Mindluster Platform

About the course Microsoft planner essentials for beginners

Microsoft planner essentials course, in this course we will learn about Microsoft Planner Essentials, focusing on the key features and functionalities that make Microsoft Planner a powerful tool for task and project management. Microsoft Planner is designed to help you organize your team's work, manage tasks, and collaborate effectively. This course will cover the basics of setting up your Planner, creating and assigning tasks, setting due dates, and tracking progress. You will learn how to create and manage plans, organize tasks into buckets, and use labels and checklists to stay on top of your projects. We will also explore how to integrate Microsoft Planner with other Microsoft 365 apps like Teams and Outlook to enhance productivity and communication. By the end of the course, you'll have a solid understanding of how to use Microsoft Planner to streamline your workflow, improve team collaboration, and achieve your project goals. Whether you are new to Planner or looking to refine your skills, this course will provide you with the knowledge and practical experience to make the most of Microsoft Planner in your daily tasks and projects.

Computer Softwares Category's Courses

Course Lesson(4)

Lesson 1 : **How to use Microsoft Planner Complete Guide Add to Teams**

Lesson 2 : **How to Use Microsoft To Do Get Organized**

Lesson 3 : **How to Use Microsoft To Do With Outlook Teams Planner**

Lesson 4 : **How to Create Update Planner Tasks from Excel or Teams**

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