

Build a simple Excel tracker in 5 minutes

A working task tracker with a testable completion count.

Timed steps

- Minute 1 - Define what you track. Start with columns: Task, Owner, Due date and Status. Choose status values Not started, In progress and Done.
- Minute 2 - Enter three fictional rows. Use a real date value for each due date and one owner for each task. Do not include private customer information in practice data.
- Minute 3 - Add a Status drop-down using your spreadsheet application's data validation. Keep one task per row; avoid merged cells in the data area.
- Minute 4 - Outside the data area add `=COUNTIF(D2:D100,"Done")` to count completed tasks. Your application may use semicolons instead of commas. Adjust the range to the actual Status column.
- Minute 5 - Change one status from In progress to Done and confirm the count increases by one. Sort or filter the data and confirm complete rows stay together. Save an editable workbook.

Worked example

Prepare draft | Aisha | 2 October 2026 | In progress. Review draft | Omar | 3 October 2026 | Not started. Confirm scope | Aisha | 1 October 2026 | Done. The initial Done count should be 1.

Optional AI prompt

Design a simple task tracker with Task, Owner, Due date and Status. Use fictional sample data. Explain a COUNTIF completion formula, its range and a test proving it works. Do not add macros, external connections or sensitive data.

Your practice task

Create the tracker manually or use AI to propose its structure. Add a fourth row and verify it is included in the formula range.

Check your work

Are dates actual dates, status values consistent, the formula range correct and the test result expected? Can another person understand the columns?

Learning comes before credentials. Completing this reading alone does not issue a certificate. Programme assessment and practical requirements apply.