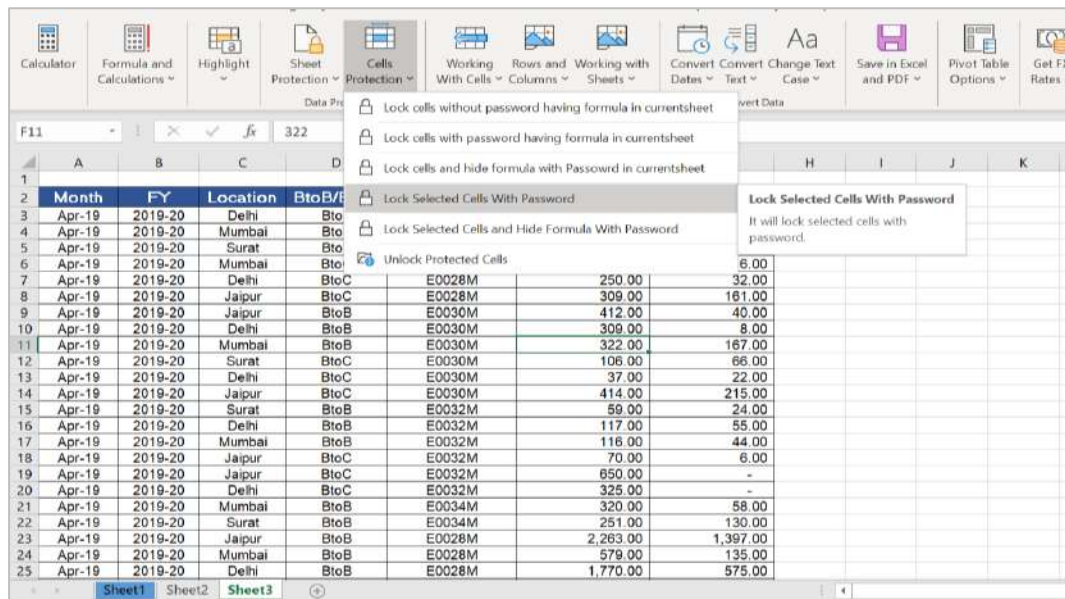


11.4 LOCK SELECTED CELLS WITH PASSWORD

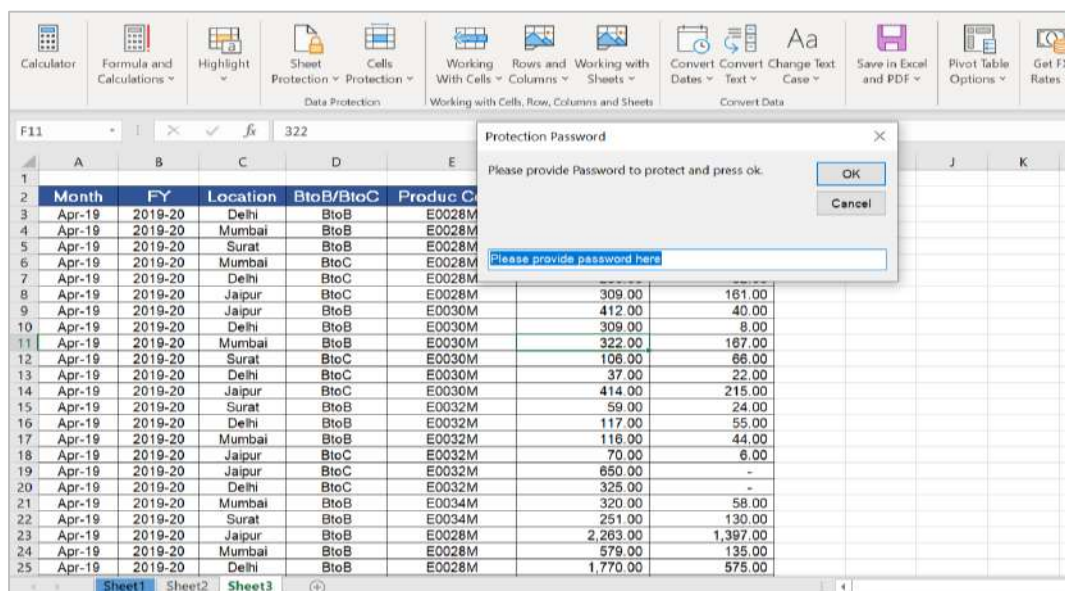
It will lock selected cells with password in current sheet. No one will be able to edit protected cell.

Steps to be followed:

11.4.1 First select the cells which needs to be protected and click on the option “Lock selected cells with password”.



11.4.2 Provide the password in box and click ok. It will protect selected cells with password.

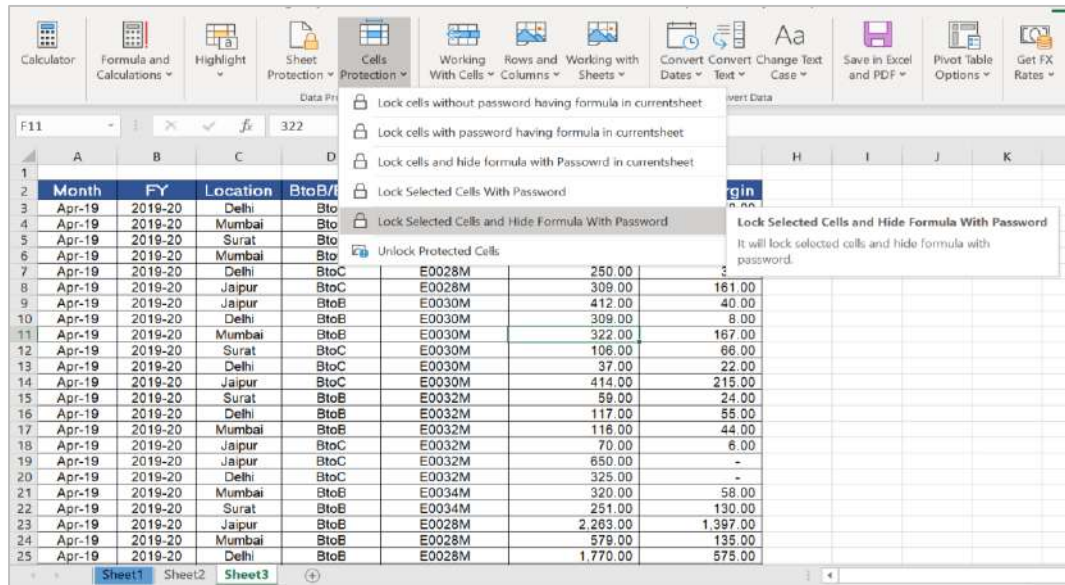


11.5 LOCK SELECTED CELLS AND HIDE FORMULA WITH PASSWORD

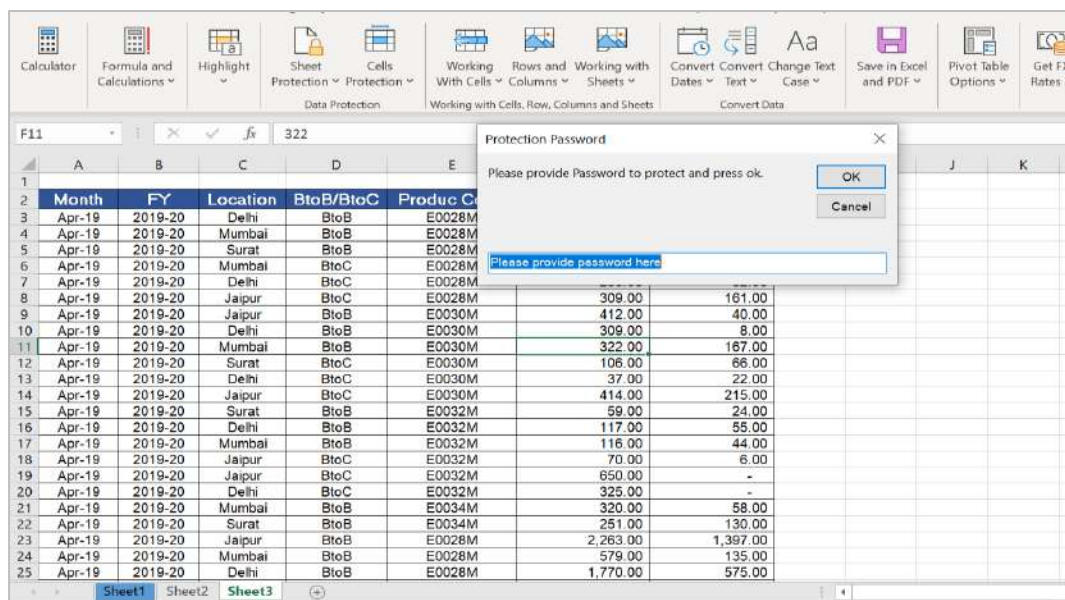
It will lock selected cells and hide formula with password in current sheet. No one will be able to edit protected cell or view formula in the sheet.

Steps to be followed:

11.5.1 Click on the option “Lock selected cells and hide formula with password.”



11.5.2 Provide the password in box and click ok. It will Lock selected cells and hide formula with password.

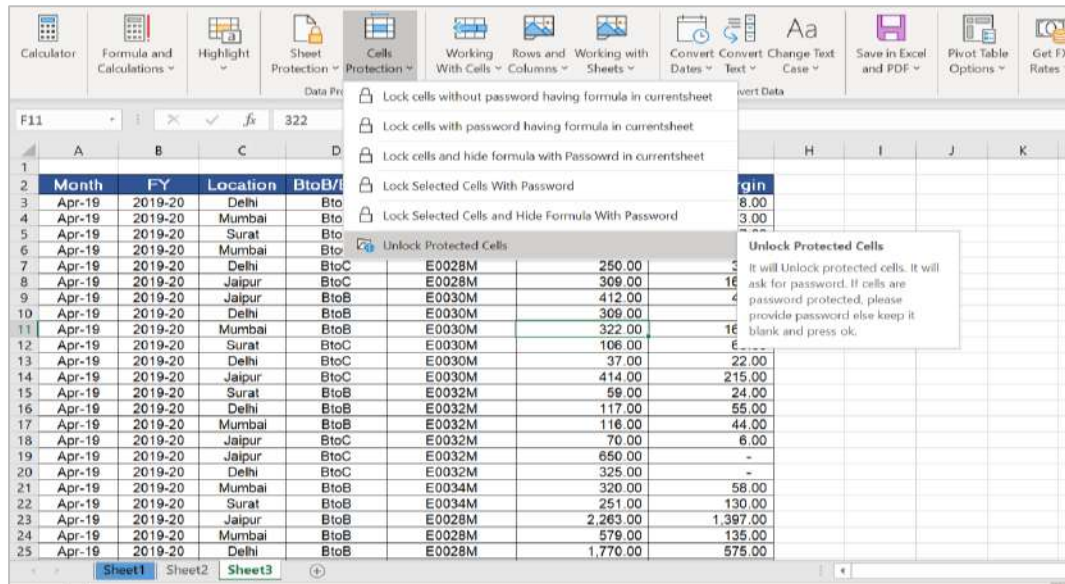


11.6 UNLOCK PROTECTED CELLS

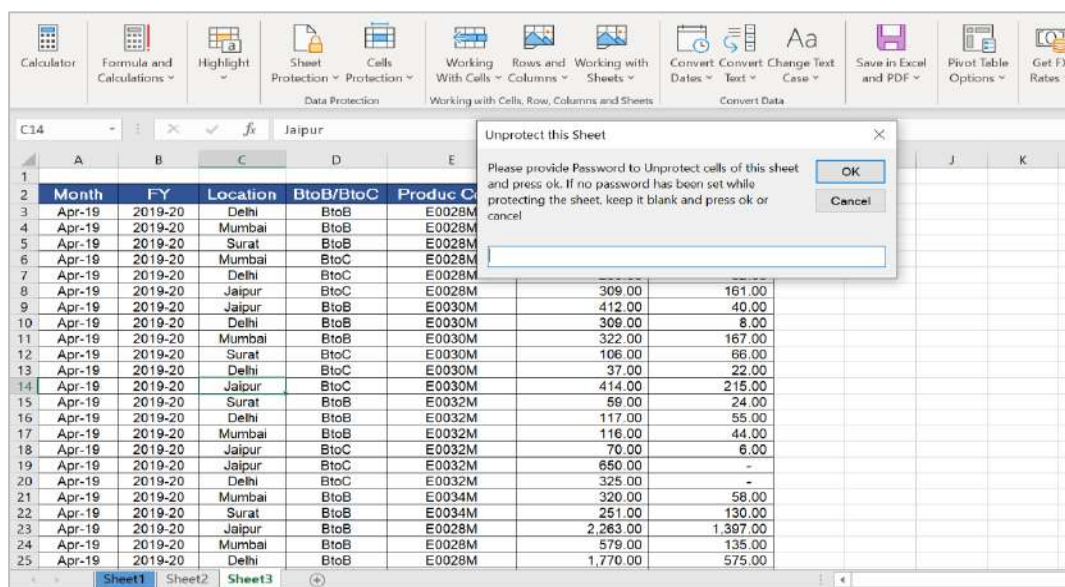
It will Unlock protected cells in current sheet. It will ask for password. If cells are password protected, please provide password else keep it blank and press ok.

Steps to be followed:

11.6.1 Click on the option “Unlock Protected Cells”.



11.6.2 Provide the password to unprotect (keep it blank if cells are protected without password) in box and click ok. It will unprotect all the cells in current sheet.



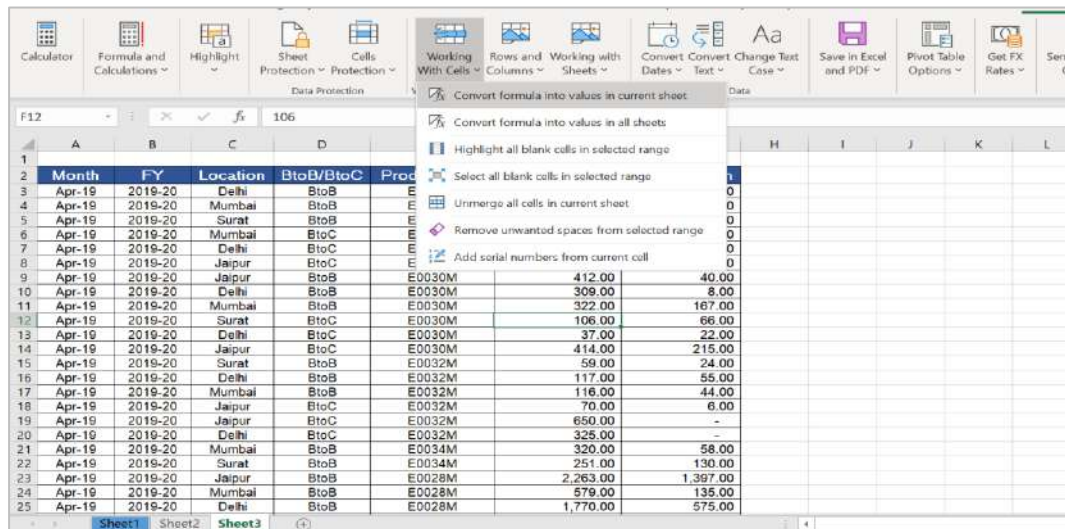
12 WORKING WITH CELLS

12.1 CONVERT FORMULA INTO VALUES IN CURRENT SHEET

It will convert all formulas into values in current sheet.

Steps to be followed:

- 12.1.1 Click on the option “Convert formula into values in current sheet.” It will convert all the formula in value in current sheet only.

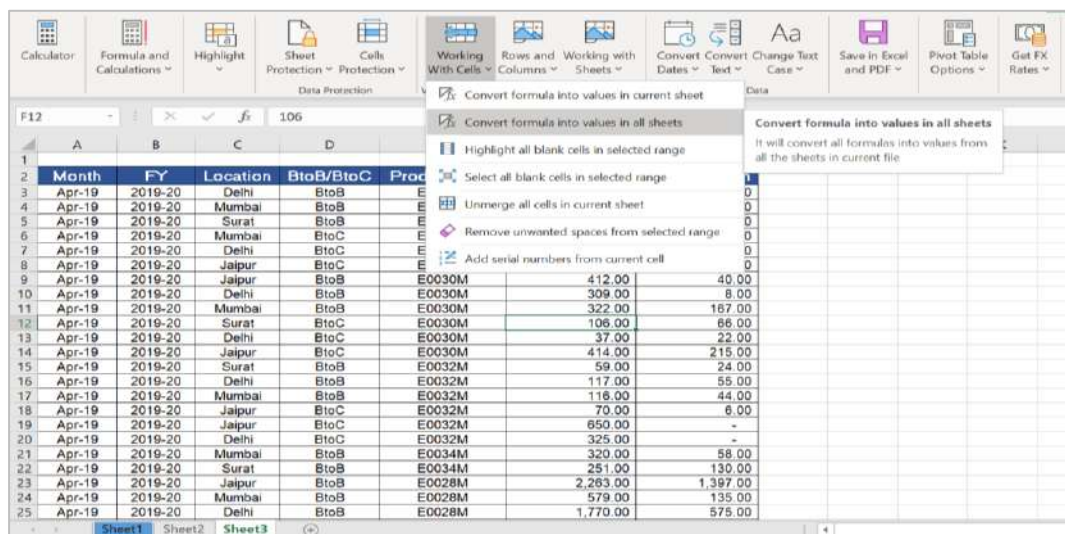


12.2 CONVERT FORMULA INTO VALUES IN ALL SHEETS

It will convert all formulas into values in all the sheets in current file.

Steps to be followed:

- 12.2.1 Click on the option “Convert formula into values in all sheets.” It will convert all the formula in value in all the sheets.

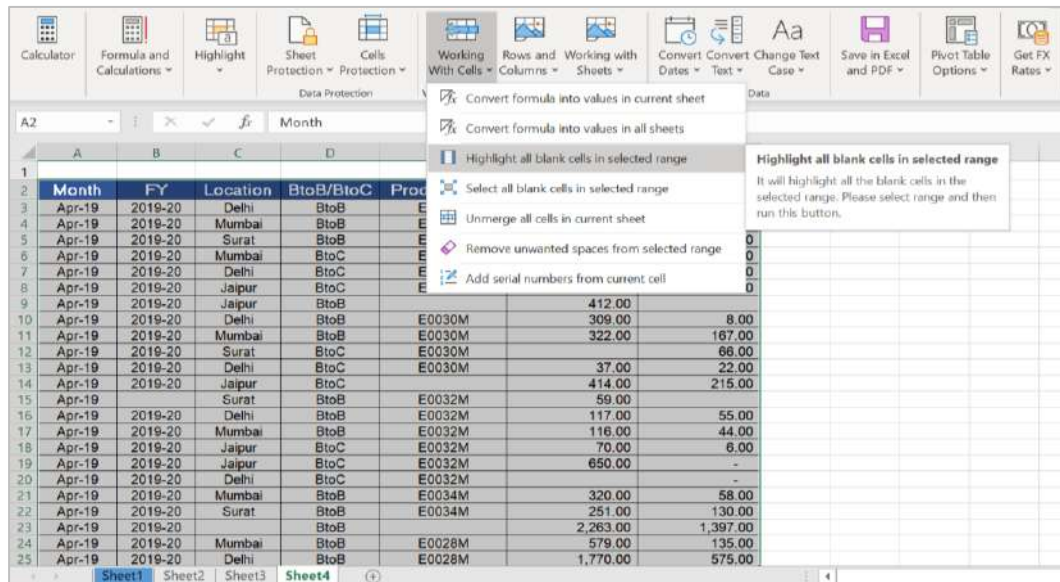


12.3 HIGHLIGHT ALL BLANK CELLS IN SELECTED RANGE

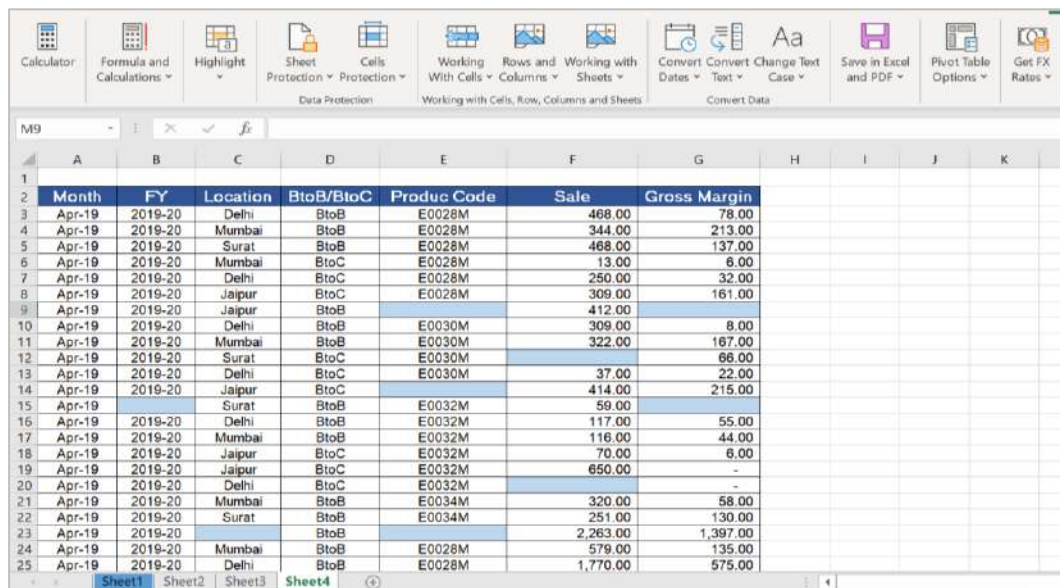
It will highlight all the blank cells in the selected range. Please select range and then run this option.

