

PLANNER / TO DO

BASICS LEVEL



Duration: 3.5h

Prerequisites:

- Knowledge of the Windows environment
- Have access to a computer and Microsoft OFFICE 365

Recognized Certification: Yes

Course material: provided

Post-training technical support: Offered free of charge for one year

Pedagogical means:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Manage the different tasks using Planner
- Use the different tools to make it easier to keep track of a project's tasks
- Create plans from templates

DESCRIPTION

Efficiently manage your projects and team tasks with Planner and To Do

PROGRAM

Use Planner to create team tasks

- Log in to Planner
- Create plans and tasks
- Add compartments
- Assign tasks
- Create a plan using Planner in Teams
- Create a new plan in the same group
- Use Calendar in Microsoft Planner
- View the Planner calendar in the Outlook calendar

Using Microsoft To Do with Outlook Tasks

- Log in to To Do
- Create, delete, and restore lists
- Customize your lists
- Create and delete tasks
- Add deadlines and reminders to your tasks
- Add milestones, importance, notes, and tags to your tasks

Questions & Answers

