

# Excel Sheet Assignment: Task Planner

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## 1. Open a New Excel Workbook:

- Start by opening a new Excel workbook on your computer. This will provide you with a blank canvas to create your assignment sheet.

## 2. Rename the Sheet:

- By default, Excel creates a sheet named "Sheet1." It's a good idea to rename it to something more descriptive like "Assignment Sheet." To do this:
  - Double-click on the sheet name (located at the bottom left corner of the workbook).
  - Type in the new name and press Enter.

## 3. Format the Cells:

- Next, format the cells to organize the assignment details, due dates, and status updates. Here's how:
  - **Column A:** Assignment Names
  - **Column B:** Due Dates
  - **Column C:** Status (e.g., Not Started, In Progress, Completed)
  - You can adjust the column widths as needed.

## 4. Enter Assignment Details:

- In the "Assignment Names" column (Column A), list the names of the assignments.
- In the "Due Dates" column (Column B), enter the due dates for each assignment.
- In the "Status" column (Column C), you can use drop-down menus or simply type the status (e.g., "Not Started," "In Progress," "Completed").

## 5. Conditional Formatting (Optional):

- To make the assignment sheet visually appealing, consider using conditional formatting:
  - Highlight late assignments in red.
  - Change the cell color based on the status (e.g., green for completed, yellow for in progress).
  - You can access conditional formatting under the "Home" tab in Excel.

## 6. Additional Columns (Optional):

- Depending on your needs, you can add more columns:
  - **Column D:** Points/Grades (if you want to track scores)
  - **Column E:** Notes (for additional comments or instructions)