Mindluster Platform

About the course Microsoft planner

Course Presenter : TutorTube

Microsoft planner, This course provides a practical introduction to Microsoft Planner, a simple and visual task-management tool within Microsoft 365. You will learn how to create plans, build task boards, organize work using buckets, and assign tasks to team members. The course covers setting priorities, due dates, labels, and tracking progress through charts and board views. You will also explore how to collaborate effectively, manage notifications, and integrate Planner with Microsoft Teams for smoother teamwork. Advanced lessons include filtering tasks, using best-practice workflows, and improving project organization across teams. By the end of the course, you will be able to create structured plans, monitor work efficiently, and enhance productivity using Microsoft Planner. TutorTube

Computer Softwares Category's Courses

Course Lesson(34)

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Lesson 2 : **Microsoft Planner Lesson 2 Making your Plan**

Lesson 3 : **Microsoft Planner Lesson 3 Adding Task List**

Lesson 4 : **Microsoft Planner Lesson 4 Assigning Start Date and Due Dates to Task**

Lesson 5 : **Microsoft Planner Lesson 5 Assigning People to Tasks**

Lesson 6 : **Microsoft Planner Lesson 6 Adding Notes to tasks**

Lesson 7 : **Microsoft Planner Lesson 7 Setting Task Priority**

Lesson 8 : **Microsoft Planner Lesson 8 Setting Recurring Task**

Lesson 9 : **Microsoft Planner Lesson 9 Assigning Non Members to Task**

Lesson 10 : **Microsoft Planner Lesson 10 Creating a New Bucket and Renaming Buckets**

Lesson 11 : **Microsoft Planner Lesson 11 Deleting and Moving Bucket**

Lesson 12 : **Microsoft Planner Lesson 12 Adding Labels to Tasks**

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Lesson 15 : **Microsoft Planner Lesson 15 Adding Attachments to Tasks**

Lesson 16 : **Microsoft Planner Lesson 16 Adding Comments to Tasks**

Lesson 17 : **Microsoft Planner Lesson 17 Sorting Tasks**

Lesson 18 : **Microsoft Planner Lesson 18 Keeping Track of Tasks**

Lesson 19 : **Microsoft Planner Lesson 19 Pin and Unpin Plans**

Lesson 20 : **Microsoft Planner Lesson 20 Knowing your Progress of Tasks**

Lesson 21 : **Microsoft Planner Lesson 21 Chart View**

Lesson 22 : **Microsoft Planner Lesson 22 Choosing Project Background**

Lesson 23 : **Microsoft Planner Lesson 23 Exporting the Plan to Excel**

Lesson 24 : **Microsoft Planner Lesson 24 Deleting Plan**

Lesson 25 : **Microsoft Planner Lesson 25 My Day**

Lesson 26 : **Microsoft Planner Lesson 26 Schedule View**

Lesson 27 : **Microsoft Planner Lesson 27 Changing Theme Language and Time Zone**

Lesson 28 : **Microsoft Planner Lesson 28 Copy Link to Task**

Lesson 29 : **Microsoft Planner Lesson 29 Group By and Filter**

Lesson 30 : **Microsoft Planner Lesson 32 Edit and Create Task in Planner from Microsoft Teams**

Lesson 31 : **Microsoft Planner Lesson 31 Access Planner in Teams**

Lesson 32 : **Microsoft Planner Lesson 34 Managing Plans in Planner from Microsoft Teams**

Lesson 33 : **Microsoft Planner Lesson 33 Create a Plan in Planner from Microsoft Teams**

Lesson 34 : **Microsoft Planner Lesson 30 Creating using Templates**

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