Steps to be followed:

- 12.3.1 First select the range where blank cells need to be highlighted. Click on the option “Highlight all blank cells in selected range”.



- 12.3.2 It will highlight all blank cells in selected range.

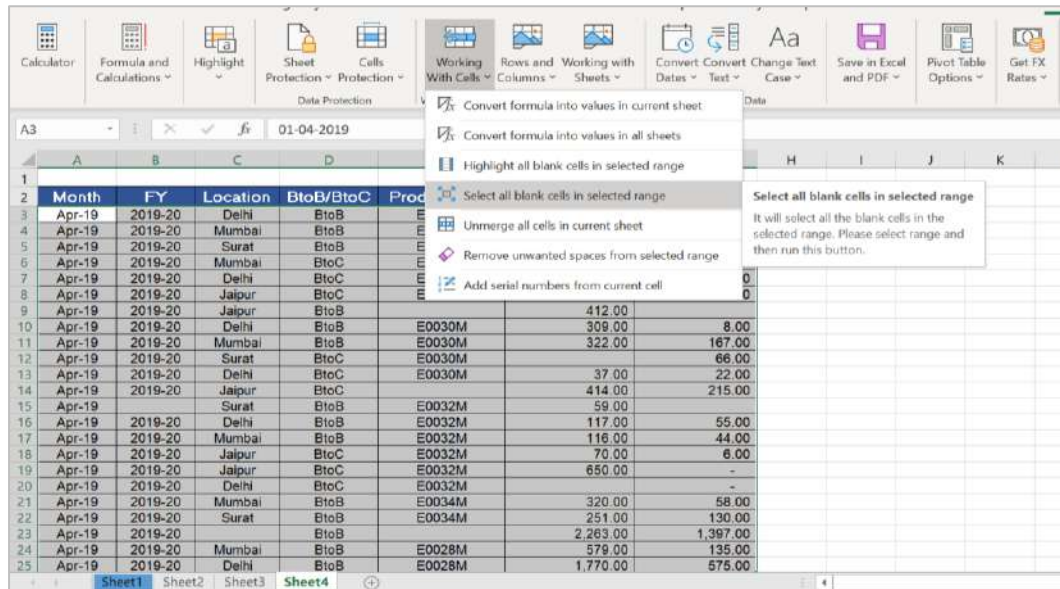


12.4 SELECT ALL BLANK CELLS IN SELECTED RANGE

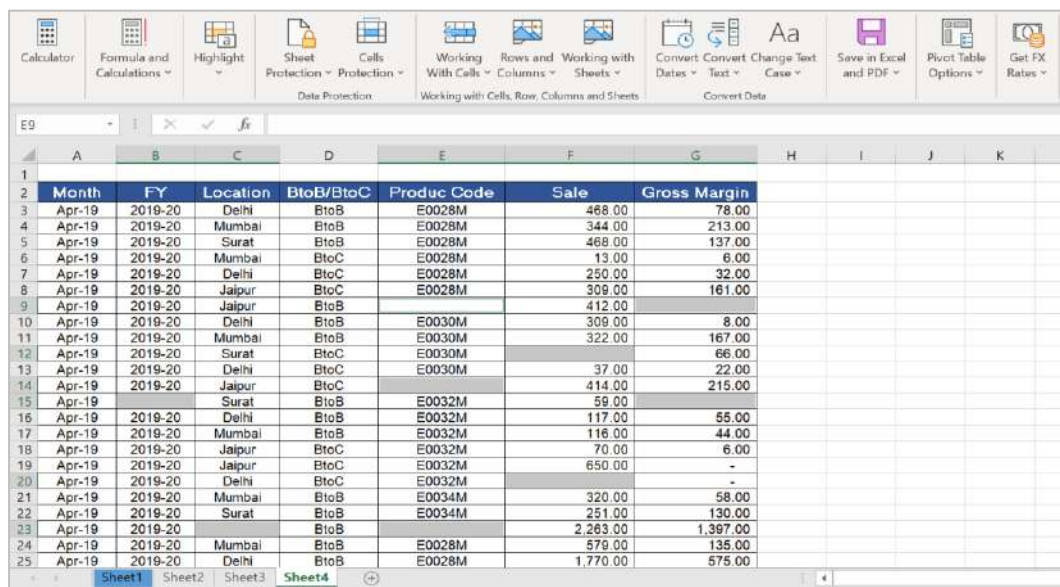
It will select all the blank cells in the selected range. Please select range and then run this option.

Steps to be followed:

- 12.4.1 First select the range where blank cells need to be selected. Click on the option “Select all blank cells in selected range”.



- 12.4.2 It will select all blank cells in selected range.

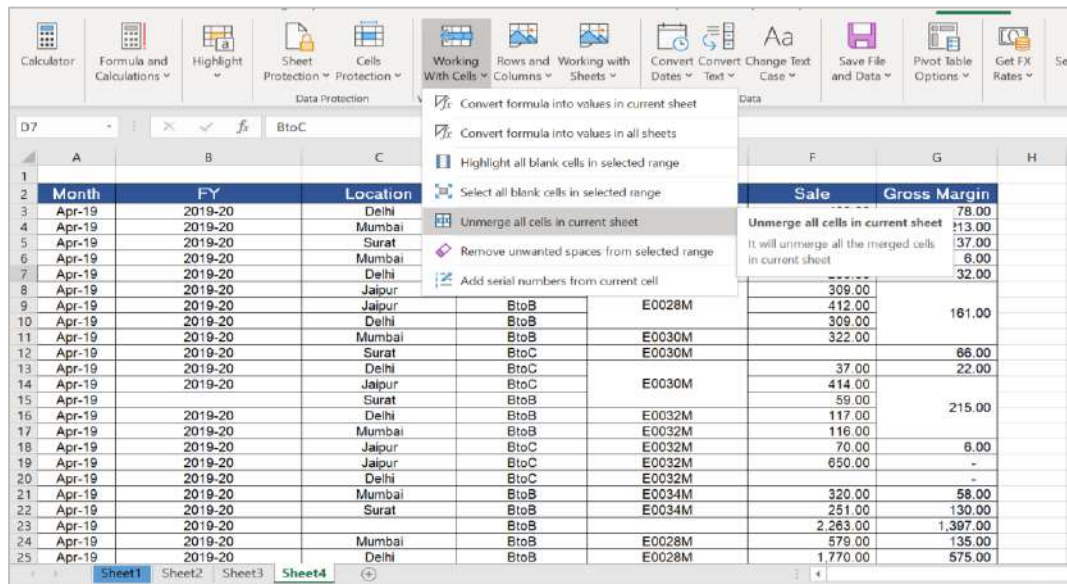


12.5 UNMERGE ALL CELLS IN CURRENT SHEET

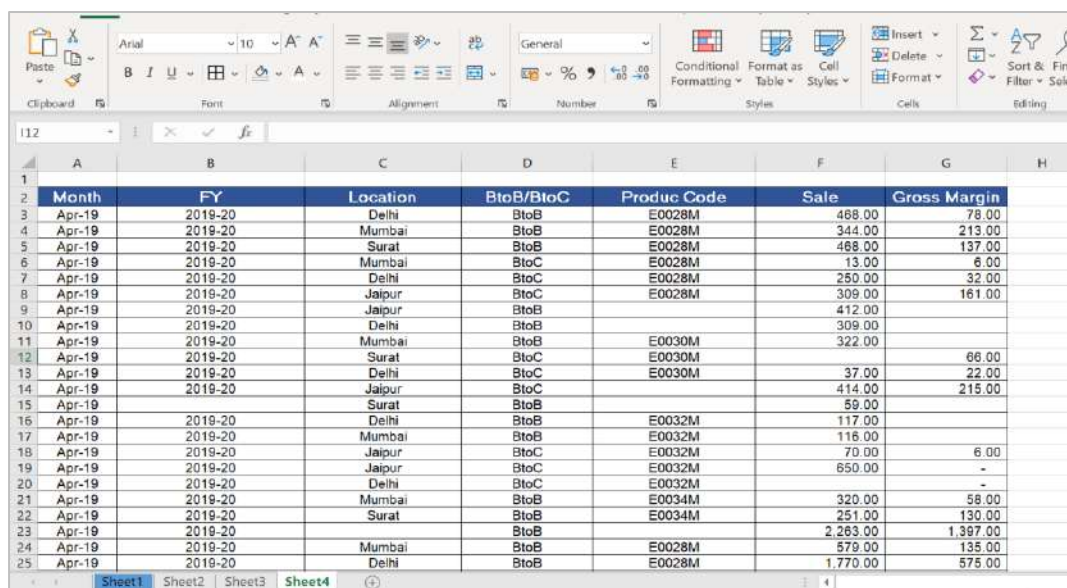
It will unmerge all the merged cells in current sheet.

Steps to be followed:

12.5.1 Click on the option “Unmerge all cells in current sheet”.



12.5.2 It will unmerge all the merged cells in current sheets.

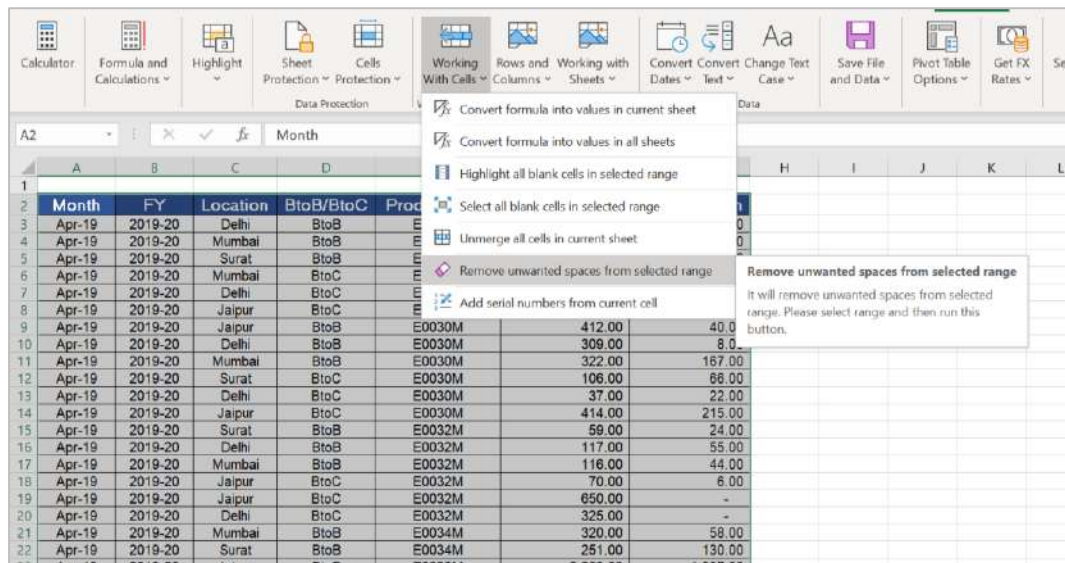


12.6 REMOVE UNWANTED SPACES FROM SELECTED RANGE

This is data cleaning function. Sometimes we might face issue and see unwanted spaces in data in prefix and/or suffix. This function can help to remove all these unwanted spaces. It will remove unwanted spaces from selected range. Please select range and then run this option.

Steps to be followed:

- 12.6.1 Select the range where you have unwanted spaces and click on the option “Remove unwanted spaces from selected range” It will remove all unwanted spaces from prefix and suffix from selected range.

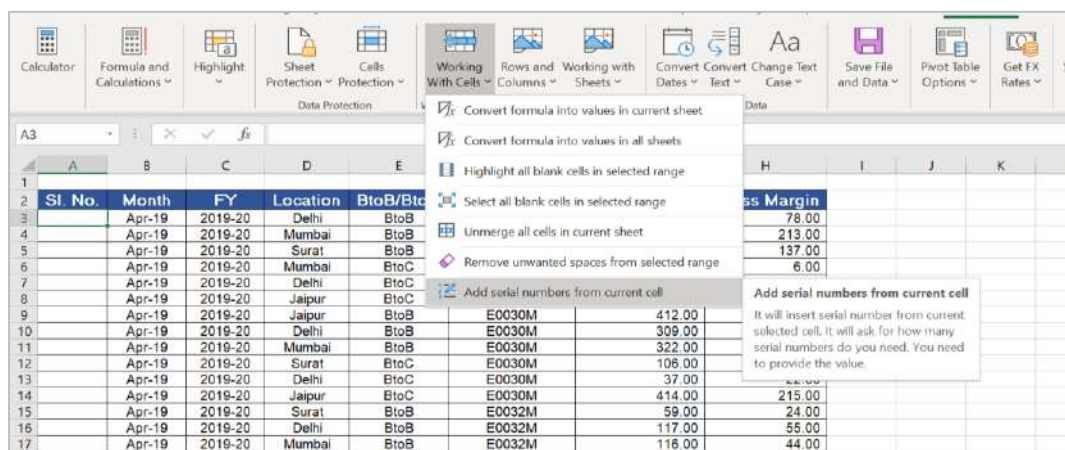


12.7 ADD SERIAL NUMBERS FROM CURRENT CELL

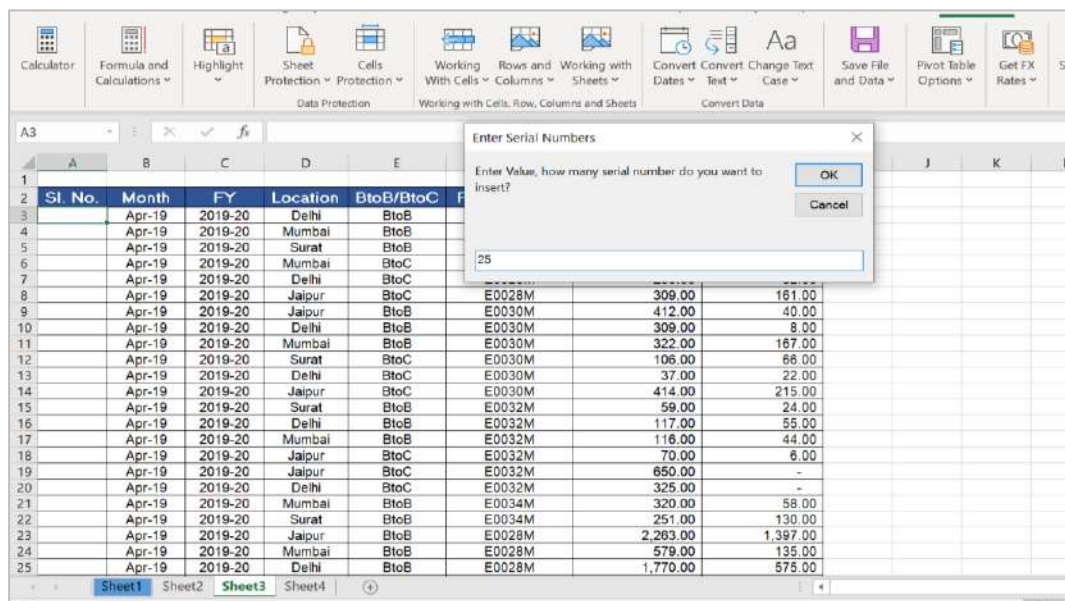
It will insert serial number from current selected cell. It will ask for how many serial numbers do you need. You need to provide the value.

Steps to be followed:

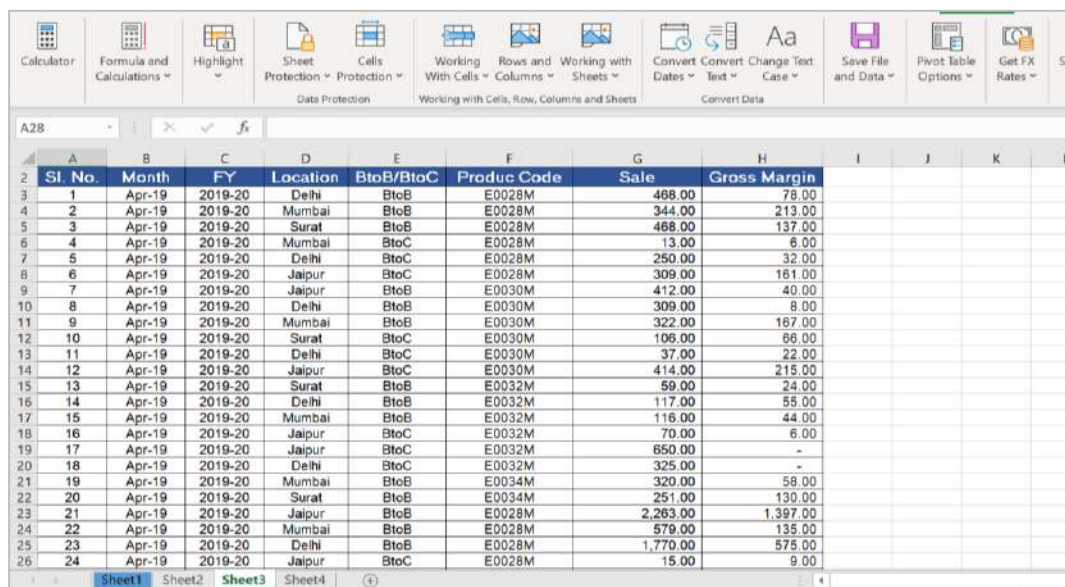
- 12.7.1 Select the cell from where serial number needs to be inserted. Click on the option “Add serial number from current cell.”



12.7.2 It will ask how many serial numbers you want to insert. Provide the number and click Ok.



12.7.3 It will insert desired serial number from selected cell.



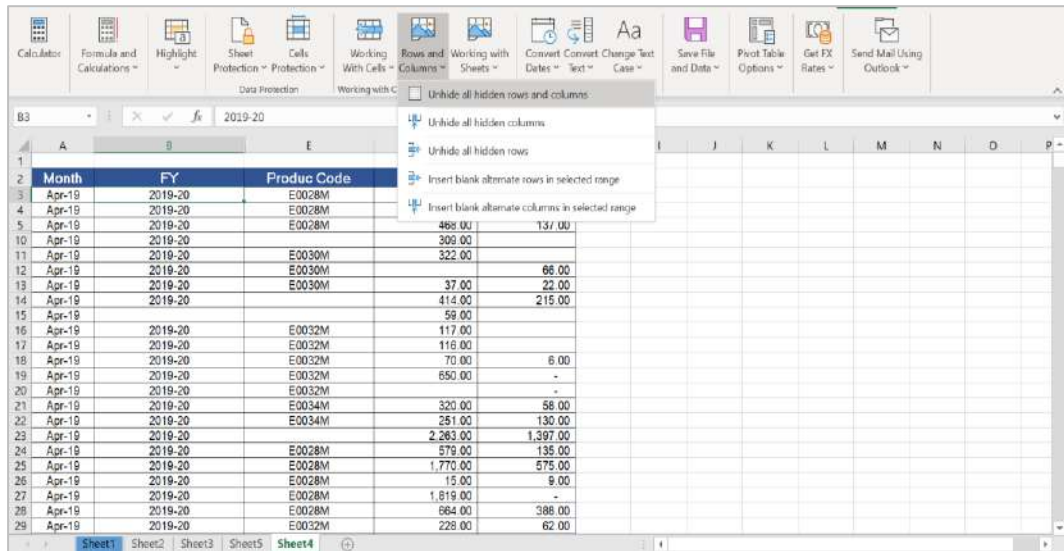
13 ROWS AND COLUMNS

13.1 UNHIDE ALL HIDDEN ROWS & COLUMNS

It will unhide all the rows and columns in the current sheet.

Steps to be followed:

- 13.1.1 Click on the option “Unhide all hidden rows and columns.” It will unhide all hidden rows and columns in the current sheet.

