

## Microsoft Planner – Seminar/ILT

<b>Course length:</b>	2-hour seminar or ½ day instructor-led training
<b>Why study this course?</b>	This course aims to give users a basic understanding of the features in Microsoft Planner and gain an understanding of buckets and tasks.
<b>What you'll learn:</b>	<p>On completion of this course students should be able to:</p> <ul style="list-style-type: none"> <li>• Sign in to Office 365 and open Microsoft Planner</li> <li>• Navigate around the Planner Hub</li> <li>• Create a new plan and task</li> <li>• Add people to a plan</li> <li>• Add, rename, delete and move a bucket</li> <li>• Add an attachment, label and a comment to a task</li> <li>• Work with Board and Charts views in Planner</li> </ul>
<b>Course subjects:</b>	<p>Getting to Know Planner</p> <ul style="list-style-type: none"> <li>• What is Planner?</li> <li>• What can you do with Planner?</li> <li>• Log in and open Planner</li> <li>• The Planner Hub</li> </ul> <p>Plans</p> <ul style="list-style-type: none"> <li>• Create a plan</li> <li>• Add people to a plan</li> <li>• Create a private or public plan</li> </ul> <p>Tasks</p> <ul style="list-style-type: none"> <li>• Create a task in a plan</li> <li>• Assign people to a task</li> <li>• Add a label to a task</li> <li>• Comment on a task</li> </ul> <p>Attachments</p> <ul style="list-style-type: none"> <li>• Add an attachment to a bucket</li> </ul> <p>Buckets</p> <ul style="list-style-type: none"> <li>• Create a bucket</li> <li>• Rename, delete or move a bucket</li> </ul> <p>Boards and Charts</p> <ul style="list-style-type: none"> <li>• View Boards and Charts view</li> </ul>
<b>Who is the course for?</b>	This course is designed for users who are working with the Office 365 collaboration tools.
<b>Prerequisites:</b>	This course assumes little or no knowledge of Microsoft Office 365. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

*We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.*