Do you face any of these

8 challenges

in MS Excel, Word & PowerPoint?

Case 1 – MS Excel (Lookups)
Situation: Two tables with same names but with spelling variation
Complexity: Functions such VLOOKUP, INDEX etc. will not work as they need exact spelling match. Most users SORT the data set on both sides and compare them manually. Estimated time can be anywhere between 5s to 20s per match. Even then, this process doesn't ensure completeness of work.
Question: How do I solve this problem with 50,000 rows of data on each table set?

	A	B	C	D	E
1					
2	**Client Name**	**Amt. INR**		**Customer Name**	**Amt. INR**
3	**Titan Industries Ltd.**	128,700		**Mysore Mill Paper**	14,566
4	**The Mysore Paper Mills Ltd**	52,600		**katha M India**	51,244
5	Mail SeaNav Pvt. Ltd.	82,900		**Apijay Businees Centre**	1,223
6	A.J. Finance Pvt Ltd	76,200		Bharti Teletech	4,311
7	Bokahola Tea Co Pvt Ltd	148,100		G.N.B. Motors Ltd.	137,400
8	**Katha Mediatix India Ltd.**	83,400		SKP Securities Ltd.	123,500
9	**Apeejay Business Centre**	146,500		**Titan Industries Limited**	76,500
10	Universal Shipping & trading Co	195,800		Leather machinery Corp	51,300
11	Career Launcher	165,700		L&T Ltd.. - ECC	68,400
12	EENADU T.V. / News Time	125,500			
13	IDBI Bank Ltd.	64,400			
14	ABN AMRO	84,000			

[BEFORE]

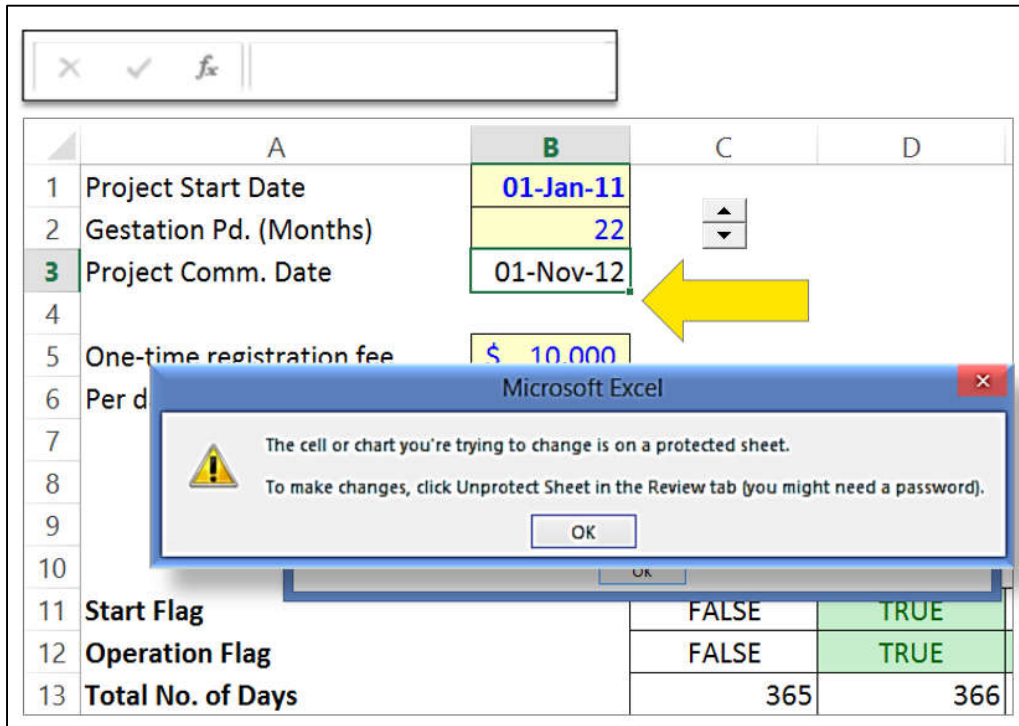| Customer Name	Amt. INR	Client Name	Amt. INR	Similarity
Mysore Mill Paper	14,566	The Mysore Paper Mills Ltd	52,600	0.9126
katha M India	51,244	Katha Mediatix India Ltd.	83,400	0.5238
Apijay Businees Centre	1,223	Apeejay Business Centre	146,500	0.9269
Bharti Teletech	4,311			0.0000
G.N.B. Motors Ltd.	137,400			0.0000
SKP Securities Ltd.	123,500			0.0000
Titan Industries Limited	76,500	Titan Industries Ltd.	128,700	0.7200
Leather machinery Corp	51,300			0.0000
L&T Ltd.. - ECC	68,400			0.0000

