Lists Introduction – Sample Course Outline

Duration: One day

Lists is Microsoft 365's app that helps you to track tasks and organise your work. This course is for you if you want to use Lists to get organised and improve workflow.

What will be covered?

- Creating and customising lists
- Sharing and tracking lists
- Working with lists in Teams
- Working with lists in SharePoint

Features covered

Lists essentials

- Navigating Lists
- Creating a new list from scratch
- Creating a list from an Excel table
- Basing a list on a template or another list

Managing lists

- Changing the list view
- Finding lists
- Managing lists

Sharing lists

- Creating a list in a Teams channel
- Working with a list in SharePoint
- Sharing a list or list item
- Customising permissions

Further Lists functionality

- Creating list rules
- Creating list relationships
- Creating a calendar view