My TO DO APP

1. **Create Task List and Duration**

TASK_ID	TASK	DUE_DATE
1	Read a book	2023-11-15
2	Learn coding	2023-11-01
3	Learn 3rd language	2023-10-31
4	Exercise	2023-10-31
5	Sleep 8 hours a day	2023-10-30

DUE_DATE column

Ribbon: Home → Click `123` → Custom date and time

Follow the ISO Standard : ISO8601 → YYYY-MM-DD

2. Create Tag for Task Grouping

Select all Cells to create dropdown for tag

Insert → Dropdown → Create Tag

- Book
- Study
- Health

Click DONE to apply

TASK_ID	TASK	TAG
1	Read a book	Study ▼
2	Learn coding	Study ▼
3	Learn 3rd language	Study ▼
4	Exercise	Health ▼
5	Sleep 8 hours a day	Health ▼

Data validation rules ✕

Apply to range

Sheet1!C3

Criteria

Dropdown ▼

⠿ 🟡 ▼ Book 🗑

⠿ 🔴 ▼ Study 🗑

⠿ 🟢 ▼ Health 🗑

Add another item

Advanced options

3. Create Complete status checked

Create COMPLETE column to add checkbox

Create checkbox in "COMPLETE" column

Link checkbox to task list

right click at task list cells → View more cell action →Conditional formatting

Conditional format rules ✕

Single color | Color scale

Apply to range

B2:B6

Format rules

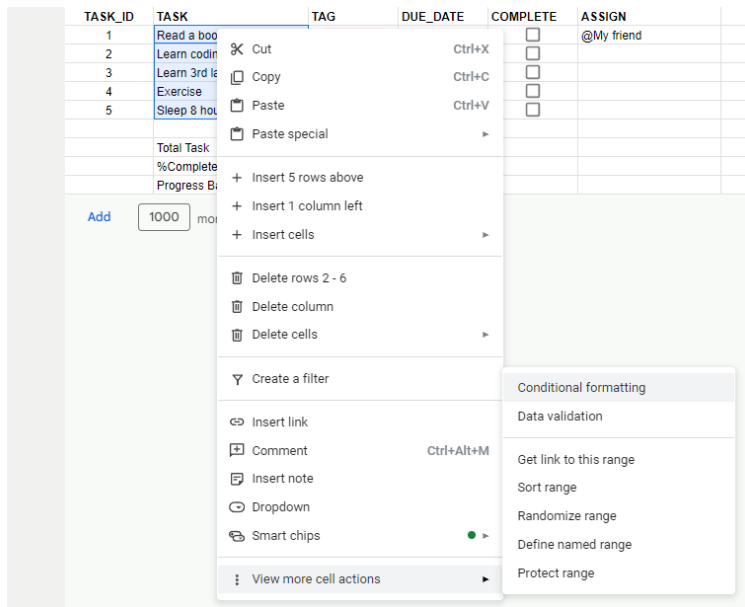Format cells if...

Custom formula is ▼

=E2=TRUE

Formatting style

Custom

B I U S A ▾ | ♦ ▾

Cancel | Done

+ Add another rule

TASK_ID	TASK			TAG	DUE_DATE	COMPLETE	ASSIGN
1	Read a boo					☐	@My friend
2	Learn codin	✂ Cut	Ctrl+X			☐	
3	Learn 3rd la	⧉ Copy	Ctrl+C			☐	
4	Exercise	📋 Paste	Ctrl+V			☐	
5	Sleep 8 hou	📋 Paste special ▸				☐	
	Total Task						
	%Complete	+ Insert 5 rows above					
	Progress Ba	+ Insert 1 column left					
		+ Insert cells ▸					
Add	1000 mo						
		🗑 Delete rows 2 - 6					
		🗑 Delete column					
		🗑 Delete cells ▸					
		▽ Create a filter		Conditional formatting			
				Data validation			
		⌀ Insert link					
		⊞ Comment Ctrl+Alt+M		Get link to this range			
		🗐 Insert note		Sort range			
		⊘ Dropdown		Randomize range			
		🔗 Smart chips ● ▸		Define named range			
		⋮ View more cell actions ▸		Protect range			

4. Add assign to involve person

@ + Name/E-mail

5. Summary the task

Total task : Use `Count()` function at task ID Table

%Complete : `=COUNTIF(` `COMPLETE table` `,TRUE)/Total task`

%NotComplete : `=1-%Complete`

*Don't forget to format as percent at `%`

Progress Bar : `=SPARKLINE(` `C9(%Complete):D9(%NotComplete),` `{"charttype","ชนิด` `กราฟ";"color1","สีที่1";"color2","สีที่2"}` `)`

- Example

```
=SPARKLINE(C9:D9,{"charttype","bar";"color1","15a1ad";"col
```

- Color can be picked from : color picker → HEX number for example `6fd1c2` as below
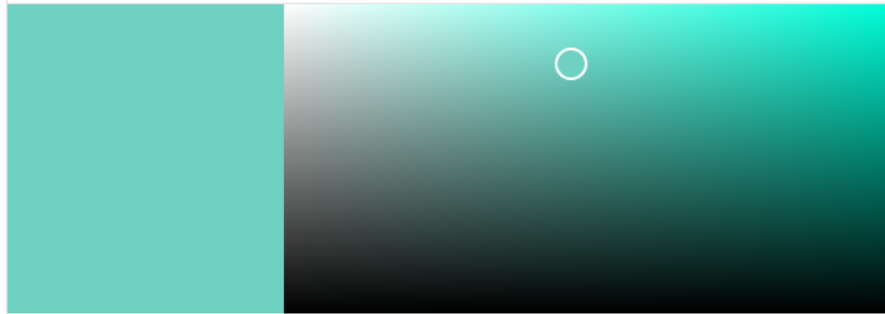
Google

color picker

All   Images   Videos   News   Books   ⋮ More   Tools

About 159,000,000 results (0.26 seconds)

Colour picker

HEX
#6fd1c2

RGB	CMYK	HSV	HSL
111, 209, 194	47%, 0%, 7%, 18%	171°, 47%, 82%	171°, 52%, 63%