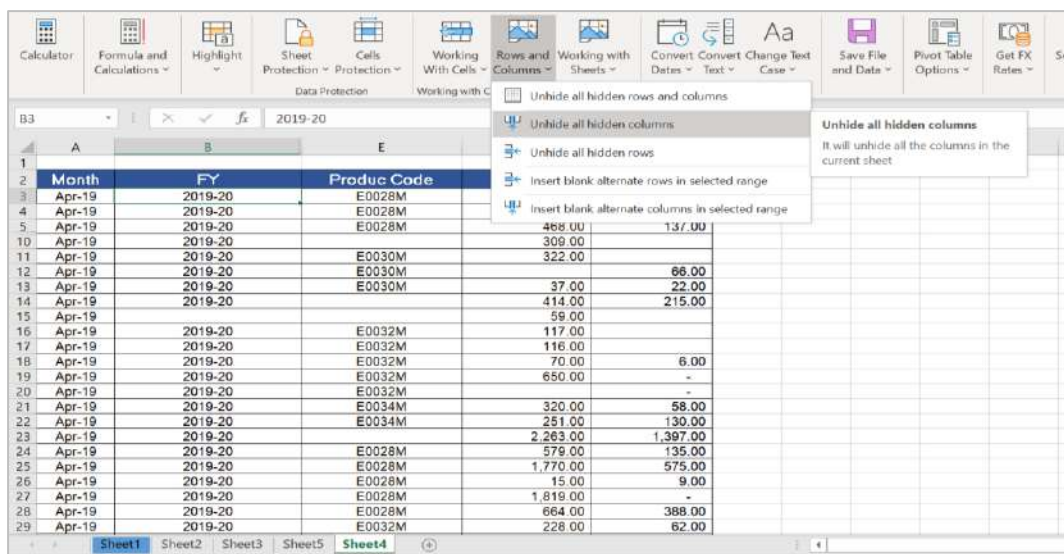


13.2 UNHIDE ALL HIDDEN COLUMNS

It will unhide all the columns in the current sheet

Steps to be followed:

- 13.2.1 Click on the option “Unhide all hidden columns.” It will unhide all hidden columns in the current sheet.

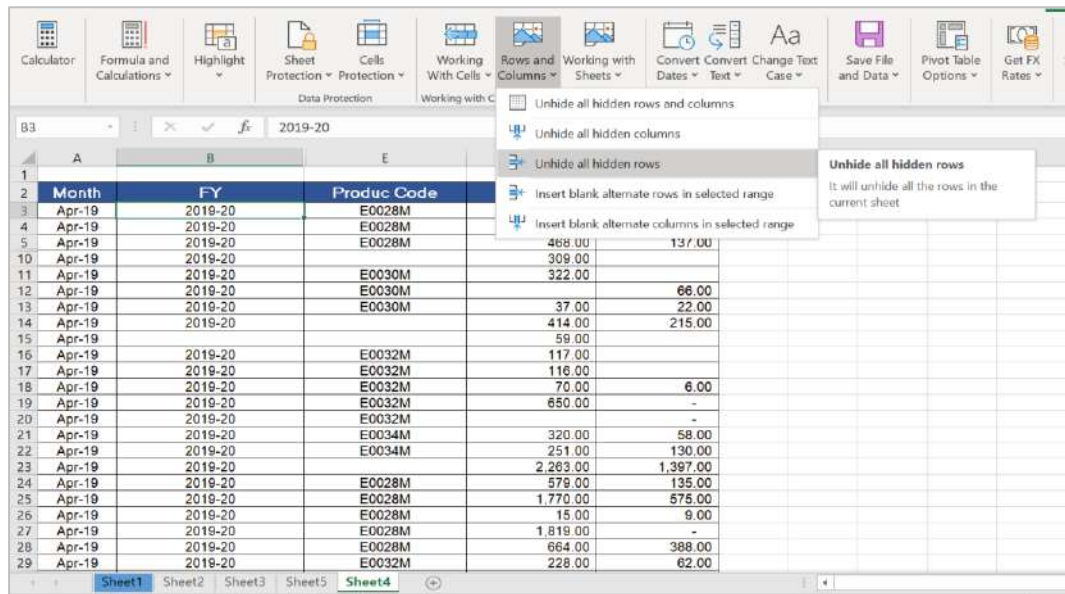


13.3 UNHIDE ALL HIDDEN ROWS

It will unhide all the rows in the current sheet

Steps to be followed:

13.3.1 Click on the option “Unhide all hidden rows.” It will unhide all hidden rows in the current sheet.



13.4 INSERT BLANK ALTERNATE ROWS IN SELECTED RANGE

It will insert a blank row after every row in the selected range. Please select range and then run this option.

Steps to be followed:

13.4.1 Select the range vertically in any column where you want to insert blank alternate row.

	A	B	C	D	E	F	G	H
1								
2	Sl. No.	Month	FY	Location	Blot/BlotC	Produc Code	Sale	Gross Margin
3	1	Apr-19	2019-20	Delhi	BlotB	E0028M	468.00	78.00
4	2	Apr-19	2019-20	Mumbai	BlotB	E0028M	344.00	213.00
5	3	Apr-19	2019-20	Surat	BlotB	E0028M	468.00	137.00
6	4	Apr-19	2019-20	Mumbai	BlotC	E0028M	13.00	6.00
7	5	Apr-19	2019-20	Delhi	BlotC	E0028M	250.00	32.00
8	6	Apr-19	2019-20	Jaipur	BlotC	E0028M	309.00	161.00
9	7	Apr-19	2019-20	Jaipur	BlotB	E0030M	412.00	40.00
10	8	Apr-19	2019-20	Delhi	BlotB	E0030M	309.00	8.00
11	9	Apr-19	2019-20	Mumbai	BlotB	E0030M	322.00	167.00
12	10	Apr-19	2019-20	Surat	BlotC	E0030M	106.00	66.00
13	11	Apr-19	2019-20	Delhi	BlotC	E0030M	37.00	22.00
14	12	Apr-19	2019-20	Jaipur	BlotC	E0030M	414.00	215.00
15	13	Apr-19	2019-20	Surat	BlotB	E0032M	59.00	24.00
16	14	Apr-19	2019-20	Delhi	BlotB	E0032M	117.00	55.00
17	15	Apr-19	2019-20	Mumbai	BlotB	E0032M	116.00	44.00
18	16	Apr-19	2019-20	Jaipur	BlotC	E0032M	70.00	8.00
19	17	Apr-19	2019-20	Jaipur	BlotC	E0032M	680.00	-
20	18	Apr-19	2019-20	Delhi	BlotC	E0032M	325.00	-
21	19	Apr-19	2019-20	Mumbai	BlotB	E0034M	320.00	58.00
22	20	Apr-19	2019-20	Surat	BlotB	E0034M	251.00	130.00
23	21	Apr-19	2019-20	Jaipur	BlotB	E0028M	2,263.00	1,397.00

13.4.2 Click on the option “Insert blank alternate rows in selected range”.

The screenshot shows the Bizwiz Tools application window. The 'Rows and Columns' menu is open, and the option 'Insert blank alternate rows in selected range' is highlighted. The background shows the same data table as in the previous screenshot, with the range A2:H11 selected.

13.4.3 It will insert blank row after every alternate row.

The screenshot shows the Bizwiz Tools application window after the 'Insert blank alternate rows in selected range' option has been executed. The data table now has blank rows inserted after every alternate row. For example, row 3 is blank, row 5 is blank, and so on. The table structure remains the same, with columns A through H.

13.5 INSERT BLANK ALTERNATE COLUMNS IN SELECTED RANGE

It will insert a blank column after every column in the selected range. Please select range and then run this option.

Steps to be followed:

13.5.1 Select the range horizontally in any row where you want to insert blank alternate column.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SI. No.	Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin				
3	1	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00				
4	2	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00				
5	3	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00				
6	4	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	8.00				
7	5	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00				
8	6	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00				
9	7	Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00				
10	8	Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00				
11	9	Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00				
12	10	Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00				
13	11	Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00				
14	12	Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00				
15	13	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00				
16	14	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00				
17	15	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00				
18	16	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00				
19	17	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-				

13.5.2 Click on the option "Insert blank alternate columns in selected range".

The screenshot shows the Bizwiz Tools interface with the 'Rows and Columns' menu open. The option 'Insert blank alternate columns in selected range' is highlighted. A tooltip on the right explains: 'Insert blank alternate column. It will insert a blank column at the selection. Please select range button.'

13.5.3 It will insert blank column after every alternate column.

The screenshot shows the Bizwiz Tools interface with the 'Insert blank alternate columns in selected range' option selected. The resulting table has 13 columns (A-M) and 30 rows. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	SI. No.	Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin					
3	1	Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00					
4	2	Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00					
5	3	Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00					
6	4	Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	8.00					
7	5	Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00					
8	6	Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00					
9	7	Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00					
10	8	Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00					
11	9	Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00					
12	10	Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00					
13	11	Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00					
14	12	Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00					
15	13	Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00					
16	14	Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00					
17	15	Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00					
18	16	Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00					
19	17	Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-					
20	18	Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-					
21	19	Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00					
22	20	Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00					
23	21	Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00					
24	22	Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00					
25	23	Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00					
26	24	Apr-19	2019-20	Jaipur	BtoC	E0028M	15.00	9.00					
27	25	Apr-19	2019-20	Surat	BtoC	E0028M	1,819.00	-					
28	26	Apr-19	2019-20	Jaipur	BtoC	E0028M	664.00	388.00					
29	27	Apr-19	2019-20	Mumbai	BtoB	E0032M	228.00	62.00					
30	28	Apr-19	2019-20	Jaipur	BtoB	E0032M	792.00	299.00					

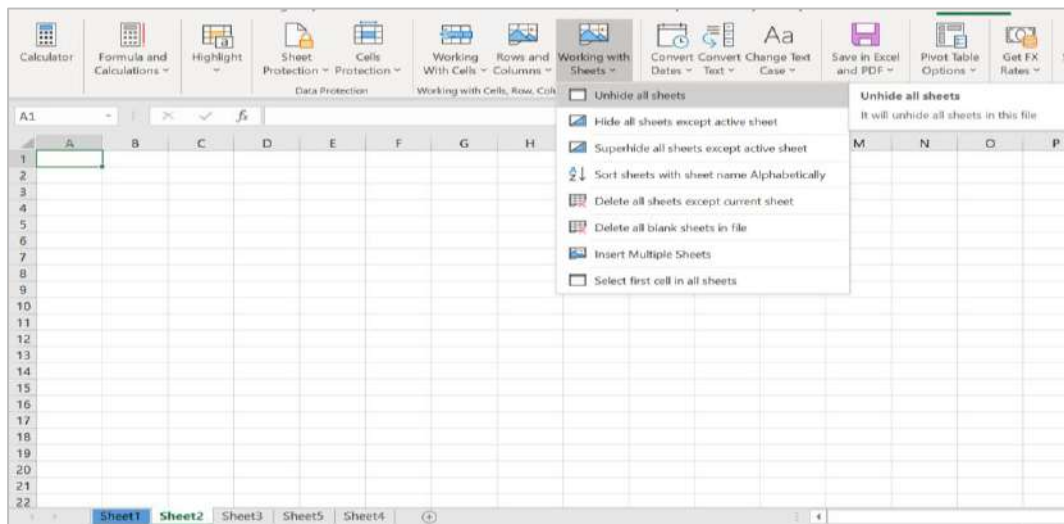
14 WORKING WITH SHEETS

14.1 UNHIDE ALL SHEETS

It will unhide all sheets in current file in one go.

Steps to be followed:

14.1.1 Select the option “Unhide all sheets”. It will unhide all the sheets in one go available in this file.

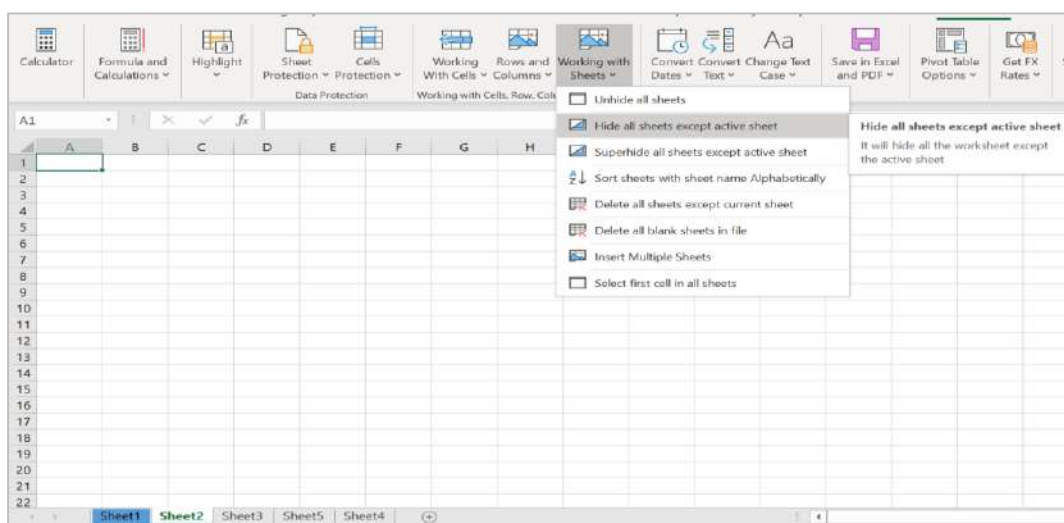


14.2 HIDE ALL SHEETS EXCEPT ACTIVE SHEET

It will hide all the sheets except the active sheet in one go.

Steps to be followed:

14.2.1 Select the option “Hide all sheets except active sheet”. It will hide all the sheets except current active sheet in one go available in this file.

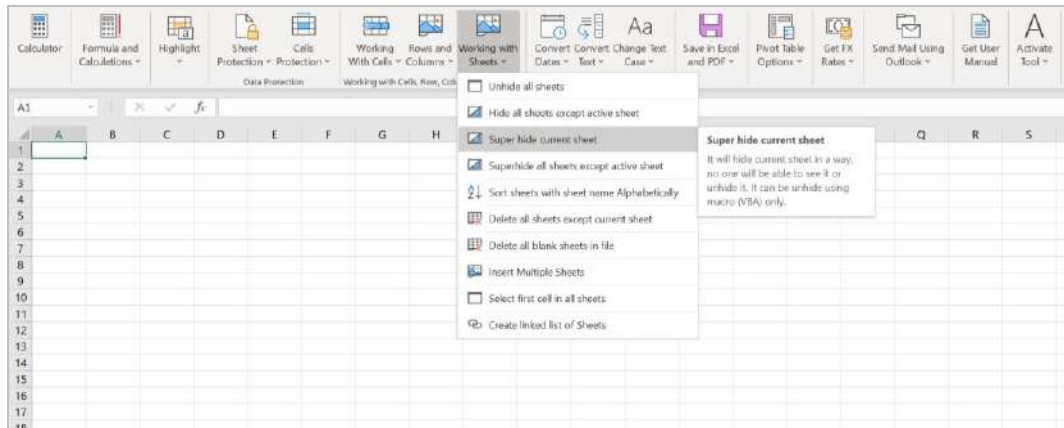


14.3 SUPER HIDE CURRENT SHEET

It will hide current sheet in a way, no one will be able to see or unhide it. It can be unhidden using macro (VBA) or using option “Unhide All Sheets” mentioned above.

Steps to be followed:

14.3.1 Select the option “Superhide current sheet”. It will hide current sheet.

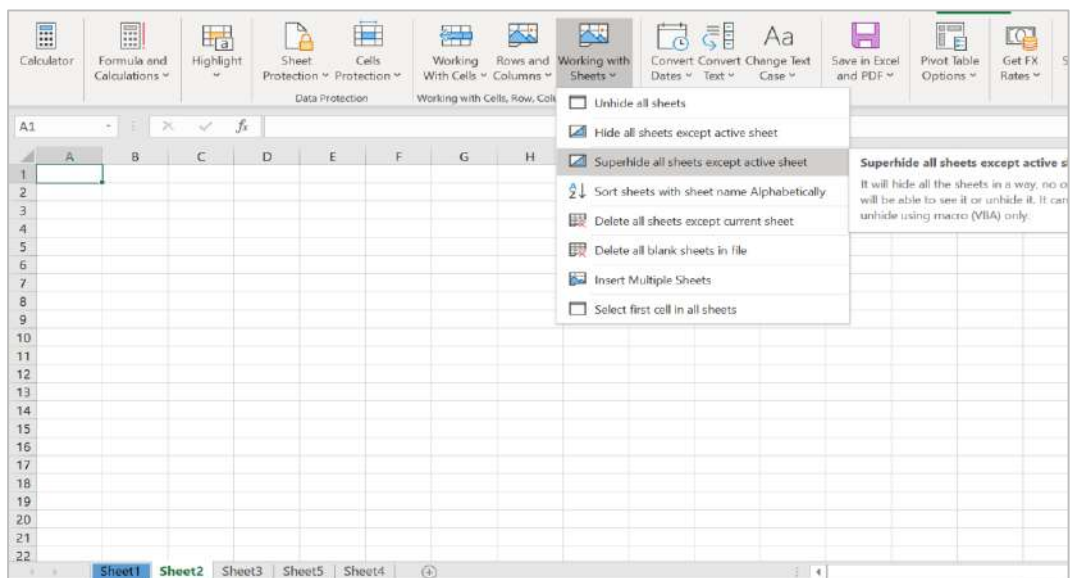


14.4 SUPER HIDE ALL SHEETS EXCEPT ACTIVE SHEET

It will hide all the sheets in a way, no one will be able to see or unhide it. It can be unhidden using macro (VBA) or using option “Unhide All Sheets” mentioned above.

Steps to be followed:

14.4.1 Select the option “Superhide all sheets except active sheet”. It will hide all the sheets except current active sheet in one go available in this file.

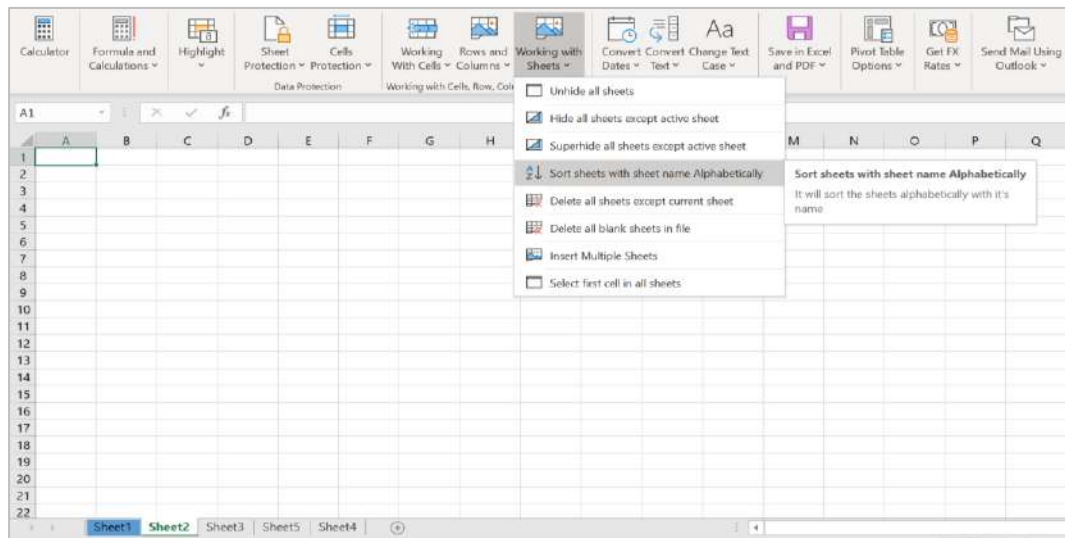


14.5 SORT SHEETS WITH SHEET NAME ALPHABETICALLY

It will sort all the sheets alphabetically with its name.

Steps to be followed:

- 14.5.1 Select the option “Sort sheets with sheet name Alphabetically”. It will sort all the sheets alphabetically with its name.

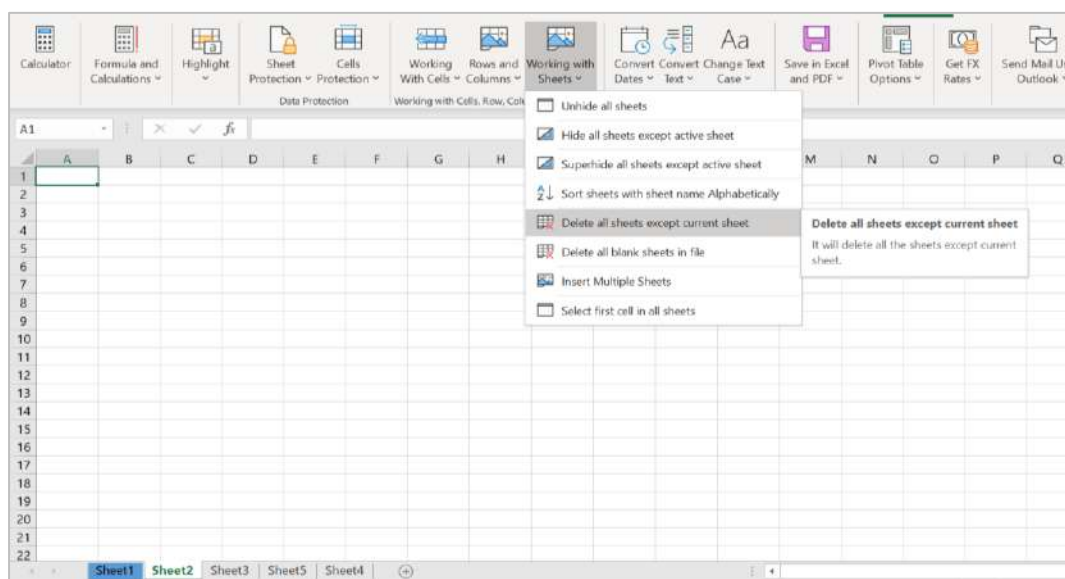


14.6 DELETE ALL SHEETS EXCEPT CURRENT SHEET

It will delete all the sheets except current sheet.

