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# SMME Clinic Masterclass

## How to turbocharge Spreadsheets with time-saving functions

Carolin Botha

SCA – Computer Software Training & Support

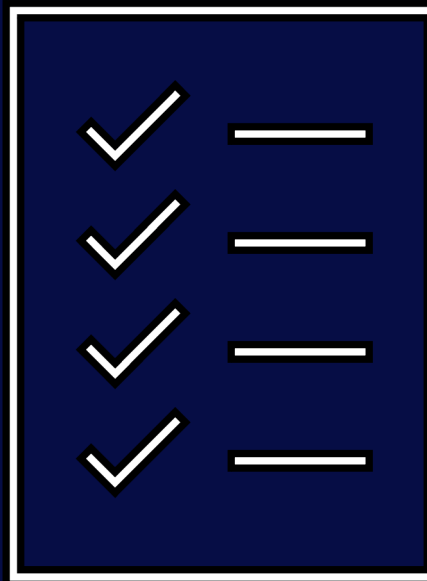
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**Recording +  
slides**



**Excel  
handout**



# Menu

PMT

IF

XLOOKUP

Time saving & Tips



# Spreadsheets

**Workbook = File = BOOK**

**Worksheet = Tabs = Chapters in BOOK**

**Worksheet has Rows & Columns**

**Pages per Chapter in BOOK**

**Workbook = Masterclass 20 March 2025**

**Worksheets = PMT – IF - XLOOKUP**





**Excel**

Budget, plan, and calculate.



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# Thank You!



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