[AFTER]

Answer: _____ will take 1 minute [Hint: It's a Microsoft feature and not a 3rd party application]

Case 2 – MS Excel (Locked Worksheet)

Situation: I am working on a Financial Model. I found an old template from the company archives. However, the cells are Locked. I can neither edit nor view the formula.

Complexity: In light of security and data confidentiality, I can neither download a 3rd party software to crack the password nor can I upload the file on 3rd party websites to crack the password. Re-creating the financial model is time consuming.

Question: What do I do to remove the password without using a 3rd party application or website?

[BEFORE]

[AFTER]

Answer: _____ will take 1 minute [Hint: All you need is the in-built Microsoft Notepad]

Case 3 – MS Excel (Data clean up)

Situation: A log book with electricity consumption. To analyse the data, one needs to successfully extract "KwH", "Date" and "Time"

Complexity: Techniques such as Find and Replace, Text to Columns, SEARCH, LEFT, RIGHT, MID will be unable to work consistently for all the data rows. Manual data clean up can take up several iterations of Filter and Trial-n-Error. Even then 100% accuracy cannot be ensured.

Question: How do I solve this problem with 8,700+ rows of data on each table set?

	A	B	C	D
1	**RAW [Time / Date / Elec units consumed]**	**KwH**	**Date**	**Time**
8751	3PM Sun 2-Feb-2014_1.21kwh			
8752	_8 AM 22-Oct-2014_____0.271 kwh			
8753	__4AM Wed 18-Jun-2014_____0.421 kwh			
8754	__1PM 22nd-Aug-2014_____0.494 kwh			
8755	__1AM Tue 6th-May-2014___0.162 kwh			
8756	8PM Thu 11th-Dec-2014_____1.478 kwh			
8757	_1AM Fri 07th-Nov-2014_0.084 kwh			
8758	_6AM 20-May-2014__1.027 kwh			
8759	__2 AM Tuesday 8th-Apr-2014___0.052 kwh			
8760	9 PM 27th-Jan-2014_1.428 kwh			
8761	_12 PM 25th-Aug-2014_0.528 kwh			

[BEFORE]

	A	B	C	D
1	**RAW [Time / Date / Elec units consumed]**	**KwH**	**Date**	**Time**
8751	3PM Sun 2-Feb-2014_1.21kwh	1.21	02-Feb-14	3 PM
8752	_8 AM 22-Oct-2014_____0.271 kwh	0.271	22-Oct-14	8 AM
8753	__4AM Wed 18-Jun-2014_____0.421 kwh	0.421	18-Jun-14	4 AM
8754	__1PM 22nd-Aug-2014_____0.494 kwh	0.494	22-Aug-14	1 PM
8755	__1AM Tue 6th-May-2014___0.162 kwh	0.162	06-May-14	1 AM
8756	8PM Thu 11th-Dec-2014_____1.478 kwh	1.478	11-Dec-14	8 PM
8757	_1AM Fri 07th-Nov-2014_0.084 kwh	0.084	07-Nov-14	1 AM
8758	_6AM 20-May-2014__1.027 kwh	1.027	20-May-14	6 AM
8759	__2 AM Tuesday 8th-Apr-2014___0.052 kwh	0.052	08-Apr-14	2 AM
8760	9 PM 27th-Jan-2014_1.428 kwh	1.428	27-Jan-14	9 PM
8761	_12 PM 25th-Aug-2014_0.528 kwh	0.528	25-Aug-14	12 PM

[AFTER]

Answer: _____ will take 1 minute [Hint: It's a Microsoft Excel 2013 feature]

Case 4 – MS Excel (Data Comparison)

Situation: I have two versions of a Financial Model in Excel. I wish to locate the changes made.

