INSTRUCTIONS

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Ensure that
macros are
enabled in your
Excel settings to
allow the VBA
code to run
properly.

2

Follow the specified formats to enter your data in the designated cells or sheets for accurate processing.

3

Use the designated button or shortcut to execute the macro and perform the intended tasks or calculations.

4

Regularly save
your work to
avoid data loss,
and consider
saving a backup
copy before
making
significant
changes.