

- ① Select column B:C, column F:G,
- ②③ User defined
- ④ yyyy-mm-dd hh:mm:ss Enter and "OK"
- ⑤ Select column H,
- ⑥ User defined
- ⑦ [mm] "mins" Enter and "OK"
- ⑧ Cell H2
- #NAME?

Copy required columns to new sheet

Meeting Name "Name"
Attendance Duration

⑧ Cell H2
0
Autofill ↓ Copy

Copy required columns to new sheet

Name
Attendance Duration

⑧ Cell H2
0
Autofill ↓ Copy



