

Seminar/ILT – Planner

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: This course aims to give users a basic understanding of the features in Microsoft Planner and gain an understanding of buckets and tasks.

Skills Gained: On completion of this course students should be able to:

- Sign in to Office 365 and open Microsoft Planner
- Navigate around the Planner Hub
- Create a new plan and task
- Add people to a plan
- Add, rename, delete and move a bucket
- Add an attachment, label and a comment to a task
- Work with Board and Charts views in Planner

Key Topics:

Getting to Know Planner

- What is Planner?
- What can you do with Planner?
- Log in and open Planner
- The Planner Hub

Plans

- Create a plan
- Add people to a plan
- Create a private or public plan

Tasks

- Create a task in a plan
- Assign people to a task
- Add a label to a task
- Comment on a task

Attachments

- Add an attachment to a bucket

Buckets

- Create a bucket
- Rename, delete or move a bucket

Boards and Charts

- View Boards and Charts view

Target Audience: This course is designed for users who are working with the Office 365 collaboration tools.

Prerequisites: 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.