

The screenshot shows a Google Sheets document titled "2025 Monthly Calendar". The "Insert" menu is open, and the "Checkbox" option is highlighted with a red rectangle. The spreadsheet displays a calendar for January 2025. Column A contains a "TO DO" list with items like "TO DO", "CALENDAR", "YEAR", "WEEK START", "DATE TODAY", "TO DO", and "DESCRIPTION". The "January" title is centered in a large pink box across columns G to N. The "Insert" menu options include Cells, Rows, Columns, Sheet, Tables, Chart, Pivot table, Image, Drawing, Function, Link, Checkbox, Dropdown, Emoji, Smart chips, Comment, and Note. Keyboard shortcuts are shown for some options: Shift+F11 for Sheet, ⌘K for Link, ⌘+Option+M for Comment, and Shift+F2 for Note.