

OFFICE 365 LEARNING ESSENTIALS

MICROSOFT PLANNER

PRODUCT INFORMATION



"Microsoft Planner" is a collaborative project management solution that is completely integrated into the Office 365. Using Planner, you can set tasks for yourself and your team, organize to-dos in buckets and add files for fast access. A status overview of all tasks can be viewed at any time and from any device.

In this "Office 365 Learning Essentials" course for the Microsoft "Planner" web app, you will receive an initial overview of the application and learn its benefits, features and application possibilities as well as its strategic relevance in the Microsoft Office 365 product portfolio.

PARAMETERS

Version	1.0
Duration	0:30 h
Languages	German, English
Release	19.12.2018

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MANAGEMENT SUMMARY

What is Microsoft Planner

What's in it for me?

KEY FEATURES

Setup Plans

Create and allocate tasks

Maintain an overview

POSSIBLE USES

Interaction with other Office applications

Areas of application

Which end-user devices does "Microsoft Planner" support?

INSIDER-KNOWLEDGE

„Microsoft Planner“ in Office 365

The growing importance of teamwork

QUICK START

Call „Microsoft Planner“

Create new task

Conclude task

Exit and delete plans
