

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Paste Font Alignment Number Styles Cells Editing

Trebuchet MS 11 A A Wrap Text Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select

X3 : X

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	✓ #	Task	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	Short Notes
2	1	[SAMPLE TASK LIST]																						
3	1.1	Prepare and finalize my resume																						
4	1.2	Complete the eLearning course																						
5	1.3	Finalize the documents with advocate																						
6	1.4	Get dental checkup done																						
7	1.5	Setup appointment with the dean																						
8	2	Finance																						
9	2.1	Pay family-insurance premium																						
10	2.2	Check balance for loan-payment																						
11	2.3	Sell shares for \$1800																						
12	3	Home Needs																						
13	3.1	Fix the washing machine																						
14	3.2	Dispose the old sofa set																						
15	3.3	Purchase linen set																						
16	3.4	Purchase skates for the kid																						
17	3.5	Service the car																						
18	4	Entertainment																						
19	4.1	Purchase Wii																						
20	4.3	Finalize the travel plan with kids																						
21	5	Official																						
22	5.1	Create similar plan for office tasks																						