Steps to be followed:

- 14.6.1 Select the option “Delete all sheets except current sheet”. It will delete all the sheets except current sheet.

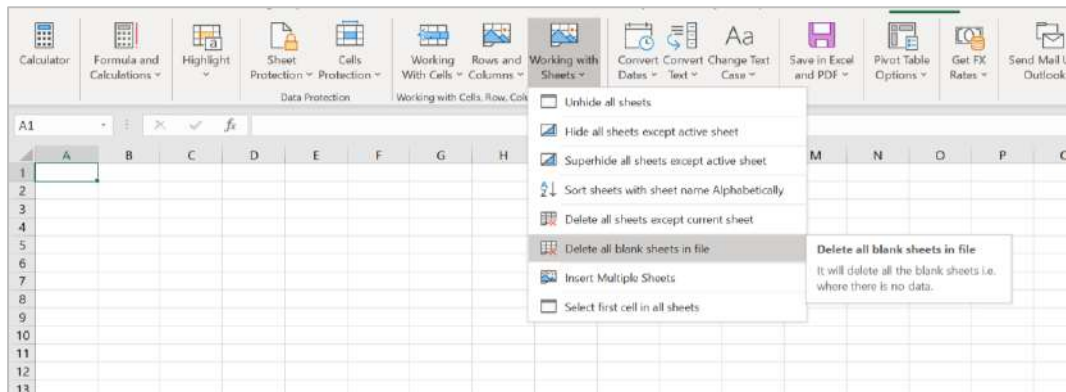


14.7 DELETE ALL BLANK SHEETS IN FILE

It will delete all the blank sheets i.e. where there is no data in the sheet.

Steps to be followed:

14.7.1 Select the option “Delete all blank sheets in file”. It will delete all blank sheets in current file.

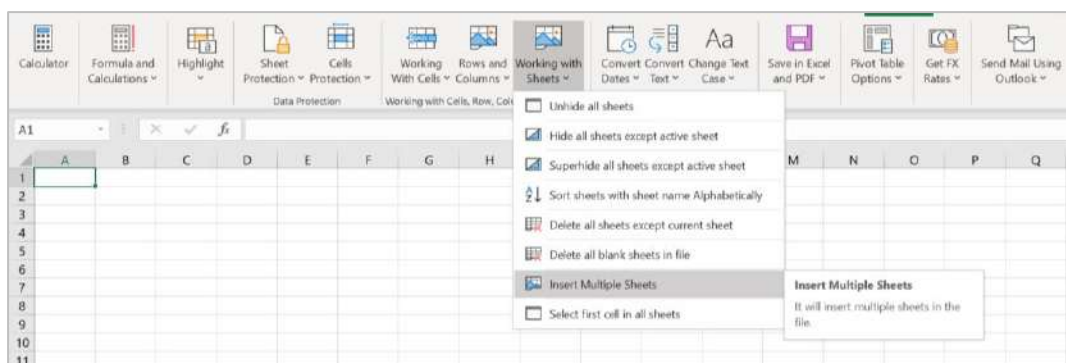


14.8 INSERT MULTIPLE SHEETS

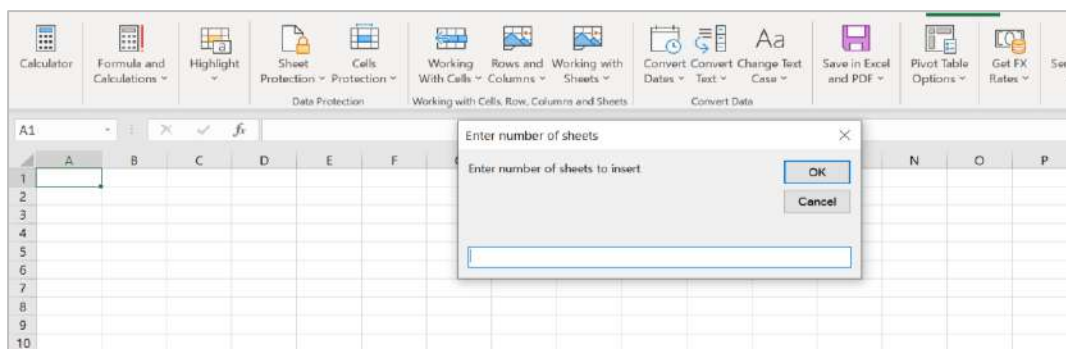
It will insert multiple sheets in the file. It will ask how many sheets you want to insert. You need to provide number of sheets required and click Ok.

Steps to be followed:

14.8.1 Select the option “Insert Multiple Sheets”.



14.8.2 It will ask for number of sheets required to insert. Please provide the number and click OK. It will insert required number of new sheets in current file.

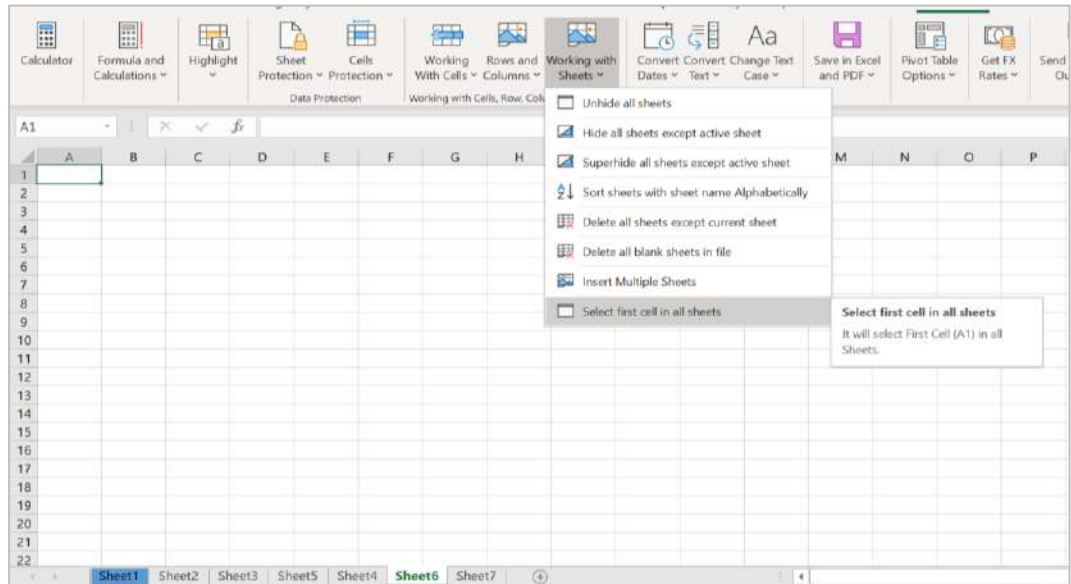


14.9 SELECT FIRST CELL IN ALL SHEETS

It will select First Cell (A1) in all Sheets. It might be useful in multiple situations. For example, you are working on multiple sheets for a project or presentation, and you want that whenever this file opens next time first cell of every sheet should be activated.

Steps to be followed:

14.9.1 Select the option “Select first cell in all sheets”. It will select cell “A1” in all the sheets.

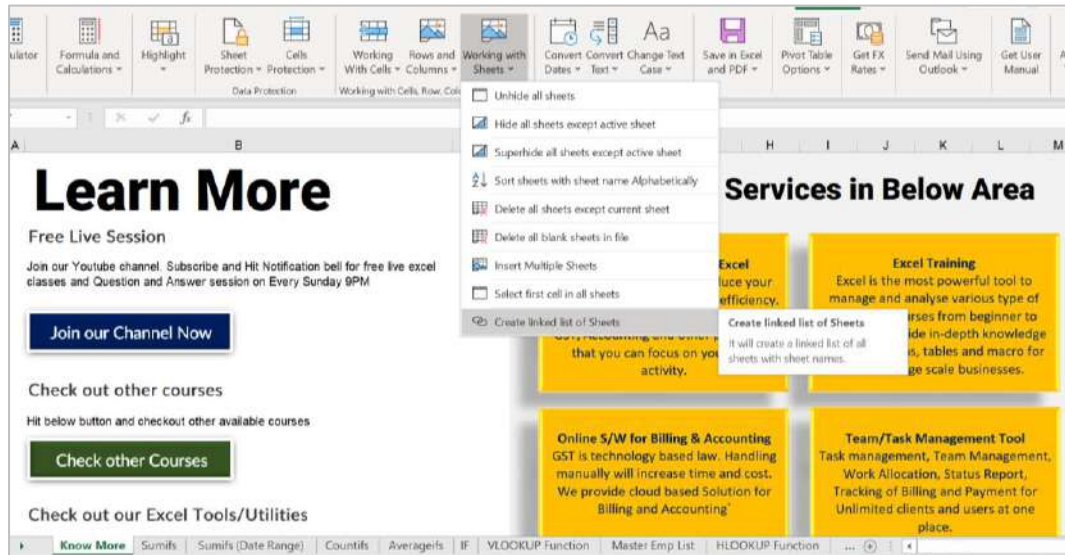


14.10 CREATE LINKED LIST OF SHEETS

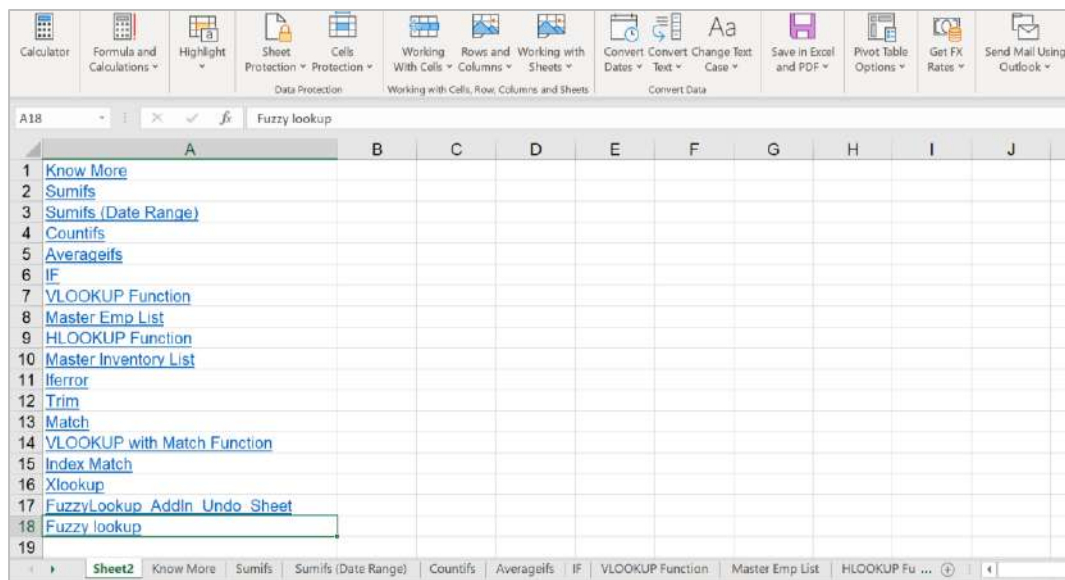
This option will create list of all available sheets in excel file. Name in the list will be linked with sheets. Same can be used to move on a particular sheet only by clicking on particular sheet name in the list.

Steps to be followed:

14.10.1 Select the option “Create linked list of Sheets”.



14.10.2 It will create linked list of all available sheets in current excel file.



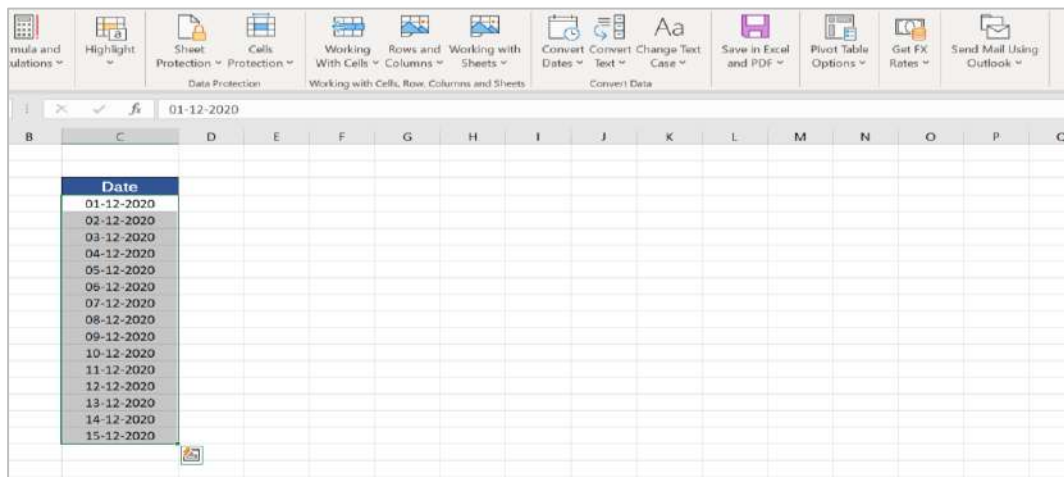
15 CONVERT DATES

15.1 CONVERT DATE INTO DAY ONLY IN SELECTED RANGE

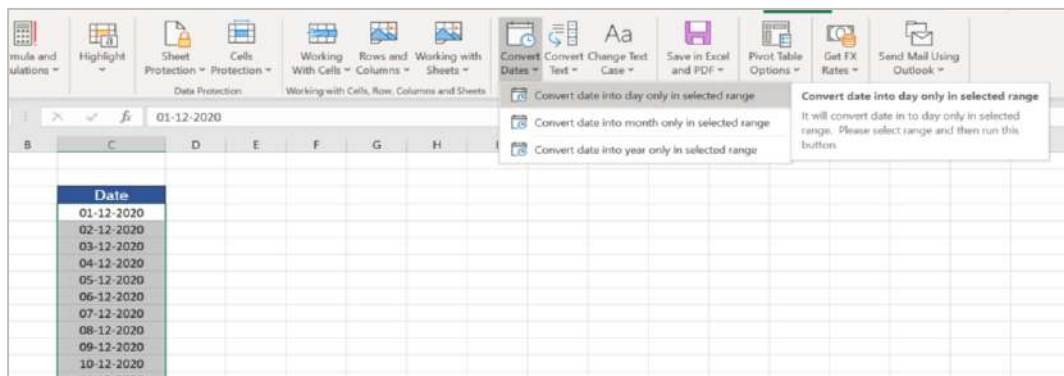
It will convert date into day only in selected range. Please select range and then run this option.

Steps to be followed:

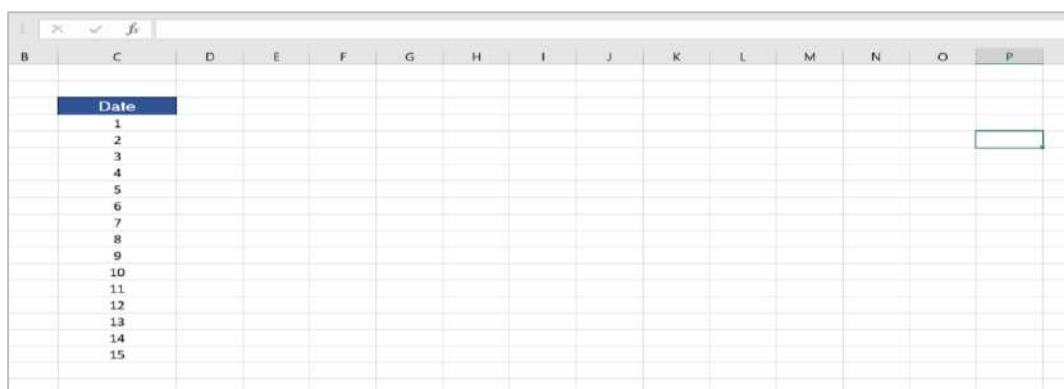
15.1.1 Select the range of dates which you want to convert in Day only”.



15.1.2 Select the option “Convert date into day only in selected range.”



15.1.3 It will convert all selected dates into day only.

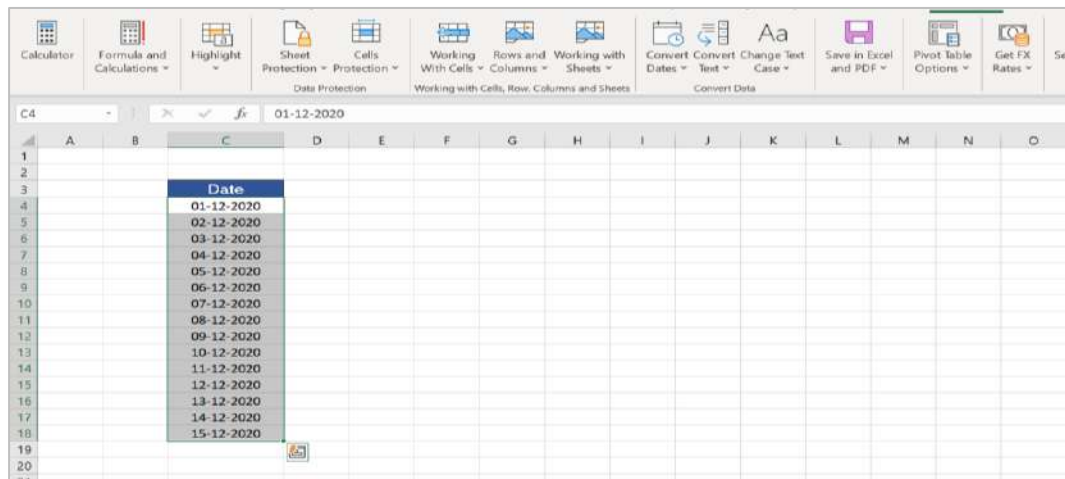


15.2 CONVERT DATE INTO MONTH ONLY IN SELECTED RANGE

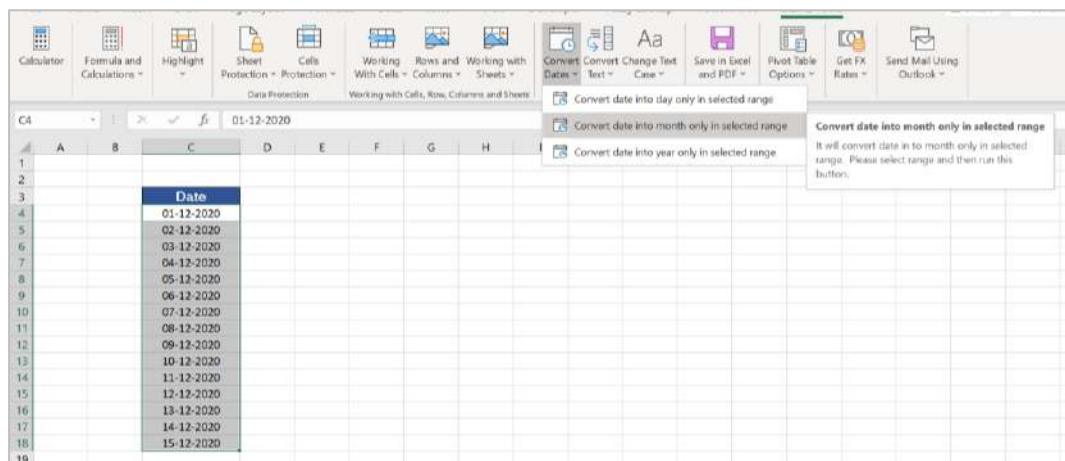
It will convert date into month only in selected range. Please select range and then run this option.

Steps to be followed:

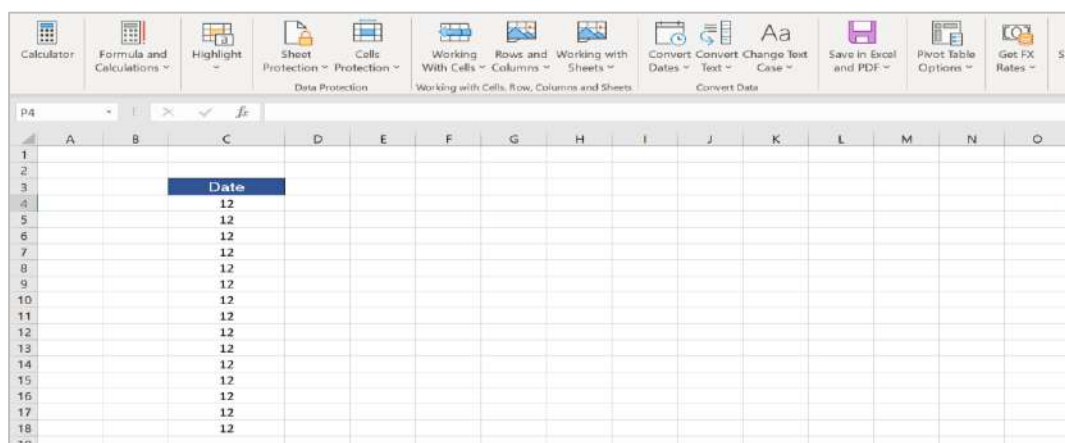
15.2.1 Select the range of dates which you want to convert in Month only”.



