

Microsoft Planner – Get started

Description

This training provides participants with the knowledge and skills needed to use Microsoft Planner effectively in their daily work. Integrated with Microsoft 365, Planner simplifies the planning, management, and tracking of tasks within a team.

Learn how to organize your tasks with Microsoft Planner

During this Planner tool training, you will learn how to create a plan, structure your projects, and assign tasks to your team members. With its simple and intuitive interface, Planner offers a clear view of project progress and strengthens collaboration among team members. The goal is to help you become fully autonomous in creating and managing your plans while improving overall team productivity.

Course Content

Module: Getting started with Planner

- Create a plan in Planner
- Add and manage tasks
- Add people to a plan and assign them tasks
- Set up buckets to sort tasks
- View your plan's progress and get updates

Lab / Exercises

- This course includes practical exercises designed to strengthen your knowledge and apply your skills in real-world professional scenarios

Documentation

- Digital courseware included

Participant profiles

- Microsoft 365 users who want to manage their tasks
- Project managers and team coordinators
- Team members responsible for daily planning
- Managers looking to improve team tracking and oversight

Prerequisites

- Working knowledge of Windows operating systems
- Working knowledge of Microsoft Office

Objectives

- Create and organize a plan in Microsoft Planner
- Add and manage tasks efficiently
- Assign tasks to team members

- Structure plans using buckets
- Track the progress of tasks and projects
- Collaborate effectively with Microsoft 365
- Optimize time and priority management

Description

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Niveau

Fondamental

Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

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