[DATE]

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| [PROJECT NAME] |

[STUDENT NAME] | [COURSE NAME] | [INSTRUCTOR NAME/CLASS TIME/PERIOD]

Need more rows in the task table? No problem. Just click in the last cell of the table and then press the Tab key.

Or, to add a row in the middle of the table, click in a row and then, on the Table Tools Layout tab of the ribbon, click Insert Above or Insert Below.

To replace placeholder text (like this) with your own, just select it and start typing. Don’t include space to the right or left of the characters in your selection.

| TASK | DUE DATE | DONE | INITIALS |
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