

Conf - To-do list

To do

	A	B	C	D
1	To Do			1/3 completed
2	Date	Task		
3	x	9/7	Type anything into column A to complete an item	
4		9/8	Change the styling of completed items under 'Format' > 'Conditional Formatting' (on the web)	
5		9/9	Sort items using the drop-down arrows next to the heading name (on the web)	
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