



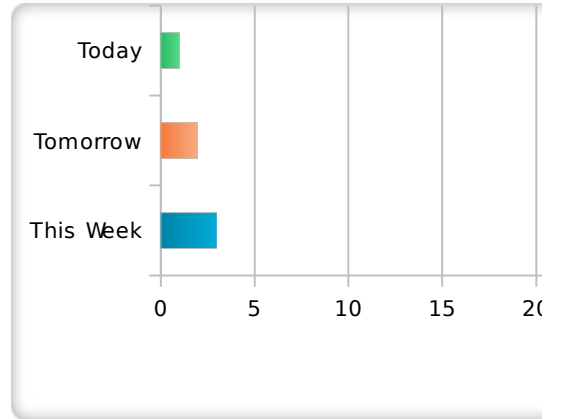
# To-Do List for [Name]

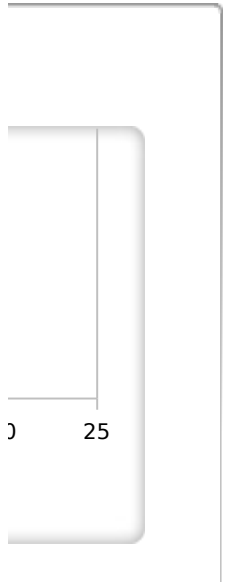
Project	Description
Learn Excel	Learn Excel Tables
Learn Excel	Learn Excel Sparklines
Learn Excel	Learn Excel Conditional Formatting

# Summary

Due Date	Priority	Status
8/17/2016	High	Pending
8/18/2016	High	Pending
8/18/2016	High	Pending

## Items Due:





**Follow the steps below to work with your to do list:**

- 1)** To personalize your to-do list, enter a name in this box:
- 2)** On the **To Do List** sheet, in the Excel table, enter project details for each of your projects.
- 3)** In the **Priority** and **Status** columns, you can click the arrow to select from predefined entries.
- 4)** To add a new row at the end of the table, click the last cell in the last row, and then press TAB.

**Tip:**

You can also start typing in the first cell of the row below the table.

- 5)** To insert a row in the table, right-click the row above which you want to insert the row, click Insert, and then click **Table Rows Above**.

**Tip:**

You can also insert a new column this way, but you'll have to make adjustments to the lines border for a proper fit. You can drag the lines to the location you want.

- 6)** If the dates you enter fall on the current day, the next day, or within the same week, the entries will be shown in the chart.

**Note:**

The row and column headings are not displayed on the **To-Do List** sheet. If column widths need to be adjusted, you can temporarily display the headings (**View** tab, **Show** group, **Headings** check box).

[Name]