[Click here to select a date]

[ACTIVITY SCHEDULE]

[Teacher] | [Course Name] | [Class Time/Period]

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| STUDENT NAME: |  |

| Task | Due Date | Done | Initials |
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Need more rows in the task table that include the checkbox and dropdown calendar for the date? No problem. Just click in the last row and then click the plus sign that appears on the right.

On the Design tab, hover your mouse pointer on options in the Themes, Fonts, and Colors galleries to preview design choices right in the document and then just click to apply one you like.