



## Microsoft 365 Planner

Format: Half Day  
Max Capacity 6

**Microsoft Planner provides a hub for team members to create plans, organise and assign tasks to different users and to check updates on progress through dashboards. This course is covered in a half day training session.**

### Course Content

- Sign into Microsoft Planner
- Getting Started
- Creating a Plan
- Adding and assigning tasks
- Creating and assigning to buckets
- Attaching files and content
- Flagging tasks with labels
- Adding members
- Viewing my tasks
- Updating a task's status
- Viewing the progress on a plan
- Using charts to view progress
- Working with the Planner hub
- Marking a plan as a favourite
- Using Microsoft Planner with Outlook
- Exporting to Microsoft Excel