

Sheet Basics course activity



By the end of this activity, you will be able to:

- Create columns using all column types



Follow these steps to get the course activity assets

1. Go to the Get the Course Activity Assets lesson on the left
2. Click the appropriate link for your region
3. Open the following sheet: 01_Sheet Basics Course Assets > 01_Sheet Basics Activity > 01_Marketing Request Tracker - Sheet Basics

Create columns

Create these columns in your sheet according to the criteria listed. Remember that there are multiple ways to create columns. Use any method you want to create these columns.

Column Name	Column Type	Details
URGENT <i>Insert to the right of Request ID</i>	Symbols <i>Flag > white and red flag symbol</i>	This column will be used to mark a request as urgent.
Requestor Name <i>Insert to the right of Request Description</i>	Text/Number	Requestors will enter their name in this column when they make a request.
Requestor E-mail <i>Insert to the right of Requestor Name</i>	Contact List	Requestors will enter their e-mail in this column when they make a request.
Date Submitted <i>Insert to the right of Date Needed By</i>	Auto-Number/System Created (Date)	This column will contain an automatic date stamp of when the request was submitted.

Column Name	Column Type	Details
Status <i>Insert to the right of Date submitted</i>	Dropdown (Single Select) <i>Restrict column to drop down choices only</i>	Type these values into the Values box on separate lines: Requested In Progress Closed
% Complete <i>Insert to the right of Status</i>	Text/Number	This column will be used to show the percent complete of a project
Assigned To <i>Insert to the Right of % Complete</i>	Contact List	Type these values in as choices: Cheryl Jose Julia Maggie Anouk
Date Started <i>Insert to the right of the Assigned To column</i>	Date <i>Restrict column to dates only</i>	This column will show the date the request was started.
Estimated Completion Date <i>Insert to the right of Date Started</i>	Date <i>Restrict column to dates only</i>	This column will show the estimated completion date.

Great job! You reached the end of the activity!