





Steps

1. Drag the circle on the zoom slider  in the bottom-right corner of the page to approximately 100%
2. Click and drag  on the edge of the "List of Things to Do" column until the column heading is fully visible
3. Click and drag  on the edge of the "Duration for task completion" column until the column heading is fully visible
4. Right-click on the row number where the cells contain "#####"
5. Select "rightClick.deleteSelectedRow" from the dropdown options
6. Repeat step 4 and 5 on all rows where the cells contain "#####"
7. Drag and drop the rows of tasks to arrange them in ascending order based on serial number
8. Click an empty cell under the list of "Duration for task completion"
9. Click the Σ button located in the toolbar at the top of the page
10. Select "AVERAGE" from the list of available options
11. Drag to select all cells in the "Duration for Task Completion" column, excluding the heading (first row)
12. Press enter key
13. Click  button on the top right corner to indicate task completion