

Open Points List (OPL)

Title: My OPL, My Project

<http://www.excelmadeeasy.com/>

Owner: Your Name

Date: 29.12.2020

Insert line

No.	Task Creation Date	product	Subject	Action Item	Resp	Priority	Planned finish date	Status	Actual finish date	Estimated Completion Time (day)	Result	Information, Escalation, Feedback
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

Do not add any thing under this line. Use the insert row function before reaching this line.

press shif ctrl ; to enter the date
save: use ctrl s as often as possible

The example OPL can be delete. It shows you all the possibilities for the status.

To insert a line, click on a row and *then on insert line*. A **NEW** line will be inserted before the row you selected.

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