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## Planner – Get started

### Description

This training will provide participants with the knowledge and skills necessary to effectively use Microsoft Planner on a daily basis. Microsoft Planner lets you create a plan, build a team, assign tasks, and update the status in just a few simple steps.

#### **Classroom Registration Price (CHF)**

500

#### **Virtual Classroom Registration Price (CHF)**

475

#### **Course Content**

##### **Module: Getting started with Planner**

- Create a plan in Planner
- Add and manage tasks
- Add people to a plan and assign them tasks
- Set up buckets to sort tasks
- View your plan's progress and get updates

#### **Lab / Exercises**

- Practical exercises will be proposed during and/or at the end of each lesson

#### **Documentation**

- Digital courseware included

#### **Participant profiles**

- People who use or will use Microsoft 365
- Decision-makers who are trying to understand the features and benefits of Microsoft 365 and how it can increase employee productivity

#### **Prerequisites**

- Working knowledge of Windows operating systems
- Working knowledge of Microsoft Office

#### **Objectives**

- Access Planner
- Use Planner

#### **Niveau**

Fondamental

#### **Duration (in Days)**

0.5

#### **Reference**

MPL