Complexity: I have to manually scan every row for differences. The difference in values can be due to connected formulas or hard coded values.

Question: What is the difference between v1 and v2? Which cell values / formulas have been changed?

	A	B	C	D	E	F	G	H	I
1	Project Start Date	01-Jan-11							
2	Gestation Pd. (Months)	22							
3	Project Comm. Date	01-Nov-12							
4									
5	One-time registration fee	$ 10,000							
6	Per day rental fee income	$ 50							
7									
8		FY Start	01-Jan-11	01-Jan-12	01-Jan-13	01-Jan-14	01-Jan-15	01-Jan-16	01-Jan-17
9		FY End	31-Dec-11	31-Dec-12	31-Dec-13	31-Dec-14	31-Dec-15	31-Dec-16	31-Dec-17
10									
11	Start Flag		FALSE	TRUE	FALSE	FALSE	FALSE	FALSE	FALSE
12	Operation Flag		FALSE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
13	Total No. of Days		365	366	365	365	365	366	365
14	Days of Operation		0	61	365	365	365	366	365
15	Operational Yr		0	1	2	3	4	5	6
16									
17	One-time registration fee		$ -	$ (10,000)	$ -	$ -	$ -	$ -	$ -
18	Rental fee income		$ -	$ 3,050	$ 18,250	$ 18,250	$ 18,250	$ 18,300	$ 18,250
19									

[v1]

	A	B	C	D	E	F	G	H	I
1	Project Start Date	01-Jan-11							
2	Gestation Pd. (Months)	24							
3	Project Comm. Date	01-Jan-13							
4									
5	One-time registration fee	$ 8,000							
6	Per day rental fee income	$ 50							
7									
8		FY Start	01-Jan-11	01-Jan-12	01-Jan-13	01-Jan-14	01-Jan-15	01-Jan-16	01-Jan-17
9		FY End	31-Dec-11	31-Dec-12	31-Dec-13	31-Dec-14	31-Dec-15	31-Dec-16	31-Dec-17
10									
11	Start Flag		FALSE	FALSE	TRUE	FALSE	FALSE	FALSE	FALSE
12	Operation Flag		FALSE	FALSE	TRUE	TRUE	TRUE	TRUE	TRUE
13	Total No. of Days		364	365	364	364	364	365	364
14	Days of Operation		0	0	364	364	364	365	364
15	Operational Yr		0	0	1	2	3	4	5
16									
17	One-time registration fee		$ -	$ -	$ (8,000)	$ -	$ -	$ -	$ -
18	Rental fee income		$ -	$ -	$ 18,200	$ 18,200	$ 18,200	$ 18,250	$ 18,200

[v2]

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Left spreadsheet (Practice):

	A	B	C	D	E	F	G
1	Project Star	1-Jan-11					
2	Gestation P	22					
3	Project Co	1-Nov-12					
4							
5	One-time r	$ 10,000					
6	Per day ren	$ 50					
7							
8		FY Start	1-Jan-11	1-Jan-12	1-Jan-13	1-Jan-14	1-Jan
9		FY End	31-Dec-11	31-Dec-12	31-Dec-13	31-Dec-14	31-De
10							
11	Start Flag		False	True	False	False	False
12	Operation	False	True	True	True	True	
13	Total No. o		365	366	365	365	365
14	Days of Op		0	61	365	365	365
15	Operational		0	1	2	3	4
16							
17	One-time r		$ -00	$ (10,000)	$ -00	$ -00	$ -00

Practice

Right spreadsheet (Practice):

