Microsoft Planner & M365 Apps

ClearCut IT TRAINING

Duration: 1 day

Topics

Module 1: Getting Started with Microsoft Planner

- Planner Vs Planner Premium
- Planner Interface
- What's changing in M365 + Planner

Module 2: Managing Tasks

- Creating Task in planner
- Creating Plans
- Teams and the wider environment

Module 3: Planner across the organization

- Working with others
- Plan Members
- Microsoft Loop & Microsoft Planner

Module 4: Views and Charts

- How to use the chart view
- How to use different views

Module 5: Integrations and Automation

- Microsoft Flow Integration: Set up triggers and actions with Microsoft Flow to automate tasks and workflows.

Module 6: Introduction to Microsoft Apps in 365