

# Task management with Microsoft Office 365 («O365TM»)

Learn in half a day how to efficiently plan and process your tasks by yourself or in a team with the apps of Microsoft Office 365.

**Duration:** 0.5 days

**Price:** 380.–

## Content

Nowadays, we need to be able to handle both our own and team tasks efficiently, have them quickly at hand and be able to do them from anywhere. Many small everyday helpers such as Evernote, OneNote, Outlook tasks already help with simple tasks. In this half-day introductory training you will learn how to create, manage and complete tasks in a project, in a team or even for yourself.

### Office 365

1. What is Office 365?
2. Overview of the Apps

### Planner

1. Overview and user interface
2. Planner Hub
3. Create a plan
4. Dealing with buckets
5. Views
6. Members and Office 365 Groups
7. Data or resource management
8. Planner settings
9. Integration into Microsoft Teams

### To Do

1. Create, edit, complete, delete tasks
2. Add reminders
3. Attach files
4. Add to «My Day»
5. Create lists

This course also briefly examines the integration in mobile apps.

## Key Learnings

- Understanding the most important functions of the Planner and the ToDo App
- Creating and editing a plan yourself
- Knowing how to use Office 365 Groups
- Integrating Office 365 Groups into the Planner
- Understanding the relationship between Teams / Planner / Office 365 Groups

## Target audience

This course is aimed at users of the cloud-based solution of Microsoft Office who want to create and edit their tasks easily, efficiently, and independently of device and location.

## Further courses

- [Managing Projects with Microsoft Project for the Web \(365\) \(«MSPFTW»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-planner-todo/course-task-management-with-microsoft-office-365](http://www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-planner-todo/course-task-management-with-microsoft-office-365)