

Actual vs Target	Actual	Target	Product	Period	Unit	Value	Unit	Value

MS TO-DO

COURSE OUTLINE



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90 MINUTES

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This course is designed for anyone looking to enhance their task management and organisation skills using Microsoft To-Do.

Pre-Requisites:

Participants should have a basic understanding of Microsoft 365 applications and be familiar with common task management concepts.

Course Objectives:

By the end of this course, participants will have gained comprehensive skills in using Microsoft To-Do for effective task management and organisation

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Course Content

- Overview of task management with Microsoft To-Do.
- Understanding the purpose and applications of To-Do
- Navigating the To-Do Interface
- Exploring the To-Do app on various platforms.
- Understanding the main features and navigation elements
- Creating and Organizing Tasks
- Adding new tasks to To-Do.
- Organising tasks into lists and folders
- Task Details and Reminders
- Adding details and due dates to tasks.
- Setting reminders and due time
- Priority and Importance
- Utilising priority and importance levels.
- Sorting and filtering tasks based on priority
- Collaborative Features
- Sharing lists and tasks with others.
- Collaborating on shared tasks





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Course Content

- Integration with Other Microsoft 365 Apps
- Linking To-Do with Outlook and Planner.
- Incorporating To-Do in Teams and other Microsoft 365 apps
- Customisation and Settings:
- Tags and Categories
- Using tags and categories for task organization.
- Customising tags for specific needs.
- To-Do Security and Permissions:

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