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UNIVERSITY INSTITUTE OF COMPUTING

PROJECT REPORT ON

The Daily To-Do List Management System

Program Name: BCA

Subject Name/Code: DATA INTERPRETATION LAB

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ABSTRACT

Introduction:

The Daily To-Do List Management System is a personalized task tracking application developed in Microsoft Excel. Designed for individual use, it enables users to manage daily tasks with details including Date, Tasks, Priority, Status, Done / Pending, Complete %, and Notes. The system features dropdown menus for consistent data entry and calculates completion percentages dynamically. Reports generated from the data provide insights through charts and summaries, helping users monitor progress and identify pending tasks. With a user-friendly interface and built-in Excel tools like formulas and conditional formatting, this project showcases an effective approach to personal task management.

Technique:

The implementation utilizes Microsoft Excel's native features, including data validation, formulas, and charting capabilities.

Key technical components include:

1. Excel Table for structured data storage
2. Data Validation for dropdowns (Priority, Status)
3. Formulas for calculating Complete % (e.g., based on Done / Pending)
4. Charts (Pie, Bar) for visualizing task status and priority
5. Conditional Formatting for highlighting pending tasks

Implementation structure:

1. "Tasks" sheet as the main data entry point
2. Named ranges for dropdown values
3. Cell formulas for dynamic updates
4. Chart objects for report visualization

The system follows a simple workflow:

1. Input tasks with dates and details
2. Update Status and Done / Pending values
3. Generate reports with charts and metrics

System Configuration:

Minimum System Requirements:

1. Operating System: Windows 7/8/10 (32/64-bit)
2. Processor: 1.0 GHz Intel/AMD processor
3. RAM: 1 GB
4. Storage: 50 MB free space
5. Software: Microsoft Excel 2016 or later
6. Display: 800x600 resolution

Recommended System Requirements:

1. Operating System: Windows 10/11 (64-bit)
2. Processor: 2.0 GHz dual-core processor
3. RAM: 4 GB
4. Storage: 200 MB free space
5. Software: Microsoft Excel 2019 or Microsoft 365
6. Display: 1280x720 resolution

Development Environment:

1. Microsoft Excel 2019 or later
2. Windows OS

Network: Not required (offline application)

Input: Keyboard and mouse support

SUMMARY

Input:

Main Task Sheet (Tasks):

- Date (Date)
- Tasks (Text)
- Priority (Dropdown: Normal, High, Low)
- Status (Dropdown: Started, On progress, Halt, Ended, Done, Pending)
- Done / Pending (Numeric)
- Complete % (Calculated)
- Notes (Text)

Report Sheet (Report):

- Summary Table (Metrics: Total Tasks, Pending, Completed)
- Pie Chart (Status Distribution)
- Bar Chart (Priority Distribution)

Options Menu (Data Validation):

- Priority Dropdown (Normal, High, Low)
- Status Dropdown (Started, On progress, Halt, Ended, Done, Pending)

Navigation Flow:

Tasks Sheet → Report Sheet

Report Sheet → Charts and Metrics

Key Design Elements:

1. Consistent color scheme (purple background, black text)
2. Dropdown menus for easy data entry
3. Dynamic Complete % calculation
4. Clear visual feedback via charts

5. Organized layout with headers

6. Minimalistic design for usability

Process:

The system operates by:

1. Users entering tasks with dates, descriptions, and notes

2. Selecting Priority and Status from dropdowns

3. Inputting Done / Pending values to calculate Complete % (e.g., Complete % = (Done / (Done + Pending)) * 100)

4. Generating reports with Excel charts and formulas

Output:

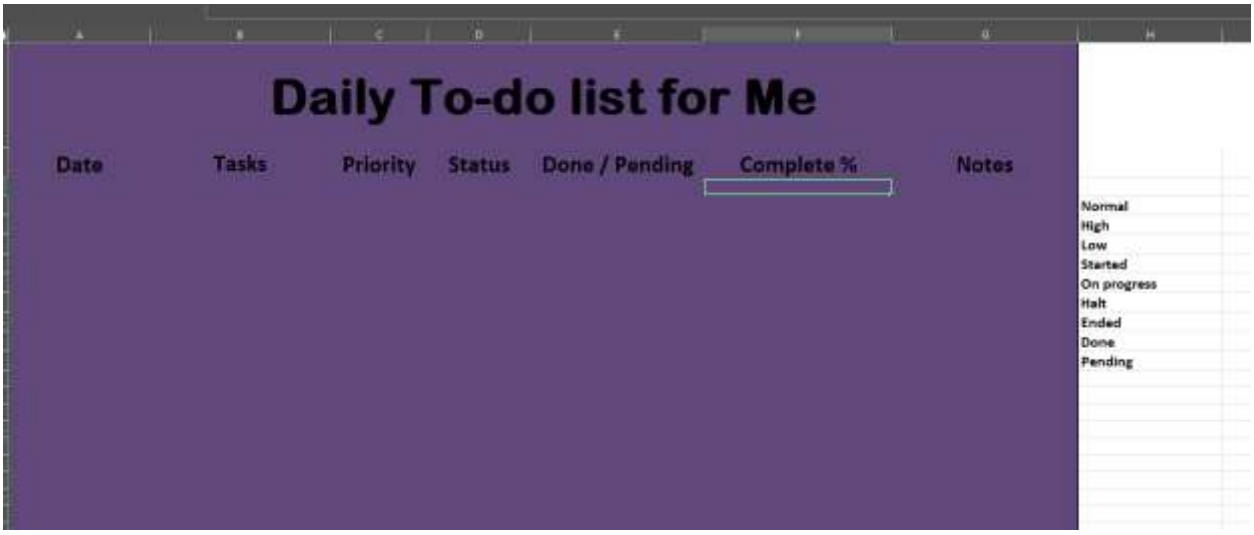
Sample formulas for dynamic calculations:

```
namespace ToDoListApp
{
   Sub CalculateMetrics()
      Range("F2").Formula = "=(E2/(E2+D2))*100" 'Complete % for each task
      Range("A10").Value = "Total Tasks: " & WorksheetFunction.CountA(Range("B:B")) - 1
      Range("A11").Value = "Pending: " & WorksheetFunction.CountIf(Range("D:D"),
"Pending")
      Range("A12").Value = "Completed: " & WorksheetFunction.CountIf(Range("D:D"),
"Done")
   End Sub
}
```

Output:

Report Sheet Example:

- Title: Daily To-Do List Report
- Metrics:
  - Total Tasks: 10
  - Pending: 3
  - Completed: 5
- Charts:
  - Pie Chart: Status Distribution (50% Done, 30% On progress, 20% Pending)
  - Bar Chart: Priority Distribution (Normal: 6, High: 3, Low: 1)



CONCLUSION

The Daily To-Do List Management System, developed in Microsoft Excel, successfully provides a practical and efficient solution for personal task management. By integrating features such as dynamic task tracking, dropdown-based data entry, and automated completion percentage calculations, the system offers a user-friendly interface that enhances productivity. The inclusion of visual reports through pie and bar charts enables users to quickly assess task status and prioritize effectively. This project demonstrates the versatility of Excel as a tool for managing daily activities without the need for advanced programming, proving its value in organizing tasks and maintaining focus. Future enhancements could involve adding reminders, multi-user support, or integration with other productivity tools to further expand its functionality. Overall, this project serves as a solid foundation for personal task management and offers valuable insights for future development.