	A	B	C	D
1	Project Star	1-Jan-11		
2	Gestation P	24		
3	Project Co	1-Jan-13		
4				
5	One-time r	$ 8,000		
6	Per day ren	$ 50		
7				
8		FY Start	1-Jan-11	1-Jan-12
9		FY End	31-Dec-11	31-Dec-12
10				
11	Start Flag		False	False
12	Operation		False	False
13	Total No. o		364	365
14	Days of Op		0	0
15	Operational		0	0
16				
17	One-time r		$ -00	$ -00

Practice

Comparison options:

Enable	Option
☐	Select All
☑	Entered Values
☑	Calculated Values
☑	Formulas

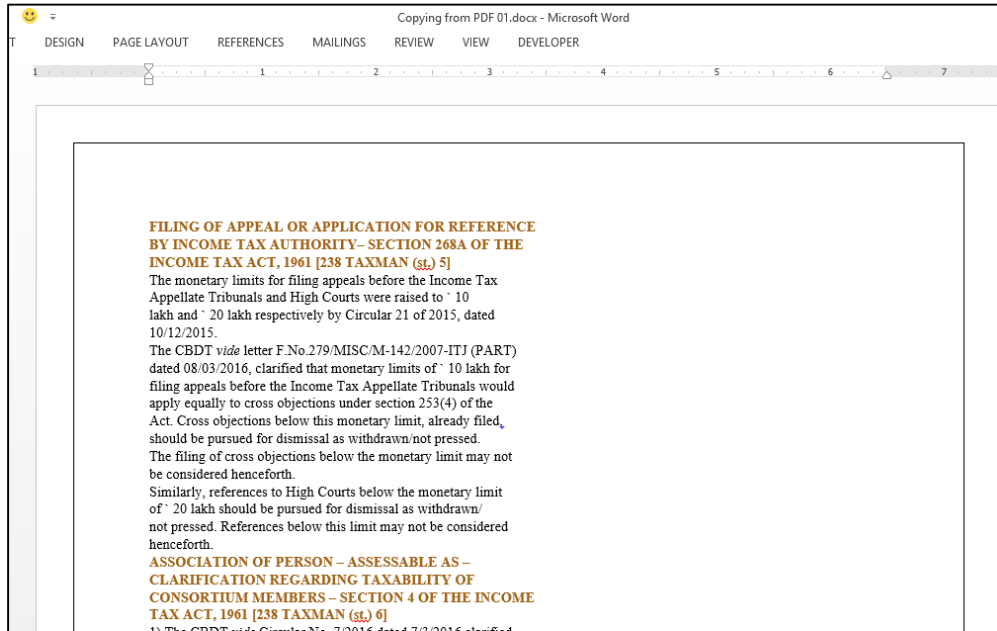| Sheet	Cell	
Practice	C13	=
Practice	D13	=
Practice	E13	=
Practice	F13	=
Practice	G13	=

[Result of Comparison]

Answer: _____ will take <1 minute [Hint: It's a Microsoft Excel 2013 feature]
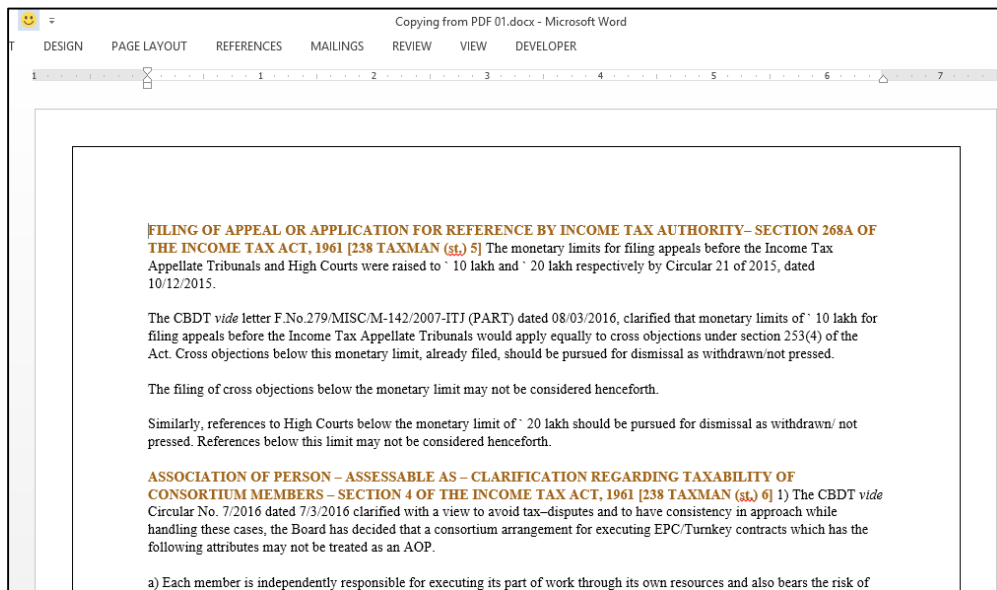
Case 5 – MS Word and PowerPoint

