A

Report

On

TO DO Task

To

Veritech Software Pvt Ltd

Submitted by: Submitted

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**Task Title: Understanding Organizational Structure**

* we delve into understanding the fundamentals of organizational structure

**Task Description**

* In this task, TO-DO App development using HTML CSS JavaScript having function add task, delete task and view task.

**Introduction**

* Organizational structure forms the backbone of any company, providing a framework for defining roles, responsibilities, and reporting relationships. Understanding this structure is crucial for effective communication, decision-making, and overall operational efficiency.

**Key Components**

* **Hierarchy:** Exploring the hierarchical arrangement of positions within the organization, from top-level executives to frontline employees.
* **Departments and Teams:** Identifying various departments and teams within the company and their interrelationships.
* **Roles and Responsibilities:** Defining the roles and responsibilities associated with each position in the hierarchy, ensuring clarity and accountability.
* **Reporting Relationships:** Establishing clear reporting relationships to facilitate communication channels and streamline decision-making processes

**HTML AND CSS Codes**

**HTML:-**

<!DOCTYPE html>

<html lang="en">

<head>

  <meta charset="UTF-8">

  <meta name="viewport" content="width=device-width, initial-scale=1.0">

  <title>To-Do App</title>

  <link rel="stylesheet" href="To-Do.css">

</head>

<body>

  <div class="container">

    <h1>To-Do List</h1>

    <input type="text" id="taskInput" placeholder="Enter task">

    <button onclick="addTask()">Add Task</button>

    <button onclick="viewTasks()">View Tasks</button>

    <ul id="taskList"></ul>

  </div>

  <script src="To-Do.js"></script>

</body>

</html>

**CSS:-**

body {

  font-family: Arial, sans-serif;

  margin: 0;

  padding: 0;

}

.container {

  max-width: 600px;

  margin: 50px auto;

  padding: 0 20px;

}

h1 {

  text-align: center;

}

input[type="text"] {

  width: calc(100% - 80px);

  padding: 10px;

  margin-bottom: 10px;

}

button {

  padding: 10px 20px;

  background-color: #4CAF50;

  color: white;

  border: none;

  cursor: pointer;

  margin-right: 10px;

}

button:hover {

  background-color: #45a049;

}

ul {

  list-style-type: none;

  padding: 0;

}

li {

  margin-bottom: 10px;

}

.deleteBtn {

  background-color: #f44336;

  color: white;

  border: none;

  padding: 5px 10px;

  cursor: pointer;

  margin-left: 10px;

}

.deleteBtn:hover {

  background-color: #d32f2f;

}

**JavaScript:-**

let tasks = [];

function addTask() {

  const taskInput = document.getElementById("taskInput");

  const taskText = taskInput.value.trim();

  if (taskText !== "") {

    tasks.push(taskText);

    taskInput.value = "";

    alert("Task added successfully!");

  } else {

    alert("Please enter a task!");

  }

}

function deleteTask(index) {

  tasks.splice(index, 1);

  viewTasks();

}

function viewTasks() {

  const taskList = document.getElementById("taskList");

  taskList.innerHTML = "";

  tasks.forEach((task, index) => {

    const li = document.createElement("li");

    li.textContent = task;

    const deleteBtn = document.createElement("button");

    deleteBtn.textContent = "Delete";

    deleteBtn.classList.add("deleteBtn");

    deleteBtn.addEventListener("click", function() {

      deleteTask(index);

    });

    li.appendChild(deleteBtn);

    taskList.appendChild(li);

  });

}

**Significance**

* A well-defined organizational structure enables efficient resource allocation, fosters collaboration, and promotes a sense of direction among employees. It helps employees understand their place within the company and provides a roadmap for career advancement.

**Learning**

* HTML basic structure and its attribute
* Learn about div tages.
* Learn about img tages for load the image on html page.
* Learn about Css attribute like position boader properties and etc.