

# Microsoft To Do Introduction

## Course Details

**Course Name** Introduction to Microsoft To Do

**Duration** 0.5 Day

**Course Code** AFBMTDI

**Assumed Knowledge** None

## Course Aims

This course is designed to help you learn how to use Microsoft To Do, a simple and smart task management app that lets you create, organise, and prioritise your tasks across your devices. You will learn how to access and navigate the app, how to create and manage tasks using smart features, how to customise and personalise your experience, and how to integrate To Do with other Microsoft 365 apps and services.

## What You Will Learn

You will learn how to use this simple and smart task management app that helps you stay organized and productive. You will explore the features and benefits of To Do, such as creating and managing tasks, using smart suggestions and smart lists, customising and personalising your app, and integrating it with Microsoft 365.

## Skills

- How to use the To Do interface and create tasks with ease.
- How to leverage smart suggestions and smart lists to prioritize and manage your tasks effectively.
- How to customize and personalize your To Do experience and integrate it with other Microsoft 365 apps.

## Target Audience

This training course is designed for people who want to use a simple app to manage their tasks and projects, organize their personal and professional life, sync their tasks across devices and platforms, and integrate with other Microsoft 365 apps.

## Course Content

### Module 1 – Getting to know To Do

Topic A Overview

Topic B The Interface

### Module 2 – Exploring To Do

Topic A Getting Started with Tasks

Topic B Smart Suggestions & Smart Lists

### Module 3 – Making the most of To Do

Topic A Customisation & Personalisation

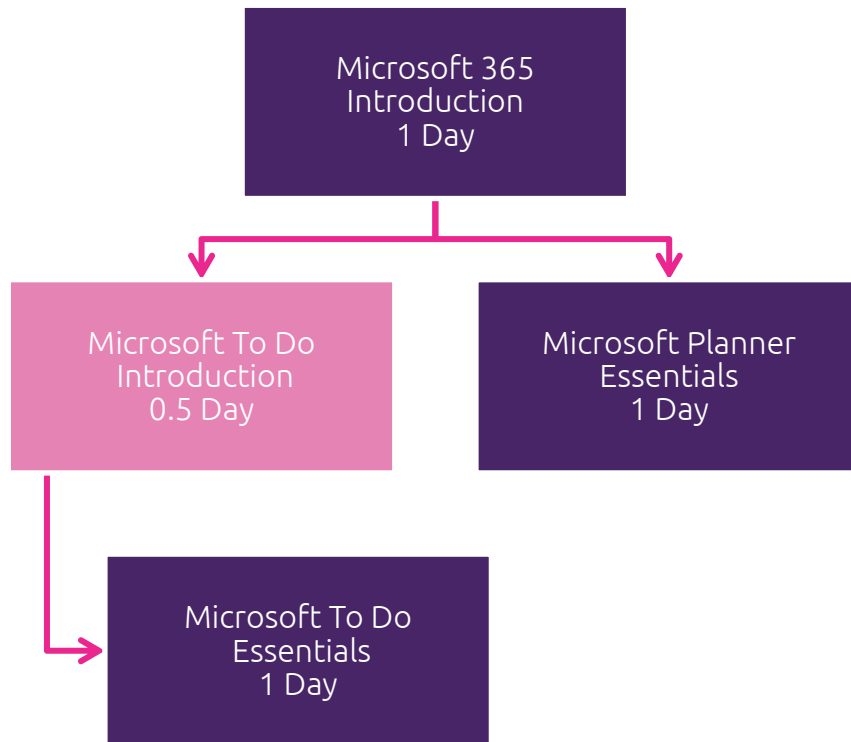
Topic B Integration with Microsoft 365

## Course Progression

Microsoft To Do is a powerful tool for task management and organization that can help you streamline your workflow and improve productivity. At Appetite, we understand the significance of learning the full depth of using Microsoft To Do in a modern organization. That's why we offer a range of courses from introduction to advanced, covering topics such as task creation, list management, and more. We can guide you from having no prior knowledge to efficiently managing your tasks and schedules using advanced skills.

Whether you want to learn the basics of Microsoft To Do, or take your skills to the next level, we have a course for you. Our courses are interactive, engaging, and can also be tailored to your needs. You'll learn from our experienced trainers who will share their best practices and tips for success. By the end of the course, you'll be able to apply your learning to your own business and scenarios and create a seamless and efficient task management system that will impress your team and stakeholders.

Join us in discovering the power of Microsoft To Do and enhancing your task management and organization skills 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  |
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