15.2.2 Select the option “Convert date into month only in selected range.”



15.2.3 It will convert all selected dates into month only.

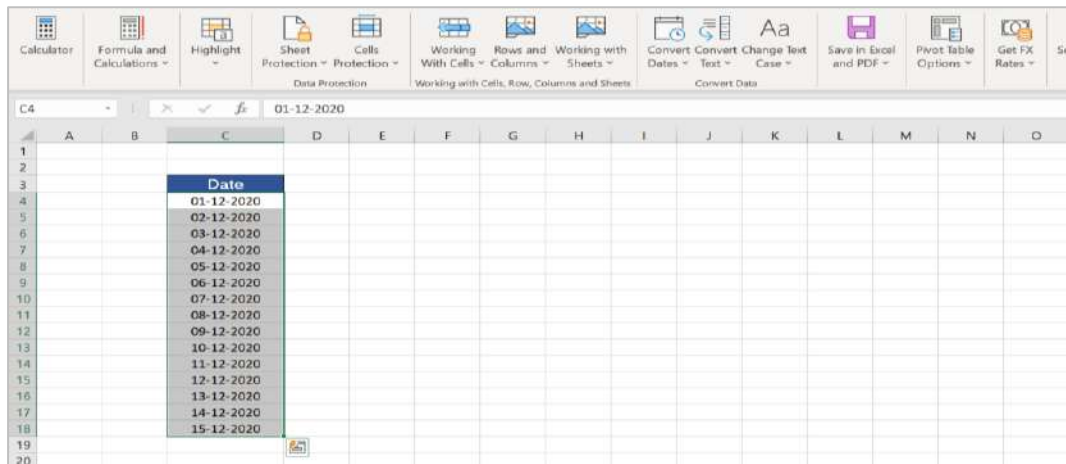


15.3 CONVERT DATE INTO YEAR ONLY IN SELECTED RANGE

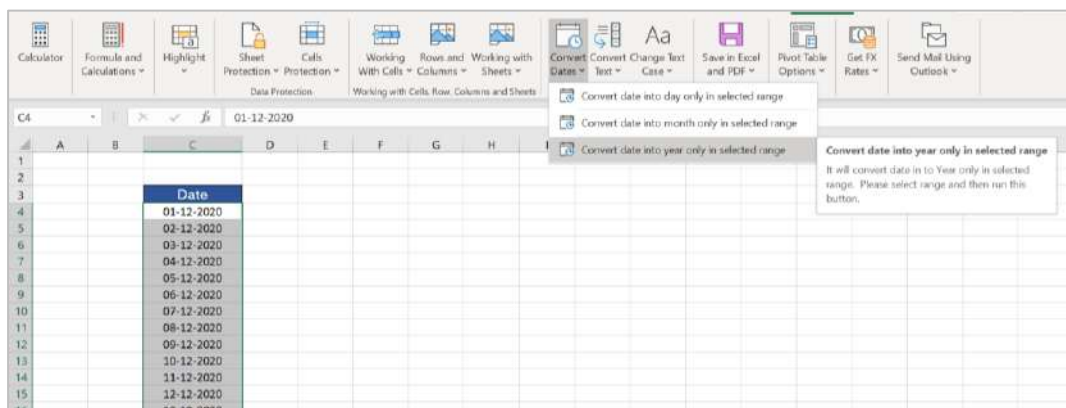
It will convert date into Year only in selected range. Please select range and then run this option.

Steps to be followed:

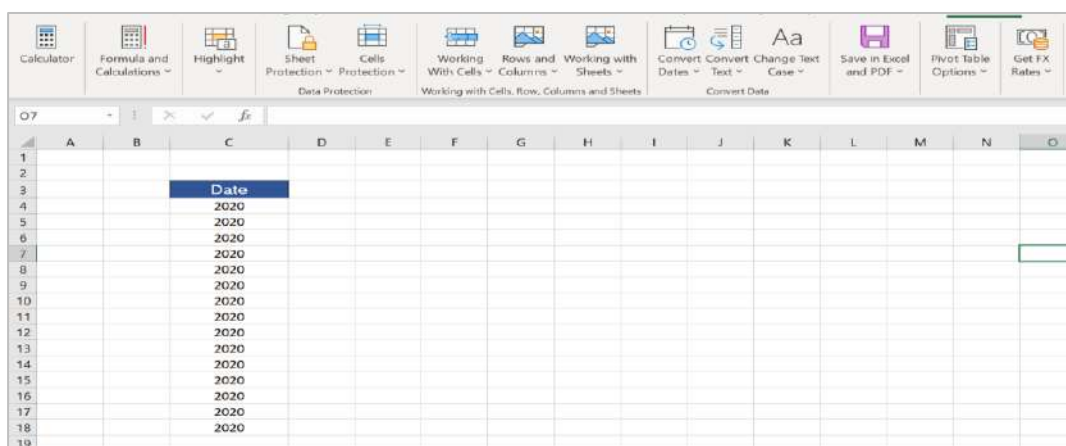
15.3.1 Select the range of dates which you want to convert in Year only”.



15.3.2 Select the option “Convert date into year only in selected range.”



15.3.3 It will convert all selected dates into month only.



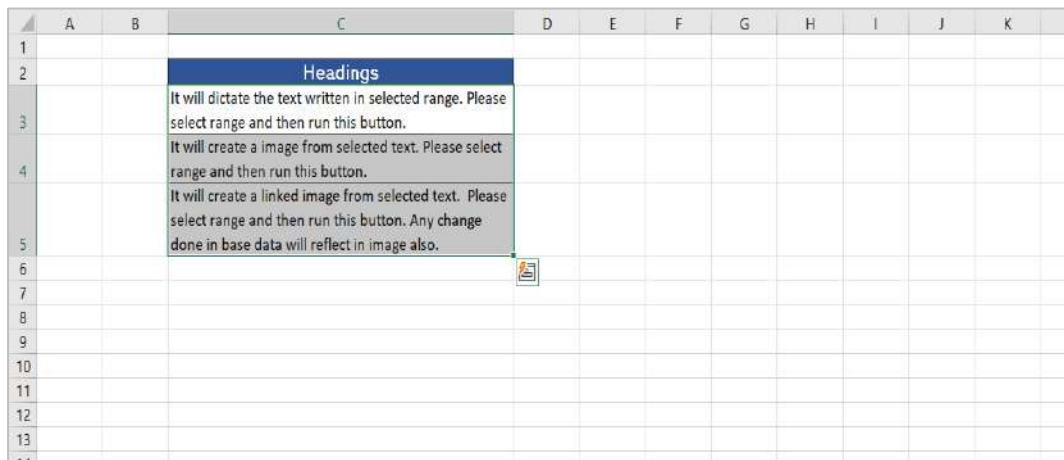
16 CONVERT TEXT

16.1 CONVERT TEXT INTO SPEECH IN SELECTED RANGE

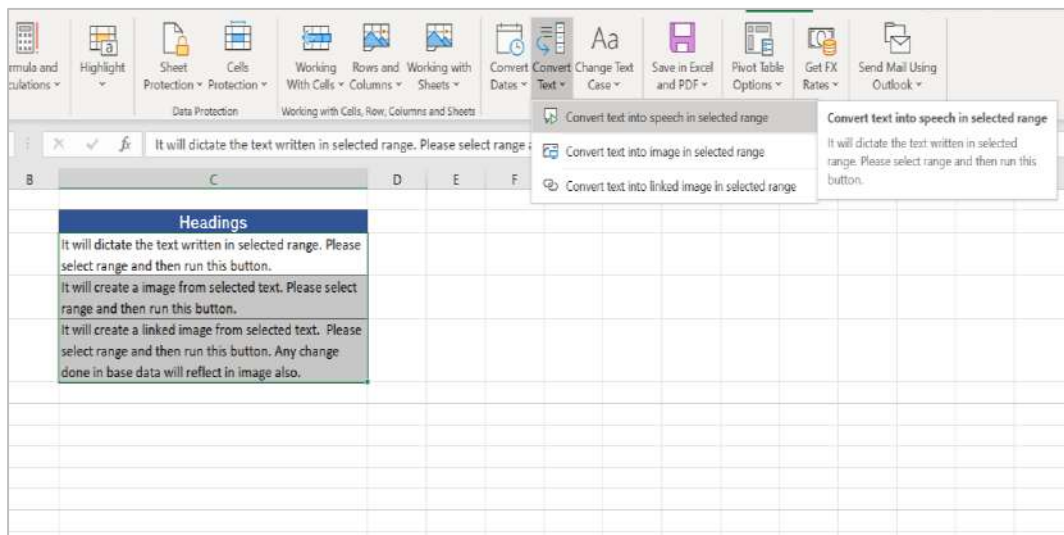
It will dictate the written text in selected range. Please select range and then run this option. Please make sure that system audio is working properly before using this function else it will not work properly.

Steps to be followed:

16.1.1 Select the range which you want to convert into speech".



16.1.2 Select the option "Convert text into speech in selected range." It will dictate selected range.

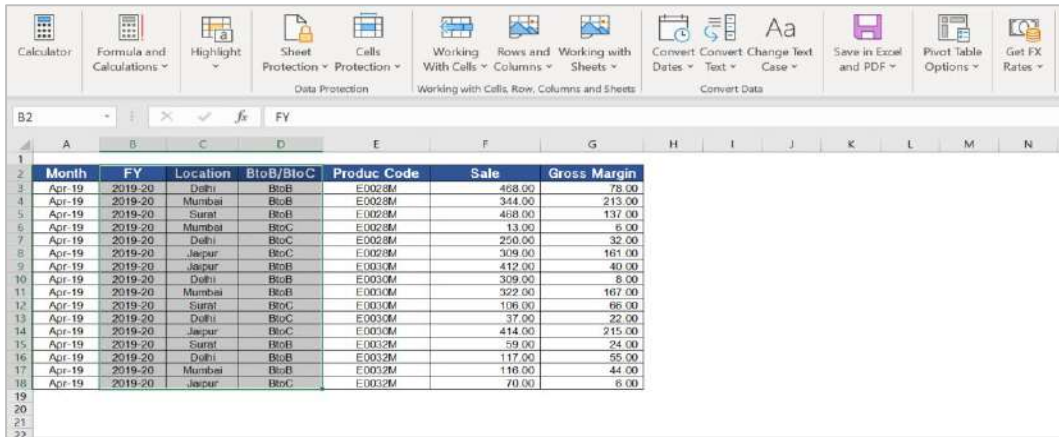


16.2 CONVERT TEXT INTO IMAGE IN SELECTED RANGE

It will create a image from selected text. Please select range and then run this option.

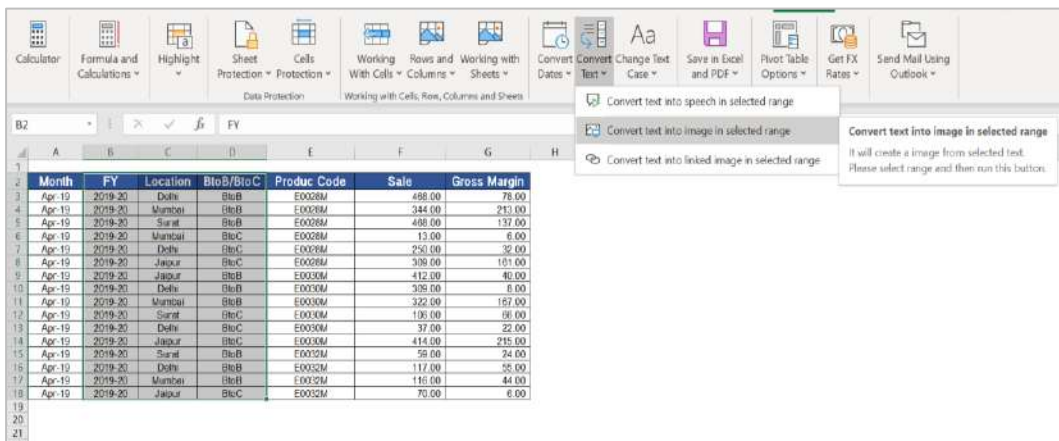
Steps to be followed:

16.2.1 Select the range which you want to convert into image”.



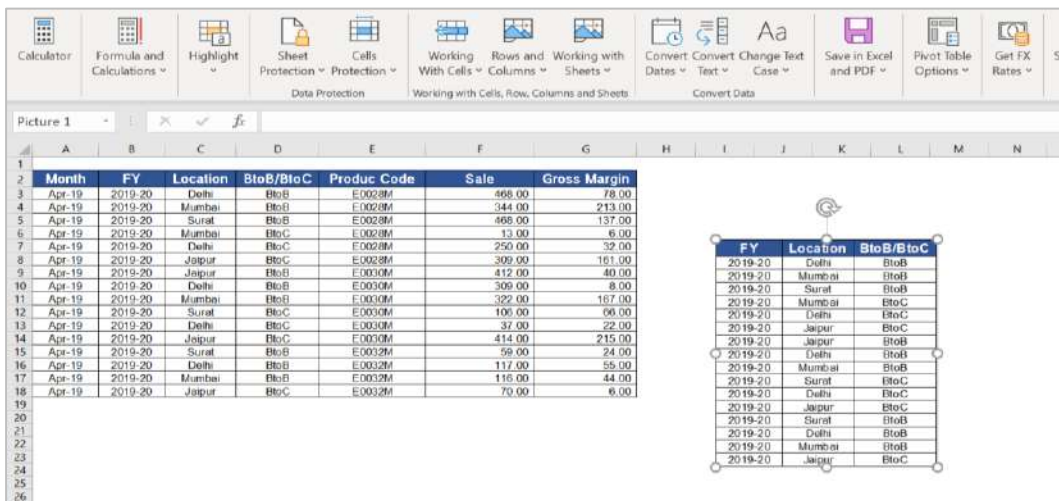
Month	FY	Location	BoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00

16.2.2 Select the option “Convert text into image in selected range.”



Month	FY	Location	BoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00

16.2.3 It will convert selected range into image. You can use this image anywhere as per your requirement.



Month	FY	Location	BoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00

16.3 CONVERT TEXT INTO LINKED IMAGE IN SELECTED RANGE

It will create a linked image from selected text. Please select range and then run this option. Any changes done in base data will also reflect in image.

Steps to be followed:

16.3.1 Select the range which you want to convert into linked image”.

Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0032M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00

16.3.2 Select the option “Convert text into linked image in selected range.”

Convert text into linked image in selected range

It will create a linked image from selected text. Please select range and then run this button. Any change done in base data will reflect in image also.

16.3.3 It will convert selected range into linked image. Any changes done in base data will also be updated in image. You can use this image anywhere as per your requirement or in your different presentations.

FY	Location	BtoB/BtoC
2019-20	Delhi	BtoB
2019-20	Mumbai	BtoB
2019-20	Surat	BtoB
2019-20	Mumbai	BtoC
2019-20	Delhi	BtoC
2019-20	Jaipur	BtoC
2019-20	Jaipur	BtoB
2019-20	Delhi	BtoB
2019-20	Mumbai	BtoB
2019-20	Surat	BtoC
2019-20	Delhi	BtoC
2019-20	Jaipur	BtoC
2019-20	Delhi	BtoB
2019-20	Mumbai	BtoB
2019-20	Jaipur	BtoC

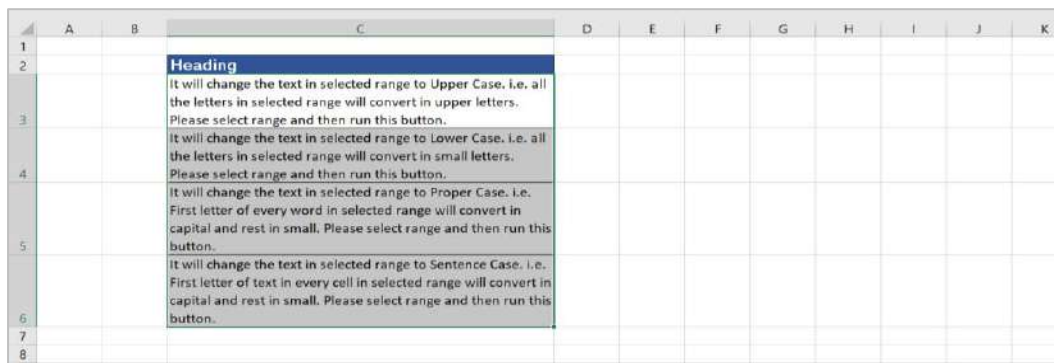
17 CHANGE TEXT CASE

17.1 CHANGE TEXT IN UPPER CASE IN SELECTED RANGE

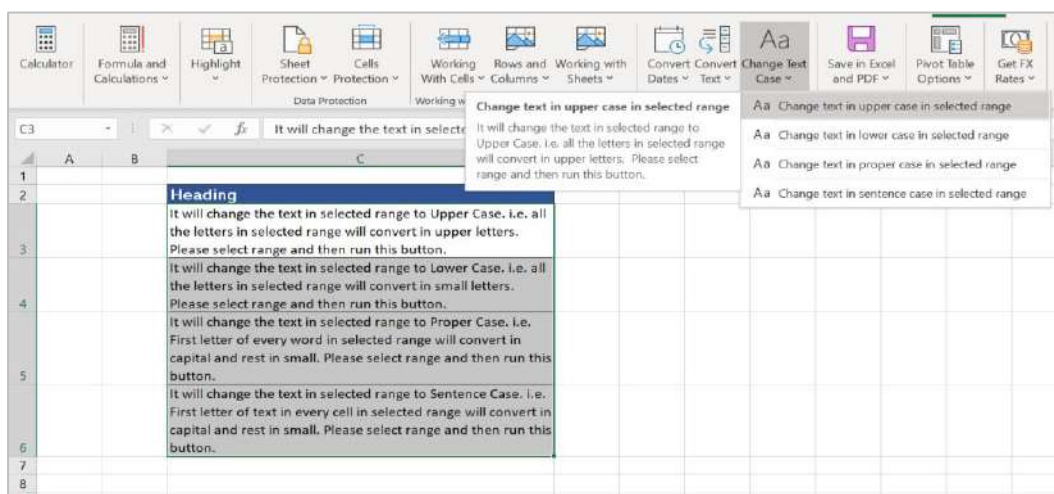
It will change the text in selected range to Upper Case. i.e., all the letters in selected range will convert in capital letters. Please select range and then run this option.

Steps to be followed:

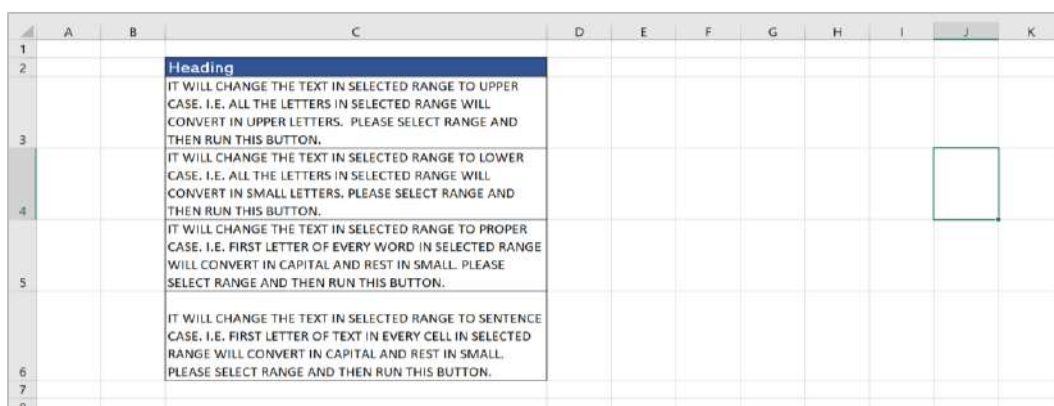
17.1.1 Select the range which you want to convert into Capital Letters”.



