

# Planner – Get started

## Description

This training will provide participants with the knowledge and skills necessary to effectively use Microsoft Planner on a daily basis. Microsoft Planner lets you create a plan, build a team, assign tasks, and update the status in just a few simple steps.

## 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

- Practical exercises will be proposed during and/or at the end of each lesson

## Documentation

- Digital courseware included

## Participant profiles

- People who use or will use Microsoft 365
- Decision-makers who are trying to understand the features and benefits of Microsoft 365 and how it can increase employee productivity

## Prerequisites

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

## Objectives

- Access Planner
- Use Planner

## Niveau

Fondamental

## Classroom Registration Price (CHF)

500

## Virtual Classroom Registration Price (CHF)

475

## Duration (in Days)

0.5

## Reference

MPL