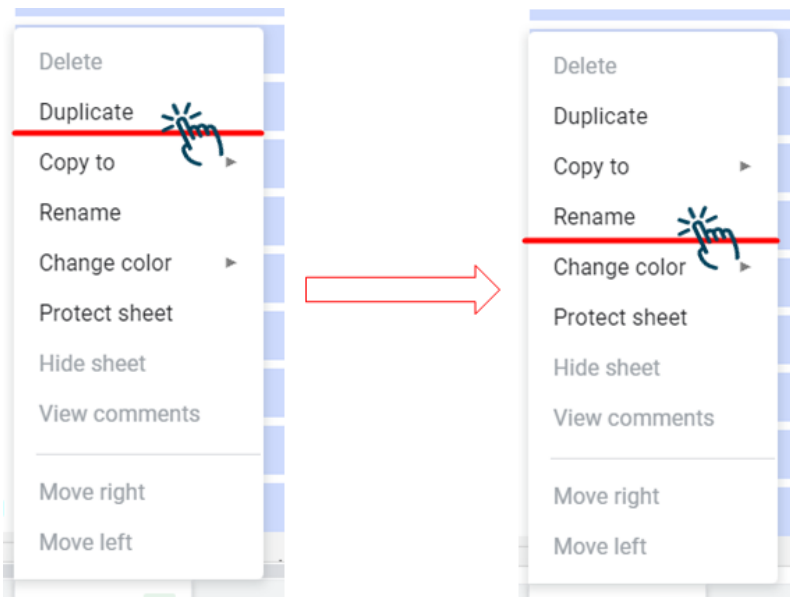


Use the "Class schedule template" to create a weekly schedule of classes and extra activities.

One template sheet is designed for 1 week. After a week has passed, you can clear the fields if there is no need to keep records of the past weeks. If you want to save entered data and have access to it in the future, it is necessary to create duplicate sheets for each week.



To do this, right-click on the sheet name and select the "Duplicate" function, and then rename the new sheet.

<b>Name:</b>	
<b>Class</b>	

At the top of the table, you must enter your data in the appropriate fields.

The template on the left contains a timeline for scheduling lessons that starts at 7 AM and ends at 5 PM in 15-minute increments.

The columns show the days of the week, excluding weekends. At the intersection of the start time of the lesson and the day of the week, write down the name of the lesson, the name of the teacher, the room or building where the classes are held, and other necessary information. You can also merge cells into a time range corresponding to the duration of the lesson (for example, 3 cells for a lesson of 45 minutes).

Table filling example

TIME		MONDAY	TUESDAY	WEDNESDAY
7 AM	00			
	15			
	30			
	45			
8 AM	00	Math Room 101		
	15			
	30	break		
	45			
9 AM	00	Biology Room 201	Literature Room 202	
	15			
	30	break	break	
	45			
10 AM	00	Physics Room 301	History Room 601	Geology Room 101
	15			
	30			

At the bottom, there is a field for notes that you can write down so as not to forget.

<b>NOTES</b>	<i>Parents meeting on Friday at 6:00 pm</i>
--------------	---