17.1.2 Select the option “Convert text into upper case in selected range.”



17.1.3 It will convert all selected text in Capital Letters”.

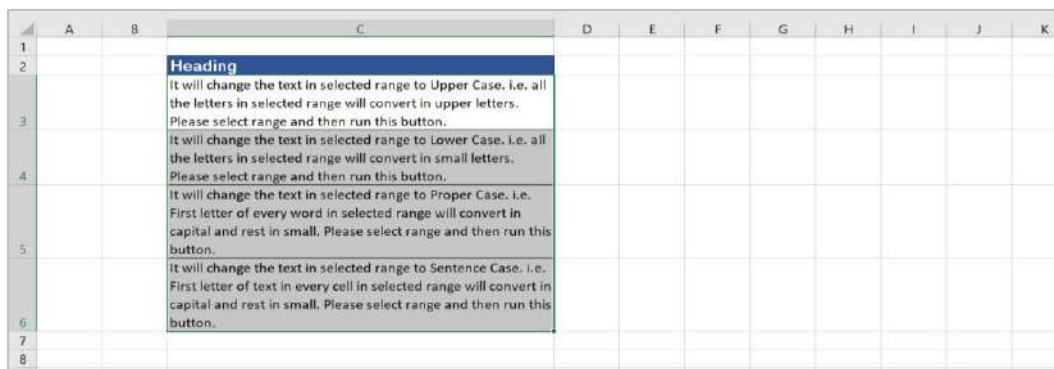


17.2 CHANGE TEXT IN LOWER CASE IN SELECTED RANGE

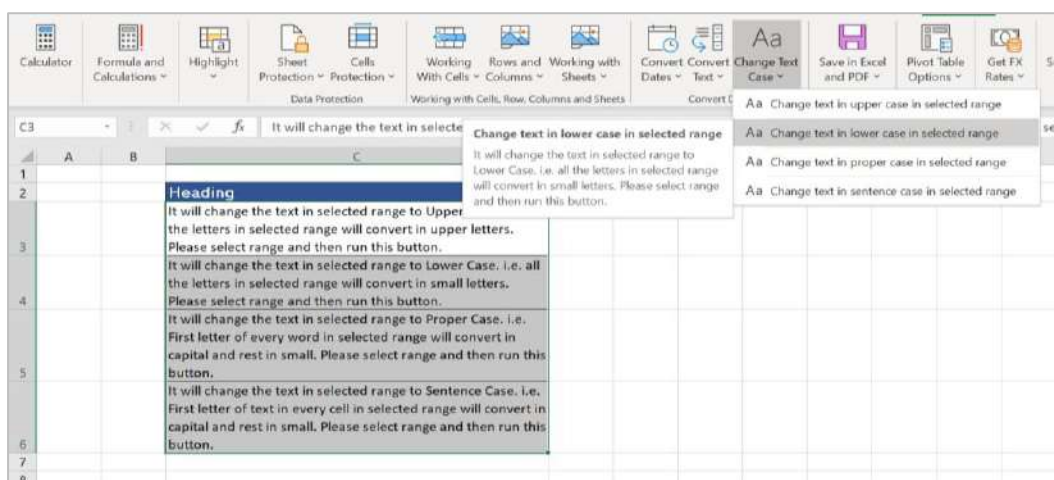
It will change the text in selected range to Lower Case. i.e., all the letters in selected range will convert in small letters. Please select range and then run this option.

Steps to be followed:

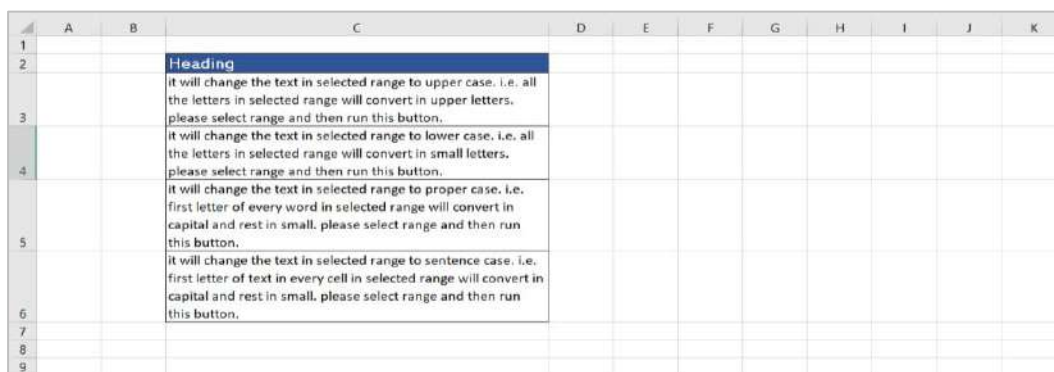
17.2.1 Select the range which you want to convert into Small Letters”.



17.2.2 Select the option “Convert text into lower case in selected range.”



17.2.3 It will convert all selected text in Small Letters”.

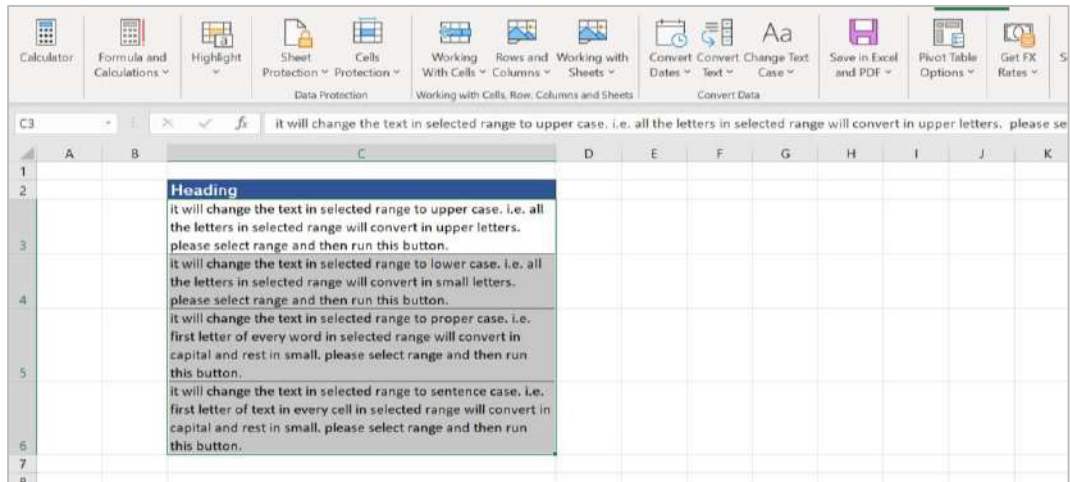


17.3 CHANGE TEXT IN PROPER CASE IN SELECTED RANGE

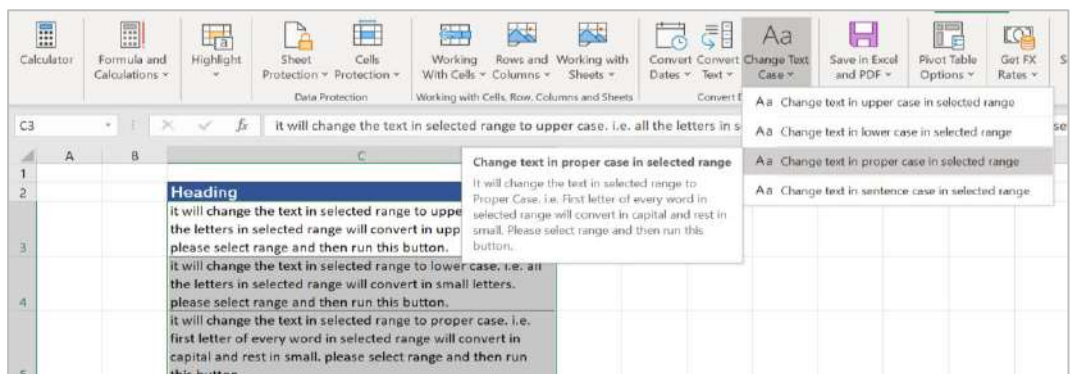
It will change the text in selected range to Proper Case. i.e., First letter of every word in selected range will convert in capital and rest in small. Please select range and then run this option.

Steps to be followed:

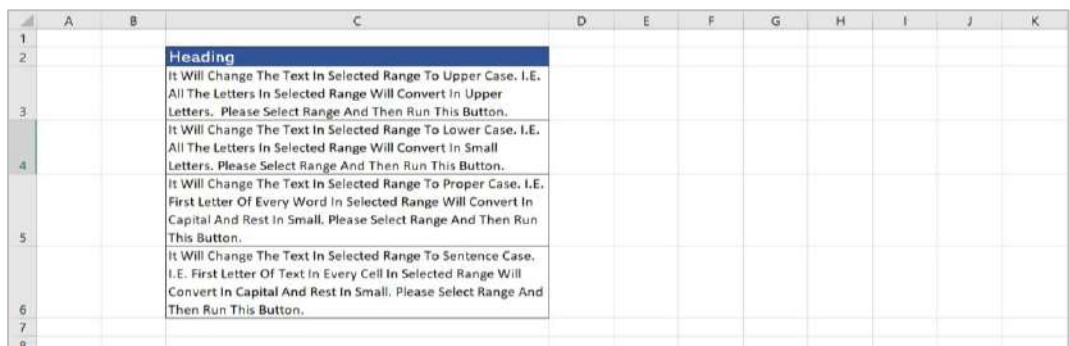
17.3.1 Select the range which you want to convert into proper case”.



17.3.2 Select the option “Convert text into proper case in selected range.”



17.3.3 It will convert all selected text in proper case”. i.e., First letter of every word in selected range will convert in capital and rest in small.

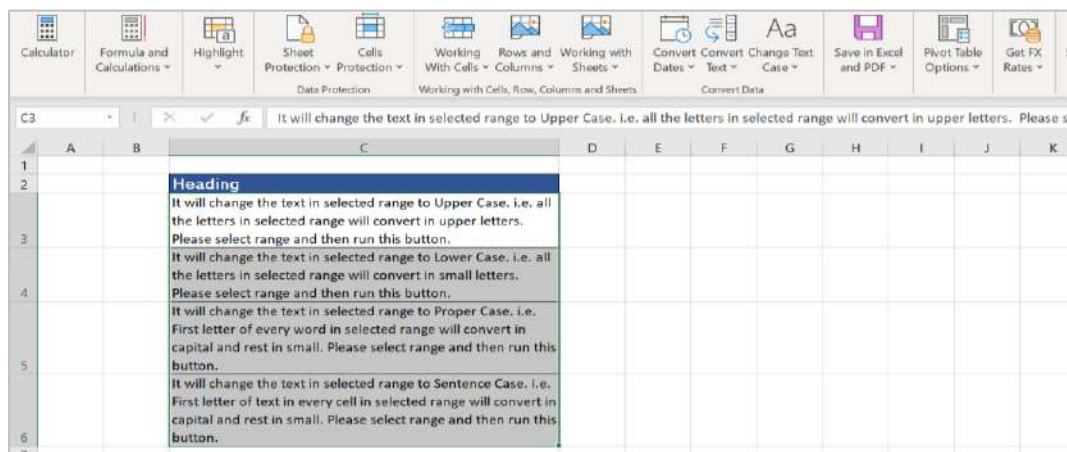


17.4 CHANGE TEXT IN SENTENCE CASE IN SELECTED RANGE

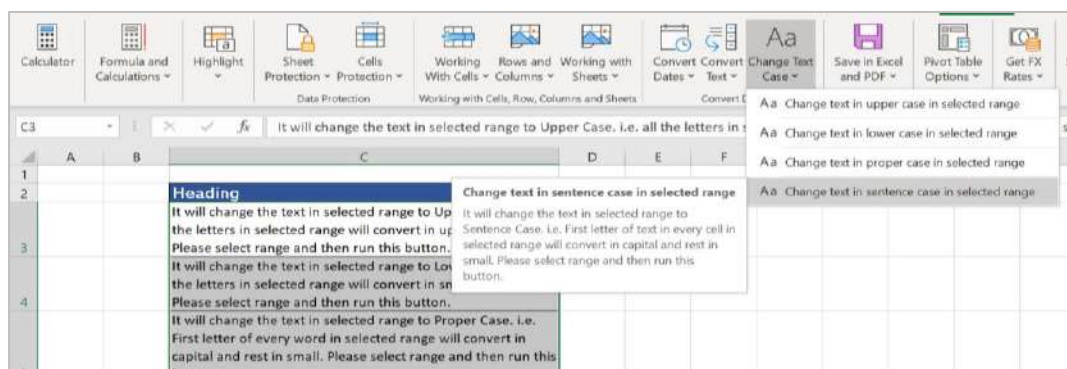
It will change the text in selected range to Sentence Case. i.e., First letter of text in every cell in selected range will convert in capital and rest in small. Please select range and then run this option.

Steps to be followed:

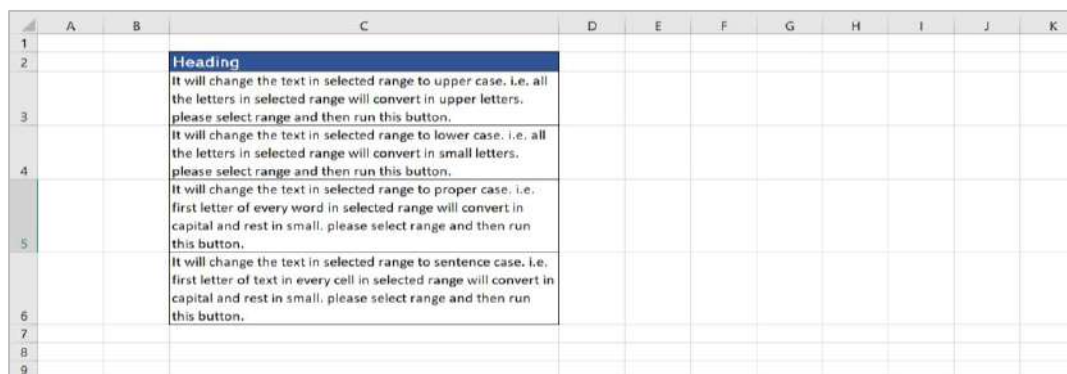
17.4.1 Select the range which you want to convert into sentence case”.



17.4.2 Select the option “Convert text into sentence case in selected range.”



17.4.3 It will convert all selected text in sentence case” . i.e., First letter of text in every cell in selected range will convert in capital and rest in small.



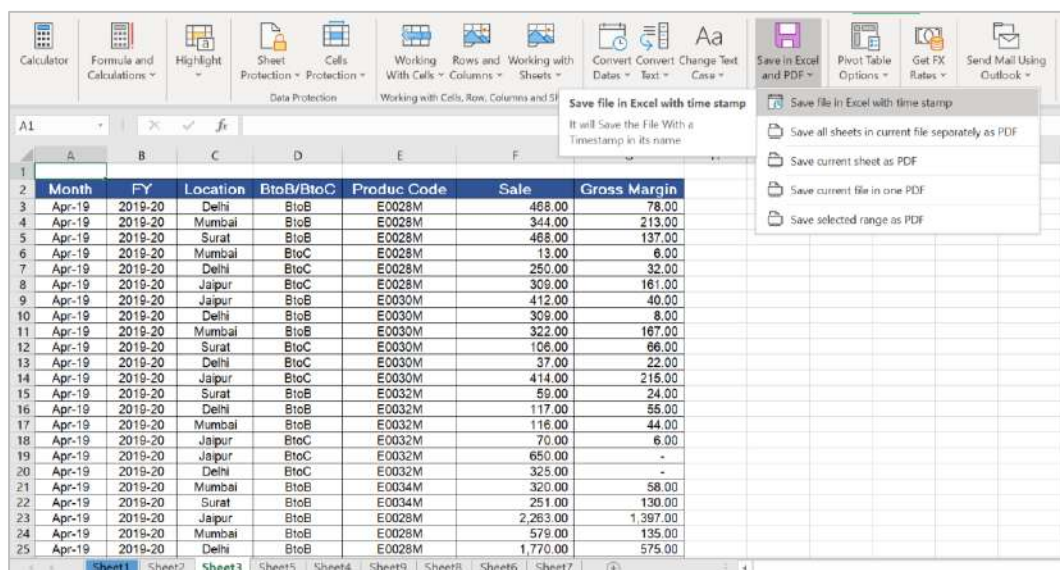
18 SAVE IN EXCEL AND PDF

18.1 SAVE FILE IN EXCEL WITH TIME STAMP

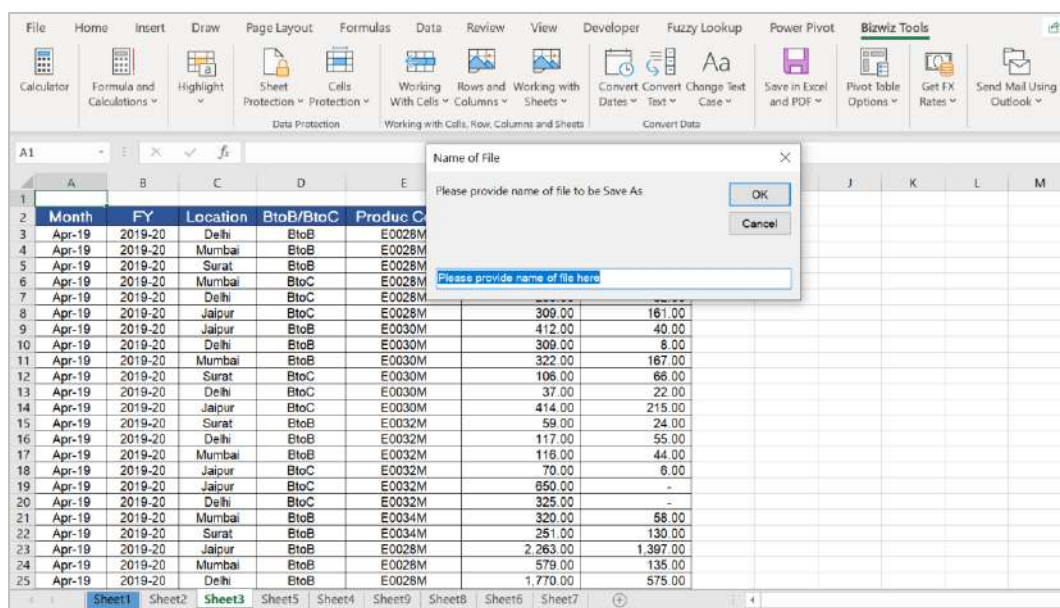
It will Save the File with a Timestamp in its name. It will ask for “Name of file”. Please provide name of file which you want to use and click OK. It will save the file at the location where this current file is available.

Steps to be followed:

18.1.1 Click on option “Save file in Excel with time stamp”.



18.1.2 Provide name of File and click Ok. It will save the file with time stamp in its name at the location where this current file is available.

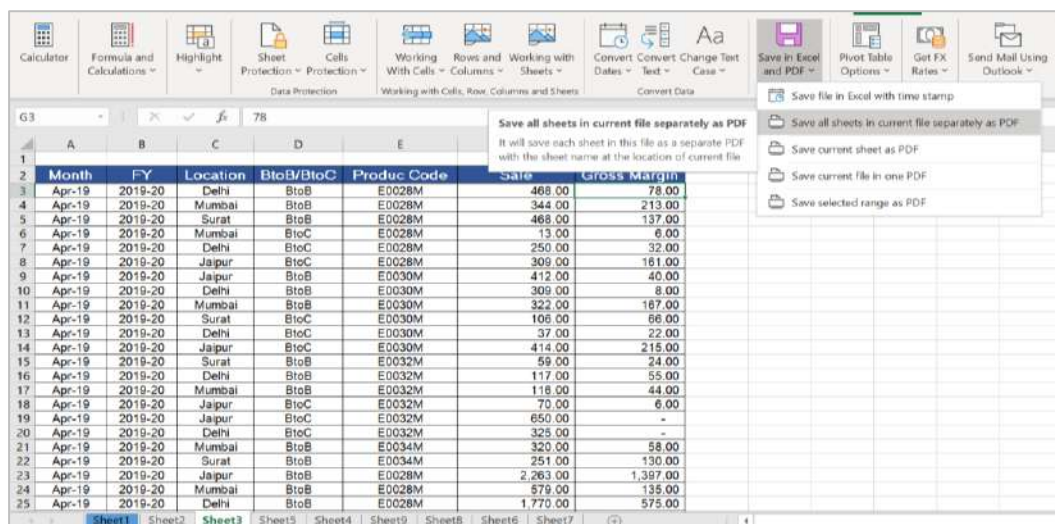


18.2 SAVE ALL SHEETS IN CURRENT FILE SEPARATELY AS PDF

It will save each sheet in this file as a separate PDF with its sheet name at the location of current file. You can set the margin, print area and other setting as per your requirement in each sheet before clicking on this option.

Steps to be followed:

- 18.2.1 Click on option “Save all sheets in current file separately as PDF”. It will save each sheet in this file as a separate PDF with its sheet name at the location of current file.

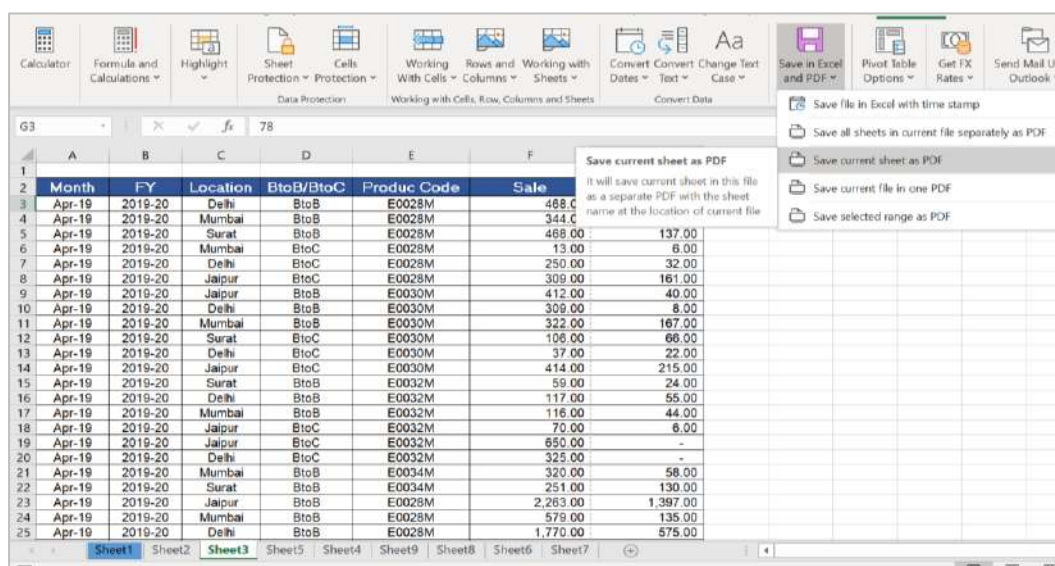


18.3 SAVE CURRENT SHEET AS PDF

It will save current sheet in this file as a PDF with its sheet name at the location of current file. You can set the margin, print area and other setting as per your requirement in current sheet before clicking on this option.

