

Microsoft Planner Introduction



Course Details

Course Name Introduction to Microsoft Planner

Duration 0.5 Day

Course Code AFBIMP

Assumed Knowledge No prior knowledge is required

Course Aims

The aim of this course is to introduce you to Microsoft Planner, a web-based tool that helps you plan, organize, and track your tasks and projects. You will learn how to use Planner to create plans, add tasks, assign members, set due dates, attach files, and update progress. You will also learn how to integrate Planner with other Microsoft 365 apps, such as Outlook, Teams, and SharePoint. By the end of this course, you will be able to use Planner to manage your work more efficiently and collaboratively.

What You Will Learn

In this course, you will learn how to use Microsoft Planner, a tool for managing tasks and projects in Microsoft 365. You will explore its features and benefits, create and assign tasks, attach files and links, update and track progress, and integrate it with other Microsoft 365 apps and groups.

Skills

- Create and manage tasks and plans in Microsoft Planner using the web interface and the mobile app
- Collaborate with your team members and Microsoft 365 groups on shared tasks and projects
- Integrate Microsoft Planner with other Microsoft 365 apps, such as Outlook, Teams, and SharePoint

Target Audience

The courses target audience is for both end user and professionals who want to use Planner to work on projects with their teams. There is no previous requirements for this course as its aimed at showcasing what features and tools planner has to offer and this will help in determining how you can use planner correctly and effectively.

Course Content

Module 1 – Getting to know Planner

Topic A What is Microsoft 365

Topic B What is Microsoft Planner

Topic C Licensing

Topic D Standalone and Microsoft 365 Groups

Module 2 – Exploring Planner

Topic A Overview of the Planner Interface

Topic B Key Features and Benefits

Topic C Using Planner

Topic D Planner & Microsoft 365 Groups

Module 3 – Making the most of Planner

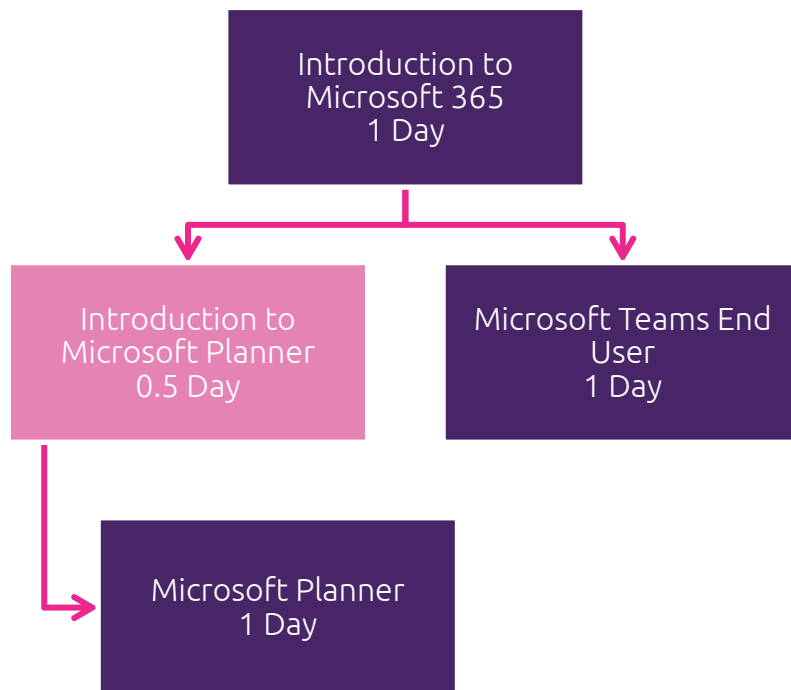
Topic A Using Planner

Topic B Planner & Microsoft 365 Groups

Course Progression

At Appetite, we understand the significance of Microsoft Teams in a modern workplace where everyone is encouraged to work more collaboratively and communicate effectively using cloud technology. That's why we are excited to introduce our Microsoft Teams training courses, designed to empower employees with the essential knowledge and skills needed to excel in this platform. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Teams and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft 365 and Microsoft Teams and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 