End-User Guide for the To-Do List Application

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Chapter 1. To-Do List App

How to Use To-Do List App ?

Here are the instructions to use To-Do List app.

You must have a smartphone or tablet with the operating system that supports To-Do List app (e.g. Android 5.0 or later, iOS 10 or later). Then you need to have a clear idea of the tasks, projects, or goals you want to track.

1. **Create an account:** Open the app and sign up using your email or social media account.
2. **Add a new task:** Click the "Add Task" button and enter the task title, e.g. buy groceries. Then add other details, due dates, or priority levels for the particular task.
3. Click "Save Task" button to save this task.
4. **Mark as Completed:** Once the task is finished, mark it as complete by tapping the checkbox corresponding to the particular task.
5. **Edit/Delete Task:** If you need to modify a task, click on "Edit" button next to the task. To delete the task, long-press on the task title and swipe to left to delete it.

What is the Usability of To-Do List App ?

The usability of a **To-Do List App** refers to how effectively, efficiently, and satisfactorily users can interact with the app to manage their tasks and stay organized. Following are some of the key aspects of usability for a to-do list app:

- **Task Organization:** User can easily create, edit, and delete tasks with just a few taps. They can assign priority levels (e.g., high, medium, low) to tasks so users can focus on what's most important.
- **Time Management:** Users can add due dates and times to tasks to stay on track and avoid missing deadlines. Also, they can set reminders for tasks to receive alerts when deadlines are approaching or tasks need attention.
- **Productivity Enhancement:** Users can organize tasks based on urgency and importance, improving productivity and focus. The visual cues like color coding, percentage completion, or progress bars can help them quickly assess task statuses.
- **Cross-Device Complatibility:** The users can sync tasks across multiple devices (e.g., phone, tablet, laptop) so they can access their to-do lists anywhere.
- **Accessibility:** The ability to create and manage tasks even without an internet connection ensures that users can stay productive anytime.