

FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do OPEN IN EXCEL

Undo Clipboard Font Alignment Number Tables Cells Editing

Clipboard: Paste, Cut, Copy

Font: Verdana, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Number Format, Percentage, Increase/Decrease Decimal Places

Tables: Survey, Format as Table

Cells: Insert, Delete

Editing: AutoSum, Clear, Sort, Find

	A	B	C	D	E	F	G	H	I	J
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1
2
3
4
5
6
7
8
9
10
11

Weekly Group Project

Schedule

Week of
[Date]

Owner	Mon	Tue	Wed	Thu	Fri	Sat/Sun
[Owner]	[Text]					
[Owner]						
[Owner]						
[Owner]						