

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

Undo Paste Clipboard Font Alignment Number Format Tables Cells Editing

Font: Arial, 10, Bold, Italic, Underline, Paragraph, Font Color, Background Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent

Number Format: Percentage, Decimal, Fraction, More Numbering

Tables: Survey, Format as Table

Cells: Insert, Delete

Editing: Sort, Filter

	A	B	C	D	E	F
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1	ASSIGNMENTS					MONTH VIEW	WEEK VIEW
2							
3	DESCRIPTION					DUE DATE	
4	Assignment 1					8/29/2014	
5	Assignment 2					9/5/2014	
6	Assignment 3					9/8/2014	
7	Assignment 4					9/9/2014	
8	Assignment 5					9/11/2014	
9	Assignment 6					9/12/2014	
10	Assignment 7					9/15/2014	
11	Assignment 8					10/2/2014	
12	Assignment 9					10/6/2014	
13	Assignment 10					10/8/2014	
14	Assignment 11					10/10/2014	
15	Assignment 12					10/14/2014	