Situation: I regularly copy text from PDF to paste it in Word / PowerPoint. E.g. CA Magazine, Research Reports.

Complexity: I have to press Delete and Space for each line copied, and then re-align my cursor. This is time consuming especially, when the text copied runs in multiple pages. Moreover, Paste Special doesn't help.

Question: How can I get the text formatted fast? Currently, for each line of text, I have to spend 3 seconds.
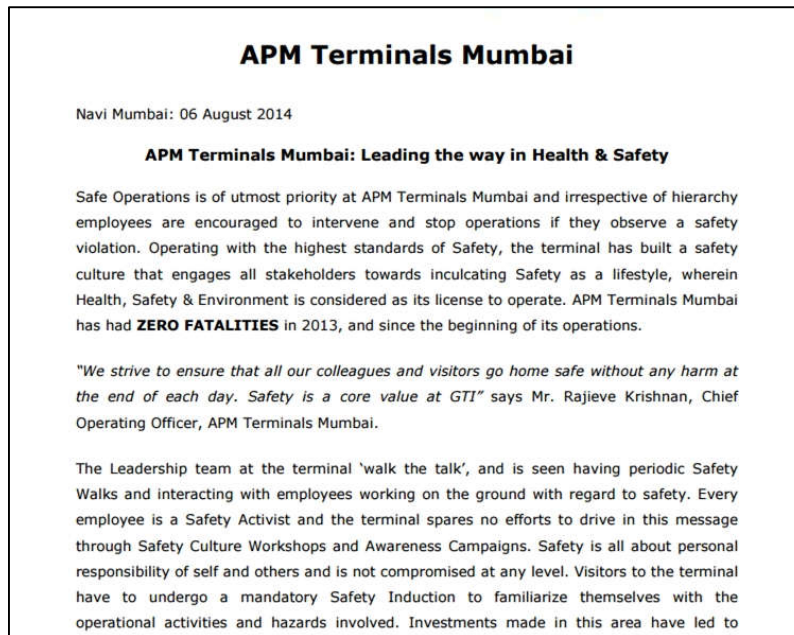
[Before]

[After]

Answer: _____ will take total of 2 seconds irrespective of the no. of lines of text. [Hint: Smiley icon]

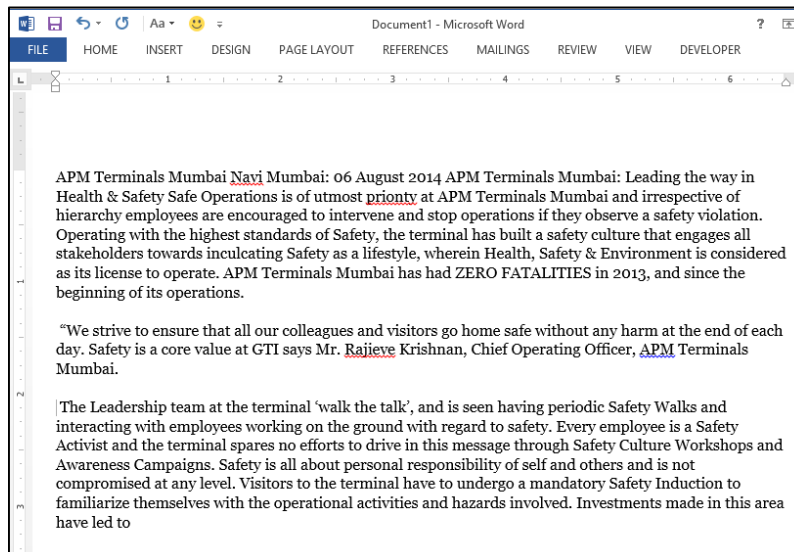## Case 6 – Extracting text from a scanned image (OCR)

