Task Manager Manual

Welcome to **Task Manager** — a simple and efficient way to keep all your to-dos organized in one place.

Add a Task

To add a new task:

1. Enter the **Title** of the task.

2. Select a **Due Date** — make sure it's a future date.

3. Provide a brief **Description** of what needs to be done.

4. Click the **Add Task** button to save it.

Your new task will appear in the task list once added.

Mark as Complete

When you finish a task:

1. Locate the task in your list.

2. Click the **Complete** button next to it.

The task status will then change to **Completed**.