

# E-LEARNING - MICROSOFT PLANNER 365

## PRODUCT INFORMATION

Microsoft Planner allows you to organise To-dos and project tasks in clear plans. You can assign tasks within the project team, add files and links and trace the progress of tasks based on their status. You can use a variety of view, grouping and filter functions to give you and your team an overview of their current status. Microsoft Planner works together with other Office applications (e.g. Microsoft Teams, OneNote and Outlook) so that you can access and exchange information quickly and easily.



## Parameters

<b>Version</b>	21-01
<b>Release</b>	5 July 2021
<b>Duration</b>	approx. 1:50 h

# Table of Contents

## Setting up a plan and editing tasks

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Setting up Planner

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Creating and specifying tasks

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Collaborating

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Editing and completing tasks

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## Managing plans and tasks

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Managing a plan

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Grouping and filtering tasks

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Interacting with other applications

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