



Microsoft To Do

The Basics

- What is Microsoft To Do?
- Using My Day
- Using Suggestions
- Creating a Task List
- Creating a new task
- Creating sub tasks

Organising Lists and Tasks

- Reposition a task within a list
- Move tasks between lists
- Apply a List Theme, Colour or Image

Adding Task Details

- Reminders and due dates
- Adding attachments
- Mark as Important
- Adding task notes
- Completing tasks

Working with Lists and Tasks

- Understanding the Smart Lists
- Sorting Lists
- Searching Lists
- Working with hashtags
- Sharing and collaboration
- Outlook task integration
- Importing tasks

To Do Settings

- Manage share settings
- Pin to start
- Syncing your account
- Integration with Cortana

Our 'hands-on' training course is for users who have little or no knowledge of using the To Do app. This course provides you with an in-depth knowledge of how to get yourself (and others) organised using this useful application which is part of the Microsoft 365 suite.

