[Click here to select a date]

[Project Name]

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

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.

You might like the fresh, classic design of this task list as much as we do. But it’s also easy to try out other looks, such as a splash of color or a different font.

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.

|  |  |
| --- | --- |
| STUDENT NAME: |  |

| Task | Due Date | Done | Initials |
| --- | --- | --- | --- |
|  | [Date] |  |  |
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