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

To Do 1/3 completed Task Date

To Do 1/3 completed Task Date

To Do 1/3 completed Date Task