

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