Steps to be followed:

- 18.3.1 Click on option “Save current sheet as PDF”. It will save current sheet in this file as a PDF with its sheet name at the location of current file.

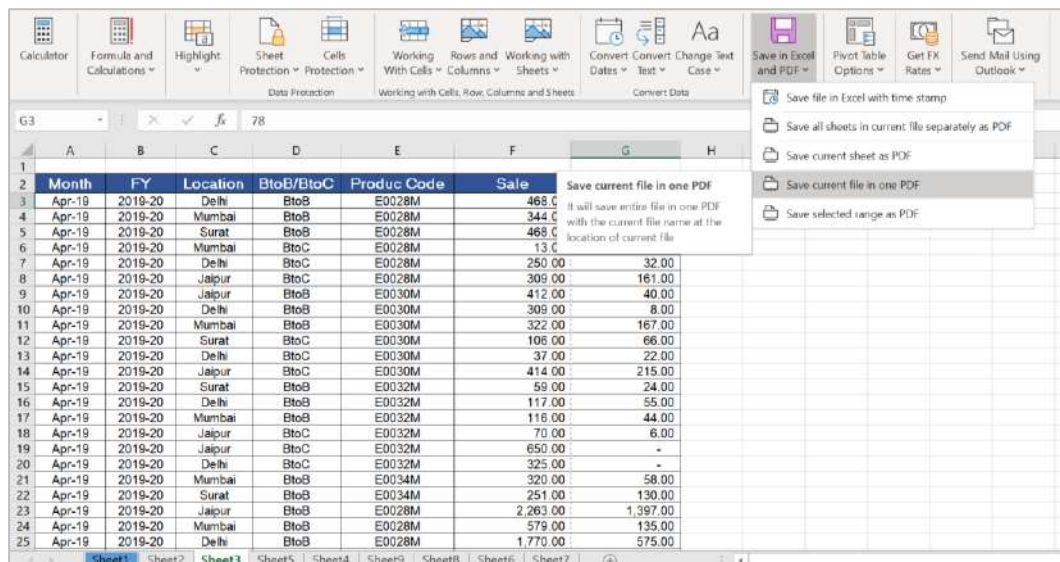


18.4 SAVE CURRENT FILE IN ONE PDF

It will save entire file in one PDF with the current file name at the location of current file. You can set the margin, print area and other setting as per your requirement in each sheet before clicking on this option.

Steps to be followed:

- 18.4.1 Click on option “Save current file in one PDF”. It will save entire file in one PDF with the current file name at the location of current file.



18.5 SAVE SELECTED RANGE AS PDF

It will save selected range in PDF with the current file name at the location of current file. Please select range and then run this option.

Steps to be followed:

18.5.1 First select the range of cells which you want to save as PDF.

Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00
Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00

18.5.2 Click on option “Save selected range as PDF. It will save selected range in PDF with the current file name at the location of current file.

Month	FY	Location	BtoB/BtoC	Produc Code	Sale	Gross Margin
Apr-19	2019-20	Delhi	BtoB	E0028M	468.00	78.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	344.00	213.00
Apr-19	2019-20	Surat	BtoB	E0028M	468.00	137.00
Apr-19	2019-20	Mumbai	BtoC	E0028M	13.00	6.00
Apr-19	2019-20	Delhi	BtoC	E0028M	250.00	32.00
Apr-19	2019-20	Jaipur	BtoC	E0028M	309.00	161.00
Apr-19	2019-20	Jaipur	BtoB	E0030M	412.00	40.00
Apr-19	2019-20	Delhi	BtoB	E0030M	309.00	8.00
Apr-19	2019-20	Mumbai	BtoB	E0030M	322.00	167.00
Apr-19	2019-20	Surat	BtoC	E0030M	106.00	66.00
Apr-19	2019-20	Delhi	BtoC	E0030M	37.00	22.00
Apr-19	2019-20	Jaipur	BtoC	E0030M	414.00	215.00
Apr-19	2019-20	Surat	BtoB	E0032M	59.00	24.00
Apr-19	2019-20	Delhi	BtoB	E0032M	117.00	55.00
Apr-19	2019-20	Mumbai	BtoB	E0032M	116.00	44.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	70.00	6.00
Apr-19	2019-20	Jaipur	BtoC	E0032M	650.00	-
Apr-19	2019-20	Delhi	BtoC	E0032M	325.00	-
Apr-19	2019-20	Mumbai	BtoB	E0034M	320.00	58.00
Apr-19	2019-20	Surat	BtoB	E0034M	251.00	130.00
Apr-19	2019-20	Jaipur	BtoB	E0028M	2,263.00	1,397.00
Apr-19	2019-20	Mumbai	BtoB	E0028M	579.00	135.00
Apr-19	2019-20	Delhi	BtoB	E0028M	1,770.00	575.00

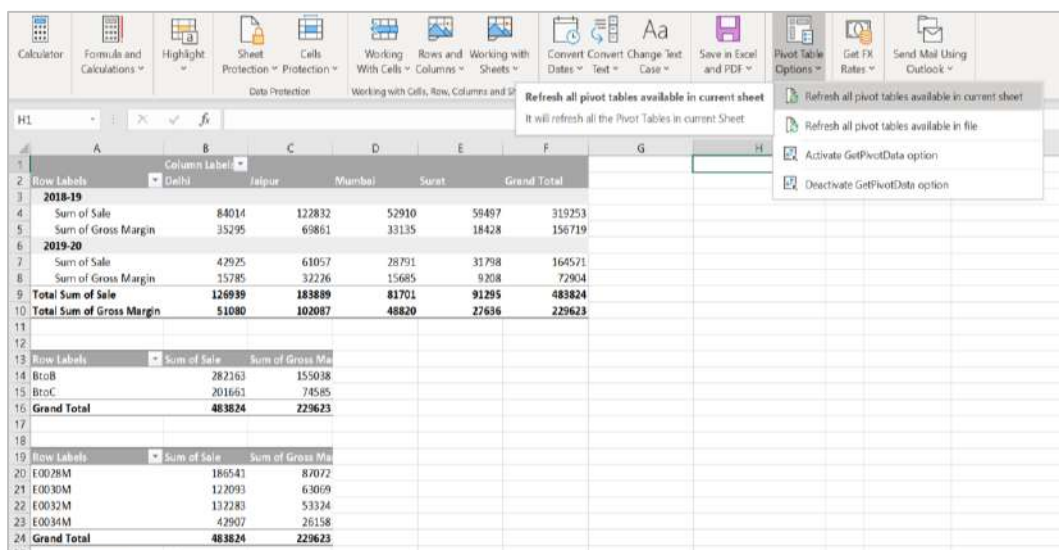
19 PIVOT TABLE OPTIONS

19.1 REFRESH ALL PIVOT TABLES AVAILABLE IN CURRENT SHEET

It will refresh all the Pivot Tables in current Sheet in one go.

Steps to be followed:

- 19.1.1 Go to sheet where you want to refresh all the available pivot tables and click on option “Refresh all pivot tables available in current sheet”. It will refresh all the pivot tables in current sheet in one go.

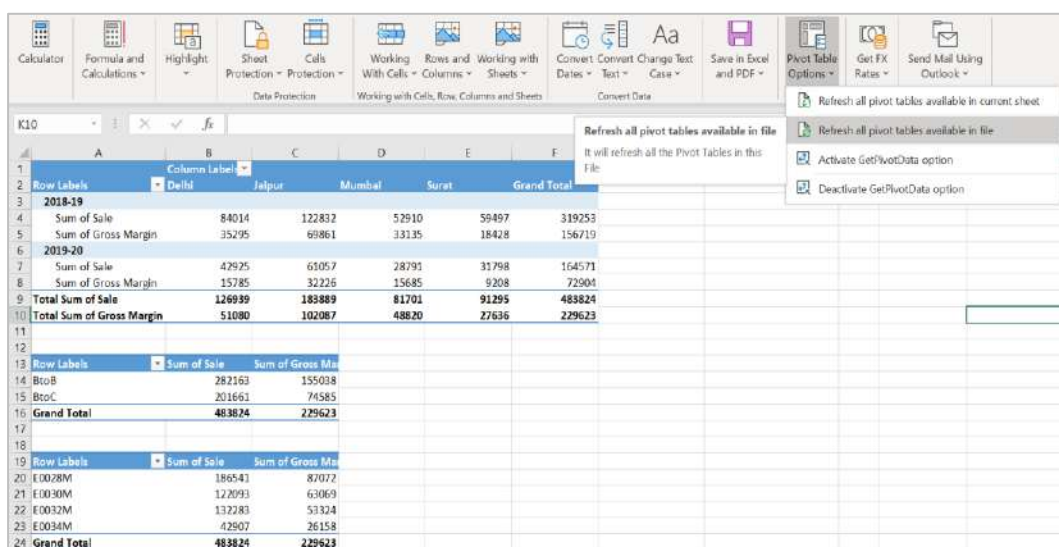


19.2 REFRESH ALL PIVOT TABLES AVAILABLE IN FILE

It will refresh all the Pivot Tables in this File in all the sheets in one go.

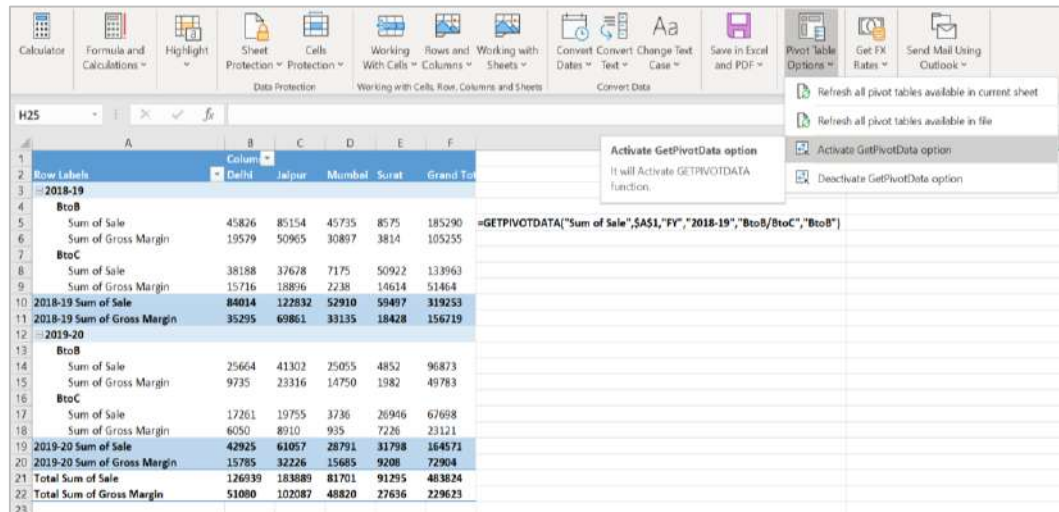
Steps to be followed:

- 19.2.1 Click on option “Refresh all pivot tables available in file”. It will refresh all the pivot tables in current file in all the sheets in one go.



19.3 ACTIVATE GET PIVOT DATA OPTION

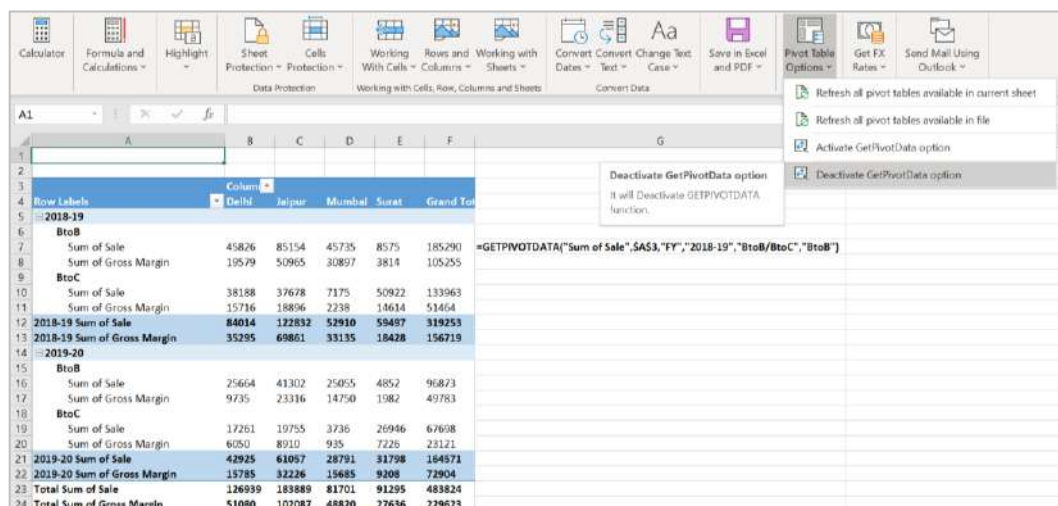
Sometimes you might need GETPIVOTDATA while creating any reference in any formula with any pivot table. If you are not able to see that in your excel, you can activate the same using “Activate GetPivotData option”.



19.4 DEACTIVATE GET PIVOT DATA OPTION

It will Deactivate GETPIVOTDATA function.

Sometimes you might see GETPIVOTDATA while creating any formula with any pivot table. You might not be requiring that. You can deactivate the same using “Deactivate GetPivotData option”.



20 SEND MAIL USING OUTLOOK

This function can be used for sending multiple mails using Excel and outlook. Firstly, user needs to create setup for mail. “Create setup for mail” option will create sheet in the required format for sending multiple mails. After creating setup for mail, user needs to provide required information in the required format and then need to click on “Send Mails” option. Now it will start sending mails. Please don’t make any changes in format or in any name created in first row in mail setup sheet.

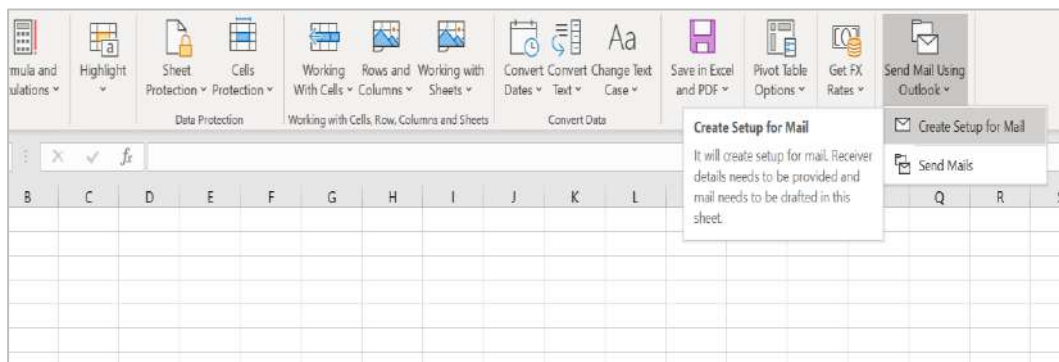
Important: Outlook should be open before using this option. It will use primary email ID for sending mails if multiple E-mail ID’s are configured in outlook.

20.1 CREATE SETUP FOR MAIL

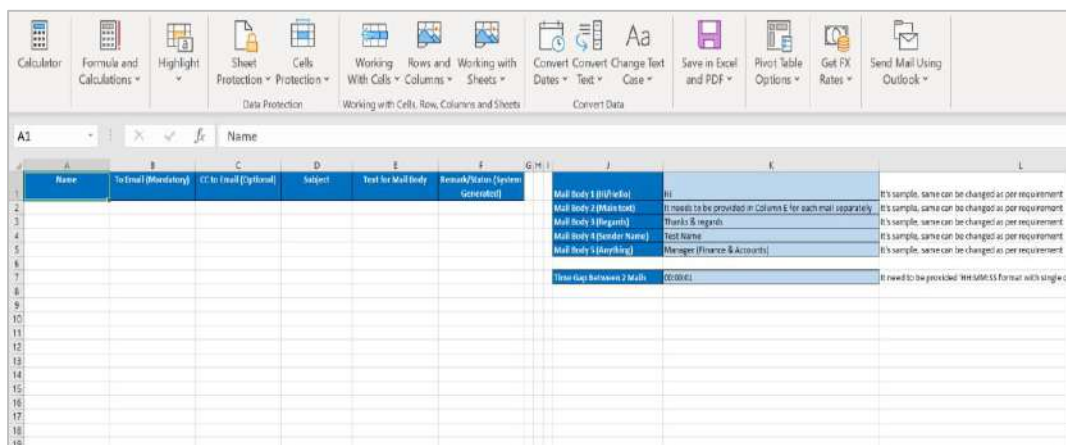
It will create setup for mail. Receiver details needs to be provided and mail needs to be drafted in this sheet.

Steps to be followed:

20.1.1 Click on option “Create Setup for Mail”.



20.1.2 It will create required setup in new sheet for sending multiple mails.



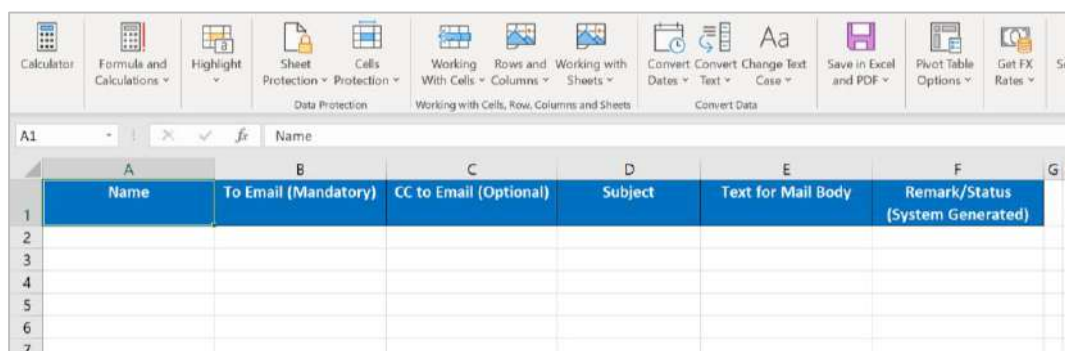
20.2 SEND MAILS

This function can be used after creating setup for mail and providing necessary information in required format. It will send mail to all the email IDs provided in current sheet (in sheet created by “Create setup for mail” option). First create mail setup and provide required details then use this button. Below is the process to provide necessary information in required format.

Important: Outlook should be open before using this option. It will use primary email ID for sending mails if multiple E-mail ID’s are configured in outlook.

Steps to be followed:

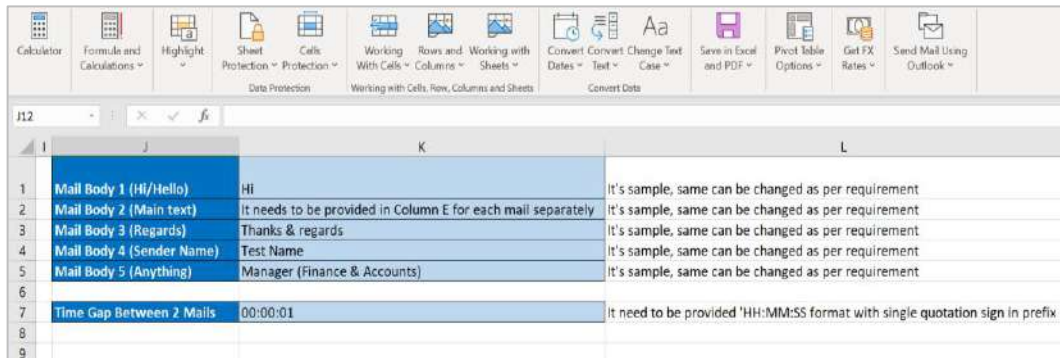
20.2.1 Provide below information for all the recipients separately.



	A	B	C	D	E	F	G
	Name	To Email (Mandatory)	CC to Email (Optional)	Subject	Text for Mail Body	Remark/Status (System Generated)	
1							
2							
3							
4							
5							
6							
7							

Name	It is optional. It is mandatory if mail with recipient name needs to be send.
To Email	It is Mandatory.
CC to Email	It is optional.
Subject	It is Optional. It is suggested to provide subject line for each recipient else it will send mail with blank subject line. If common subject line needs to be used for each recipient, please copy same subject line against each recipient.
Text for Mail Body	It is main text for mail body. It needs to be provided separately for each recipient. If common mail body needs to be used for each recipient, please copy same mail body against each recipient.
Remark/Status	No need to provide anything here. System will provide status of each mail in this column.