Situation: I get scanned images of agreements, letters and memos. They are confidential in nature.

Complexity: In light of security and data confidentiality, I can neither download a 3rd party software nor can I upload the file on 3rd party websites to extract text. Sometimes the software application provided by the IT team doesn't properly convert the images to text. Typing it manually is time consuming.

Question: How do I avoid the task of re-typing?

APM Terminals Mumbai

Navi Mumbai: 06 August 2014

APM Terminals Mumbai: Leading the way in Health & Safety

Safe Operations is of utmost priority at APM Terminals Mumbai and irrespective of hierarchy employees are encouraged to intervene and stop operations if they observe a safety violation. Operating with the highest standards of Safety, the terminal has built a safety culture that engages all stakeholders towards inculcating Safety as a lifestyle, wherein Health, Safety & Environment is considered as its license to operate. APM Terminals Mumbai has had **ZERO FATALITIES** in 2013, and since the beginning of its operations.

"We strive to ensure that all our colleagues and visitors go home safe without any harm at the end of each day. Safety is a core value at GTI" says Mr. Rajieve Krishnan, Chief Operating Officer, APM Terminals Mumbai.

The Leadership team at the terminal 'walk the talk', and is seen having periodic Safety Walks and interacting with employees working on the ground with regard to safety. Every employee is a Safety Activist and the terminal spares no efforts to drive in this message through Safety Culture Workshops and Awareness Campaigns. Safety is all about personal responsibility of self and others and is not compromised at any level. Visitors to the terminal have to undergo a mandatory Safety Induction to familiarize themselves with the operational activities and hazards involved. Investments made in this area have led to

[Before]

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[After]

Answer: _____ will take total of 10 seconds per page. [Hint: It's a Microsoft application which is already installed in your system. Case 5 trick will also be needed.]

Case 7 – MS Excel

Situation: I have made a Pivot Table from sales ledger. It contains data for >600 customers.

Complexity: I have to replicate the format of a Pivot Table report for all the 600+ customers. I wish to avoid filtering and copy-pasting for all of them individually. Plus, if I have to rename the worksheet name as per the customer, it will consume a lot of time.

Question: How do I make 100s of reports from the same Pivot Table? The worksheet name should reflect the customer name too.

[Before]

[After]

Answer: _____ will take 1 minute for creating 600+ worksheets. [Hint: It's an in-built Microsoft Pivot Table trick.]

Case 8 – MS Excel

Situation: The Government of India has announced stringent measures to curb cash transactions. E.g. cash transaction limit of INR 2,00,000.

Complexity: The cash transactions may be split into multiple Invoices / dates. Currently, I sort the data and then use Subtotal.

Question: How do I compute a running cumulative total based on one or multiple parameters such as name, invoice number or both? I do not wish the original sequence of data – hence, no sorting.

	A	B	C
1	Customer	Amt	Cumul. Amt
2	The Bike Shop	6,100	6,100
3	The Bike Shop	4,100	10,200
4	First Bike Store	700	700
5	First Bike Store	4,400	5,100
6	The Bike Shop	1,300	11,500
7	The Bike Shop	2,100	13,600
8	First Bike Store	1,700	6,800
9	First Bike Store	12,100	18,900
10	The Bike Shop	1,200	14,800

Answer: _____ will take <1 minute. [Hint: It's a special trick of a popular Excel formula and uses $.]