



# **MICROSOFT LIST**

## **COURSE OUTLINE**

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TRAINING



**3 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

## Audience

This course is designed for individuals, team leads, and business professionals interested in effectively utilising Microsoft Lists for data tracking, collaboration.

## Pre-Requisites:

Participants should have a basic understanding of Microsoft 365 applications and general data management concepts.

## Course Objectives:

By the end of this course, participants will have acquired comprehensive skills in using Microsoft Lists for efficient data tracking and collaboration.

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## Course Content

- Overview of Lists as a data-tracking tool.
- Understanding the purpose and applications of Microsoft Lists.
- Navigating the Lists Interface:
- Exploring the Lists app in Microsoft 365.
- Understanding list views, columns, and settings.
- Creating and Customising Lists:
- Creating new lists from scratch.
- Customising list structures, columns, and views.
- Data Entry and Editing:
- Adding, editing, and deleting list items.
- Utilising different field types for data entry.
- List Views and Formatting:
- Creating and customising views for data presentation.
- Applying formatting options to enhance list visibility.
- Collaborative Features:
- Sharing lists with team members.
- Collaborating on list items and discussions.





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### Course Content

- Integration with Other Microsoft 365 Apps:
- Embedding lists in SharePoint sites.
- Utilising Lists in Teams and other Microsoft 365 apps.
- List Security and Permissions:

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