

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Office 365 Planner

Learn to set up plans, manage tasks and collaborate using Microsoft Office 365 Planner.

8 Hours

DURATION

2

MODULES

9

TOPICS

COURSE OVERVIEW

This course covers setting up a plan in Microsoft Office 365 Planner, creating and specifying tasks, and collaborating with others. It also covers editing and closing tasks. It then addresses managing a plan, grouping and filtering tasks, and interacting with other applications.

WHO THIS COURSE IS FOR

Project Coordinators

Team Members

Task Managers

Administrative Staff

Office Users

LEARNING OBJECTIVES

- Set up a plan in Microsoft Office 365 Planner
- Create and specify tasks within a plan
- Apply collaboration features when working on tasks
- Edit and close tasks
- Manage a plan across its lifecycle
- Group and filter tasks for organisation
- Explain how Planner interacts with other applications

2 Modules, 9 Topics

01

Setting up a Plan and Editing Tasks

TOPICS

Setting up Planner · Creating and specifying tasks · Collaboration · Editing and closing tasks · Chapter test

02

Managing Plans and Tasks

TOPICS

Managing a plan · Grouping and filtering tasks · Interacting with other applications · Chapter test

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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