Course Outline | Office 365 Planner

1 day(s)

Overview

You will learn how to:

- Explore the general environment of Microsoft Office 365 Planner
- Use the key functionality of Planner, alongside linking with other applications such as Mail, Calendars and Notebook

Prerequisites

Students should have basic knowledge of how to use a computer and how to use the internet. Basic Keyboard and mouse skills are required. Some knowledge of Office 365 is useful, but not essential as an overview will be covered.

Course Outline

Introducing Office 365

- Introducing Office 365 and the Concept of Working in the 'Cloud'
- Navigating around Office 365

What is Planner Office 365?

- The Use of Planner 365
- Interlinked Applications

Creating a Plan

- Group Creating a Plan
- Creating a Group

Using Bucket and Tasks

- Using Buckets
- Creating Tasks
- Creating More Detailed Tasks
- Assigning Tasks
- Re-organise Tasks
- Changing the View

Charts

- Viewing your Work Graphically
- Adding Tasks whilst in Chart View
- Changing the Group
- Re-assigning Tasks

Notebook

- Using Notebook

Mail and Calendar

- Mail
- Conversations
- Calendars