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SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

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Course Objectives and Outline

Microsoft Lists Essentials

Days: 2 hrs.   **Prerequisites or Equivalent Skills:** Windows

Course Description:

Microsoft Lists is a Microsoft 365 app that helps you track information and organize work. Lists are simple, smart, and flexible, so you can stay on top of what matters most to your team. Track issues, assets, routines, contacts, inventory and more using customizable views and smart rules and alerts to keep everyone in sync. With ready-made templates, you can quickly start lists online, on our new mobile app, or with Microsoft Teams. And because it is part of Microsoft 365, you can rely on enterprise-ready security and compliance.

Course Objectives:

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

- Understand the purpose and functionality of Microsoft Lists.
- Navigate the Lists interface and use its features.
- Collaborate with others using Lists.
- Integrate Lists with other Microsoft 365 apps.

Course Outline:

Unit 1: Overview of Microsoft Lists

- What is Microsoft Lists?
- What can I do with Lists?
- How does it fit into the Microsoft 365 ecosystem?

Unit 2: Creating and Managing Lists

- Creating new lists (app or SPO).
- The Lists interface.
- Lists components: Columns & Items.
- Organizing content in Lists.

Unit 3: Customizing List Views

- Creating and modifying views.
  - Sorting, filtering, grouping.
- List settings.

Unit 4: Integrating Lists with other Microsoft 365 Apps

- Using Lists with Office apps.
- Managing tasks and projects with Lists.
- Using Lists with SharePoint.

Unit 5: Sharing and permissions

- Settings.