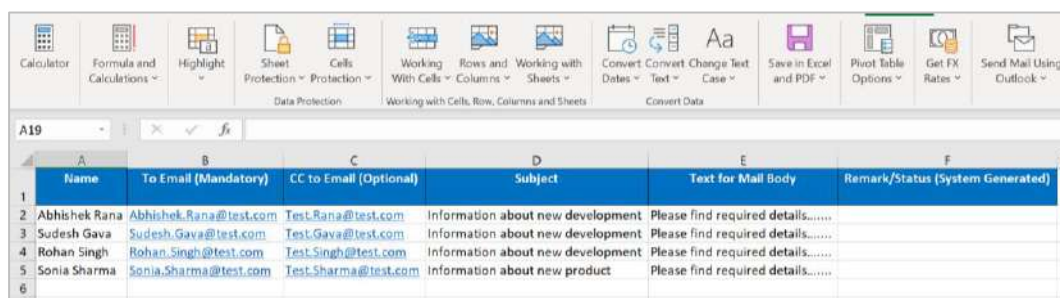
20.2.2 Below information is common for all the recipients. Please do not make any change in column “J”. Information needs to be provided in Column “K”



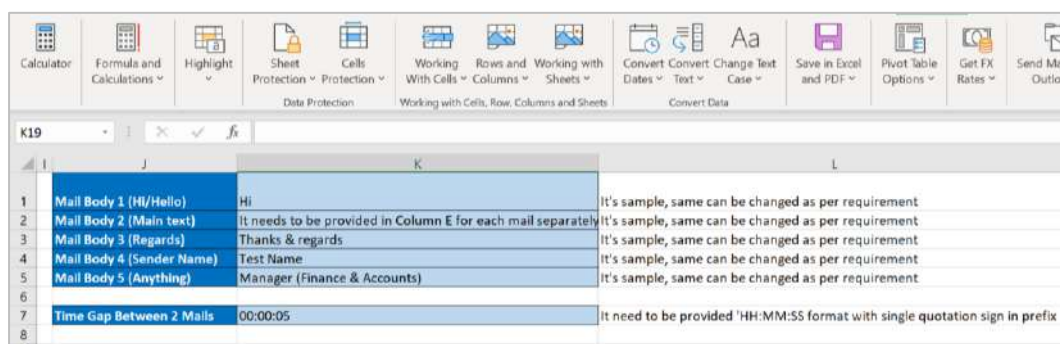
	J	K	L
1	Mail Body 1 (Hi/Hello)	Hi	It's sample, same can be changed as per requirement
2	Mail Body 2 (Main text)	It needs to be provided in Column E for each mail separately	It's sample, same can be changed as per requirement
3	Mail Body 3 (Regards)	Thanks & regards	It's sample, same can be changed as per requirement
4	Mail Body 4 (Sender Name)	Test Name	It's sample, same can be changed as per requirement
5	Mail Body 5 (Anything)	Manager (Finance & Accounts)	It's sample, same can be changed as per requirement
7	Time Gap Between 2 Mails	00:00:01	It need to be provided 'HH:MM:SS format with single quotation sign in prefix

Mail Body 1	Hi, Hello or any similar word as per your choice can be used here. If name in column “A” has been provided, then it will send mail with name of recipient. For example, Hi Ankur or Hello Swati. Else it will send mail without using name of Recipient.
Mail Body 2	It is main text of mail body. It does not need to be provided here. It needs to be provided in column “E” separately for each recipient
Mail Body 3	You can use any word i.e., “Thanks & regards” or “Thanks” or “Regards” or any similar word as per your choice.
Mail Body 4	You can write your name or your company name here.
Mail Body 5	It is extra field provided. You can write whatever you want to write here. For example, “Your designation” or “This is system generated mail”
Time Gap Between 6 Mails	If you want to maintain gap in sending two mails, you can provide time gap here. It need to be provided 'HH:MM:SS format with single quotation sign in prefix.

20.2.3 Sample details are as below:

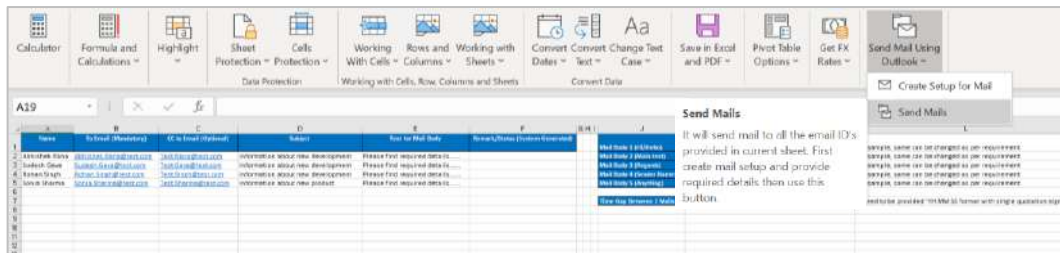


A	B	C	D	E	F
Name	To Email (Mandatory)	CC to Email (Optional)	Subject	Text for Mail Body	Remark/Status (System Generated)
1	Abhishek Rana	Abhishek.Rana@test.com	Test.Rana@test.com	Information about new development	Please find required details.....
2	Sudesh Gava	Sudesh.Gava@test.com	Test.Gava@test.com	Information about new development	Please find required details.....
3	Rohan Singh	Rohan.Singh@test.com	Test.Singh@test.com	Information about new development	Please find required details.....
4	Sonia Sharma	Sonia.Sharma@test.com	Test.Sharma@test.com	Information about new product	Please find required details.....



	J	K	L
1	Mail Body 1 (Hi/Hello)	Hi	It's sample, same can be changed as per requirement
2	Mail Body 2 (Main text)	It needs to be provided in Column E for each mail separately	It's sample, same can be changed as per requirement
3	Mail Body 3 (Regards)	Thanks & regards	It's sample, same can be changed as per requirement
4	Mail Body 4 (Sender Name)	Test Name	It's sample, same can be changed as per requirement
5	Mail Body 5 (Anything)	Manager (Finance & Accounts)	It's sample, same can be changed as per requirement
7	Time Gap Between 2 Mails	00:00:05	It need to be provided 'HH:MM:SS format with single quotation sign in prefix

- 20.2.4 Once all the above information is ready please click on the option “Send Mails”. Outlook should be open before using this option. It will use primary email ID for sending mails if multiple E-mail ID’s are configured in outlook.



- 20.2.5 It will start sending mail to all the recipients and will provide status of mail against each recipient in Remark/Status column.

Name	To Email (Mandatory)	CC to Email (Optional)	Subject	Text for Mail Body	Remark/Status (System Generated)
Abhishek Rana	Abhishek.Rana@test.com	Test.Rana@test.com	Information about new development	Please find required details.....	Mail Sent
Sudesh Gava	Sudesh.Gava@test.com	Test.Gava@test.com	Information about new development	Please find required details.....	Mail Sent
Rohan Singh	Rohan.Singh@test.com	Test.Singh@test.com	Information about new development	Please find required details.....	Mail Sent
Sonia Sharma	Sonia.Sharma@test.com	Test.Sharma@test.com	Information about new product	Please find required details.....	Mail Sent

21 BIZWIZ FORMULA

For the help of users, we have created below amazing formula for doing different work. These are not available in any of the ribbon or menu on the top of excel. You need to use these formula with “=” sign same as other formula in excel. Below excel formulas are available in it.

Formula	Description
BizwizLookupMultipleValues	This formula will give you multiple matching values for a lookup value in a single cell.
BizwizDay	This formula will convert date into Day i.e., Monday, Tuesday etc.
BizwizGetNumeric	This formula will give you numeric part only from any cell.
BizwizINR	This formula will give you amount in words in INR
BizwizUSD	This formula will give you amount in words in USD
BizwizGBP	This formula will give you amount in words in GBP
BizwizCAD	This formula will give you amount in words in CAD
BizwizYEN	This formula will give you amount in words in YEN
BizwizAED	This formula will give you amount in words in AED

21.1 BIZWIZLOOKUPMULTIPLEVALUES

Generally, every lookup function in excel gives you one matching value for a lookup value. This amazing customized formula will give you multiple matching values for a lookup value in a single cell.

Let’s understand this with below example.

In below screenshot, there is product list from Column A to Column D. Product SI No. “100” in column “A” is having two different product code in column “C” and product SI No. “200” in column “A” is having three different product code in column “C”. Now the requirement is, we need a lookup function which can provide all three product code for Product SI No 200 and all two product code for Product SI No 100 in column “G”. Generally, all lookup function in excel will provide you first value or last value. But this amazing customized function can provide you all the values.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
	Product SI No.	Location	Product Code	Sale		Product SI No.	Product Code	
2	100	Delhi	E0028M	468.00		200		
3	200	Mumbai	B0029M	344.00		100		
4	300	Surat	C0017M	468.00				
5	400	Mumbai	N0078M	13.00				
6	200	Delhi	E0030M	250.00				
7	600	Jaipur	F0024M	309.00				
8	700	Jaipur	H0043M	412.00				
9	100	Delhi	V0029M	309.00				
10	200	Mumbai	S0021M	322.00				
11	400	Surat	M0054M	106.00				
12								
13								

Steps to be followed:

- 21.1.1 It will require Lookup Value, Table Array and Column Index Number in order to find out required values.

Lookup Value is the value to be found in the first column of the table.

Table Array is a table of text or numbers or both, in which data is retrieved. Table array can be a reference to a range.

Column Index Number is the column number in Table Array from which the matching value to be returned. The first column of values in the Table Array is column 1.

Formula will be used in below manner.

=BizwizLookupMultipleValues(Lookup Value,Table Array, Column Index Number)

In below example, look into formula in cell G1. Lookup Value is "F2", Table Array is Range "A1 to D11", Column Index Number is "3"

=BizwizLookupMultipleValues(F2,\$A\$1:\$D\$11,3)

VLOOKUP							
=BizwizLookupMultipleValues(F2,\$A\$1:\$D\$11,3)							
	A	B	C	D	E	F	G
1	Product SI No.	Location	Produc Code	Sale		Product SI No.	Produc Code
2	100	Delhi	E0028M	468.00		200	=BizwizLookupMultipleValues(F2,\$A\$1:\$D\$11,3)
3	200	Mumbai	B0029M	344.00		100	
4	300	Surat	C0017M	468.00			
5	400	Mumbai	N0078M	13.00			
6	200	Delhi	E0030M	250.00			
7	600	Jaipur	F0024M	309.00			
8	700	Jaipur	H0043M	412.00			
9	100	Delhi	V0029M	309.00			
10	200	Mumbai	S0021M	322.00			
11	400	Surat	M0054M	106.00			
12							
13							

After putting formula in both cells, it will give result as per below screen shot.

G3							
=BizwizLookupMultipleValues(F3,\$A\$1:\$D\$11,3)							
	A	B	C	D	E	F	G
1	Product SI No.	Location	Produc Code	Sale		Product SI No.	Produc Code
2	100	Delhi	E0028M	468.00		200	B0029M, E0030M, S0021M
3	200	Mumbai	B0029M	344.00		100	E0028M, V0029M
4	300	Surat	C0017M	468.00			
5	400	Mumbai	N0078M	13.00			
6	200	Delhi	E0030M	250.00			
7	600	Jaipur	F0024M	309.00			
8	700	Jaipur	H0043M	412.00			
9	100	Delhi	V0029M	309.00			
10	200	Mumbai	S0021M	322.00			
11	400	Surat	M0054M	106.00			
12							

21.2 BIZWIZDAY

Using this formula, Day can be found using dates. i.e., Sunday, Monday, Tuesday etc.

Steps to be followed:

21.2.1 It will require date from which days to be identified.

Formula will be used in below manner.

=BizwizDay(Date)

=BizwizDay(C3)

Sl. No.	Month	Date	Produc Code	Sale	Day
1	Apr-20	1-Apr-20	E0028M	468.00	=BizwizDay(C3)
2	Apr-20	2-Apr-20	E0028M	344.00	
3	Apr-20	3-Apr-20	E0028M	468.00	
4	Apr-20	4-Apr-20	E0028M	13.00	
5	Apr-20	5-Apr-20	E0028M	250.00	
6	Apr-20	6-Apr-20	E0028M	309.00	
7	Apr-20	7-Apr-20	E0030M	412.00	
8	Apr-20	8-Apr-20	E0030M	309.00	
9	Apr-20	9-Apr-20	E0030M	322.00	
10	Apr-20	10-Apr-20	E0030M	106.00	
11	Apr-20	11-Apr-20	E0030M	37.00	
12	Apr-20	12-Apr-20	E0030M	414.00	
13	Apr-20	13-Apr-20	E0032M	59.00	
14	Apr-20	14-Apr-20	E0032M	117.00	

Copy above formula in all the cells, It will give result as per below screenshot.

Sl. No.	Month	Date	Produc Code	Sale	Day
1	Apr-20	1-Apr-20	E0028M	468.00	Wednesday
2	Apr-20	2-Apr-20	E0028M	344.00	Thursday
3	Apr-20	3-Apr-20	E0028M	468.00	Friday
4	Apr-20	4-Apr-20	E0028M	13.00	Saturday
5	Apr-20	5-Apr-20	E0028M	250.00	Sunday
6	Apr-20	6-Apr-20	E0028M	309.00	Monday
7	Apr-20	7-Apr-20	E0030M	412.00	Tuesday
8	Apr-20	8-Apr-20	E0030M	309.00	Wednesday
9	Apr-20	9-Apr-20	E0030M	322.00	Thursday
10	Apr-20	10-Apr-20	E0030M	106.00	Friday
11	Apr-20	11-Apr-20	E0030M	37.00	Saturday
12	Apr-20	12-Apr-20	E0030M	414.00	Sunday
13	Apr-20	13-Apr-20	E0032M	59.00	Monday
14	Apr-20	14-Apr-20	E0032M	117.00	Tuesday

21.3 BIZWIZGETNUMERIC

Using this formula, you can segregate only numeric value from any cell reference.

Steps to be followed:

21.3.1 It will require cell reference from which numeric value needs to be segregated.

Formula will be used in below manner.

=BizwizGetNumeric(cell reference from where numeric value needs to be segregated)

=BizwizGetNumeric(C3)

	A	B	C	D	E	F	G	H
1								
2	Sl. No.	Month	Product Code	Sale	Only Numeric part of Product Code			
3	1	Apr-20	2228ME	468.00	=BizwizGetNumeric(C3)			
4	2	Apr-20	ME3328	344.00				
5	3	Apr-20	E5528M	468.00				
6	4	Apr-20	34E28M	13.00				
7	5	Apr-20	4528ME	250.00				
8	6	Apr-20	E8728M	309.00				
9	7	Apr-20	E1230M	412.00				
10	8	Apr-20	E4530M	309.00				
11	9	Apr-20	E2330M	322.00				
12	10	Apr-20	E8930M	106.00				
13	11	Apr-20	E9830M	37.00				
14	12	Apr-20	E2330M	414.00				
15	13	Apr-20	E4532M	59.00				
16	14	Apr-20	E8932M	117.00				
17								

Copy above formula in all the cells, it will give result as per below screenshot.

	A	B	C	D	E	F	G	H	I
1									
2	Sl. No.	Month	Product Code	Sale	Only Numeric part of Product Code				
3	1	Apr-20	2228ME	468.00	2228				
4	2	Apr-20	ME3328	344.00	3328				
5	3	Apr-20	E5528M	468.00	5528				
6	4	Apr-20	34E28M	13.00	3428				
7	5	Apr-20	4528ME	250.00	4528				
8	6	Apr-20	E8728M	309.00	8728				
9	7	Apr-20	E1230M	412.00	1230				
10	8	Apr-20	E4530M	309.00	4530				
11	9	Apr-20	E2330M	322.00	2330				
12	10	Apr-20	E8930M	106.00	8930				
13	11	Apr-20	E9830M	37.00	9830				
14	12	Apr-20	E2330M	414.00	2330				
15	13	Apr-20	E4532M	59.00	4532				
16	14	Apr-20	E8932M	117.00	8932				
17									

21.4 CONVERT AMOUNT IN WORDS - INR, USD, GBP CAD, YEN, AED

Using this formula, amount can be converted in words in different currencies. If your currency is not available in the list, please mail us on amit.jain@bizwiz.co.in. We will definitely try to include your currency in it.

Steps to be followed:

21.4.1 It will require cell reference from which numeric value needs to be converted in words.

Formula for all the currency will be used in below manner.

=BizwizINR(cell reference from where numeric value needs to be segregated)

Start writing =Bizwiz and select required currency formula from the list or you can write complete formula.

Sl. No.	Month	Product Code	Sale	Amount in Words
1	Apr-20	2228ME	468.67	=Bizwiz
2	Apr-20	ME3328	344.34	=BizwizAED
3	Apr-20	E5528M	468.45	=BizwizCAD
4	Apr-20	34E28M	13.00	=BizwizDay
5	Apr-20	4528ME	250.00	=BizwizGBP
6	Apr-20	E8728M	309.00	=BizwizINR
7	Apr-20	E1230M	412.32	=BizwizINR
8	Apr-20	E4530M	309.00	=BizwizINR
9	Apr-20	E2330M	322.02	=BizwizINR
10	Apr-20	E8930M	106.00	=BizwizINR
11	Apr-20	E9830M	37.00	=BizwizINR
12	Apr-20	E2330M	414.06	=BizwizINR
13	Apr-20	E4532M	59.00	=BizwizINR
14	Apr-20	E8932M	117.00	=BizwizINR

Formula will be used in below manner.

Sl. No.	Month	Product Code	Sale	Amount in Words
1	Apr-20	2228ME	468.67	=BizwizINR(D3)
2	Apr-20	ME3328	344.34	
3	Apr-20	E5528M	468.45	
4	Apr-20	34E28M	13.00	
5	Apr-20	4528ME	250.00	
6	Apr-20	E8728M	309.00	
7	Apr-20	E1230M	412.32	
8	Apr-20	E4530M	309.00	
9	Apr-20	E2330M	322.02	
10	Apr-20	E8930M	106.00	
11	Apr-20	E9830M	37.00	
12	Apr-20	E2330M	414.06	
13	Apr-20	E4532M	59.00	
14	Apr-20	E8932M	117.00	

It will give result in below manner. Different currencies have been used in below screen shot just for example purpose.

Sl. No.	Month	Product Code	Sale	Amount in Words	
1	Apr-20	2228ME	468.67	=BizwizINR(D3)	INR
2	Apr-20	ME3328	344.34	=BizwizUSD(D4)	USD
3	Apr-20	E5528M	468.45	=BizwizGBP(D5)	GBP
4	Apr-20	34E28M	13.00	=BizwizCAD(D6)	CAD
5	Apr-20	4528ME	250.00	=BizwizYEN(D7)	YEN
6	Apr-20	E8728M	309.00	=BizwizINR(D8)	INR
7	Apr-20	E1230M	412.32	=BizwizAED(D9)	AED
8	Apr-20	E4530M	309.00	=BizwizINR(D10)	INR
9	Apr-20	E2330M	322.02	=BizwizUSD(D11)	USD
10	Apr-20	E8930M	106.00	=BizwizINR(D12)	INR
11	Apr-20	E9830M	37.00	=BizwizGBP(D13)	GBP
12	Apr-20	E2330M	414.06	=BizwizINR(D14)	INR
13	Apr-20	E4532M	59.00	=BizwizAED(D15)	AED
14	Apr-20	E8932M	117.00	=BizwizINR(D16)	INR

Sl. No.	Month	Product Code	Sale	Amount in Words	
1	Apr-20	2228ME	468.67	Four Hundred Sixty Eight Rupees and Sixty Seven Paise	INR
2	Apr-20	ME3328	344.34	Three Hundred Forty Four Dollars and Thirty Four Cents	USD
3	Apr-20	E5528M	468.45	Four Hundred Sixty Eight Pounds and Forty Five Pence	GBP
4	Apr-20	34E28M	13.00	Thirteen Dollars	CAD
5	Apr-20	4528ME	250.00	Two Hundred Fifty Yen	YEN
6	Apr-20	E8728M	309.00	Three Hundred Nine Rupees	INR
7	Apr-20	E1230M	412.32	Four Hundred Twelve Dirhams and Thirty Two Fils	AED
8	Apr-20	E4530M	309.00	Three Hundred Nine Rupees	INR
9	Apr-20	E2330M	322.02	Three Hundred Twenty Two Dollars and Two Cents	USD
10	Apr-20	E8930M	106.00	One Hundred Six Rupees	INR
11	Apr-20	E9830M	37.00	Thirty Seven Pounds	GBP
12	Apr-20	E2330M	414.06	Four Hundred Fourteen Rupees and Six Paise	INR
13	Apr-20	E4532M	59.00	Fifty Nine Dirhams	AED
14	Apr-20	E8932M	117.00	One Hundred Seventeen Rupees	INR