

MICROSOFT PLANNER

DURATION:

Speak to us about a duration and topics that works best for you.

OVERVIEW

In this session, you will:

- Tour the interface
- Create plans, buckets and tasks
- Assign tasks to people
- Attach labels and files to tasks
- Work with Planner Views
- Use the Desktop and Mobile apps

COURSE OUTLINE

INTRODUCTION

- What is Microsoft Planner?
- Access Planner
- Tour the Planner Screen

CREATING A PLAN

- Create a Plan
- Add Tasks

USING BUCKETS AND TASKS

- Use Buckets
- Create Tasks
- Create More Detailed Tasks
- Attach Files to Tasks
- Assign Tasks
- Flag Tasks with Labels
- Update task's status
- Re-organise Tasks
- Change the View

EXTRAS

- Monitor Plans, Tasks and Assignments
- Review Schedules
- View your Work Graphically
- Add Tasks whilst in Chart View
- Change the Group
- Re-assigning Tasks
- Use the Planners Desktop and Mobile apps