

Microsoft Planner is a planning application available on the Microsoft Office 365 platform. The application is available to premium, business, and educational subscribers to Office 365.

Pre-requisites

General understanding of Cloud computing and Office 365

This course is run on a bespoke basis, giving you the opportunity to tailor the course to your exact requirements. To provide a starting point, we'd recommend you use the suggested course outline as a guide only.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1/2 day.

Module 1

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

Module 2

What is Planner Office 365?
The Use of Planner 365
Interlinked Applications

Module 3

Creating a Plan / Group
Creating a Plan
Creating a Group

Module 4

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

Module 5

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

Module 6

Notebook
Using Notebook

Module 7

Mail and Calendar
Mail
Conversations
Calendars