Microsoft Planner Essentials (Basic Plan) Training

Duration: **3 Day**

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Overview

This course provides a foundational understanding of Microsoft Planner within Microsoft 365, using only the features available through the basic license. Designed for individuals looking to manage projects without the need for advanced reporting or analytics, this course explores how to create and organise plans, assign tasks, and collaborate effectively using Planner's core capabilities.

Prerequisites

Participants should have:

- An understanding of project management concepts would be beneficial
- Attendees must be comfortable navigating around the Microsoft 365 online environment.

Target audience

This course is ideal for individuals who are new to Microsoft Planner and want to learn how to manage tasks and collaborate within Microsoft 365. It's especially suited for users looking to organise simple projects without the need for advanced project management or reporting tools. No prior experience with Microsoft Planner is required.

What You Will Learn

By the end of this course, learners will be able to:

- Understand the purpose and interface of Microsoft Planner
- Create, organize and manage plans
- Collaborate and communicate within Planner
- Utilize different Planner views to track and report on work