

Our Customers Get their Computer Work Done in Less than Half the Time!
Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

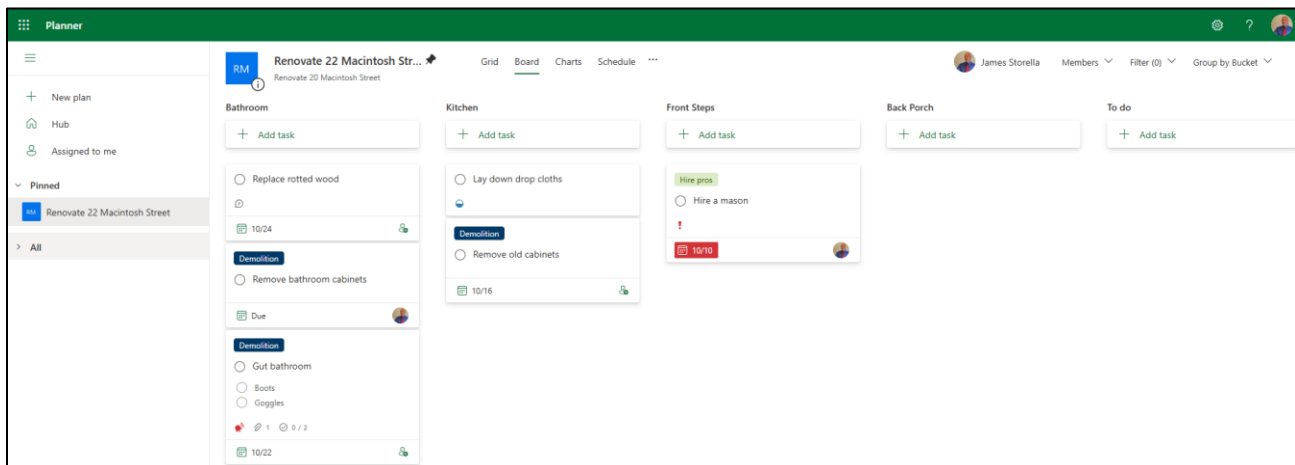
Learn more at LaunchTraining.com or call 781-395-9565.

Launch Tip of the Month October 2024

Microsoft Planner is a useful tool for scheduling small projects. The filter and highlighting tools help to identify what a specific person is doing.

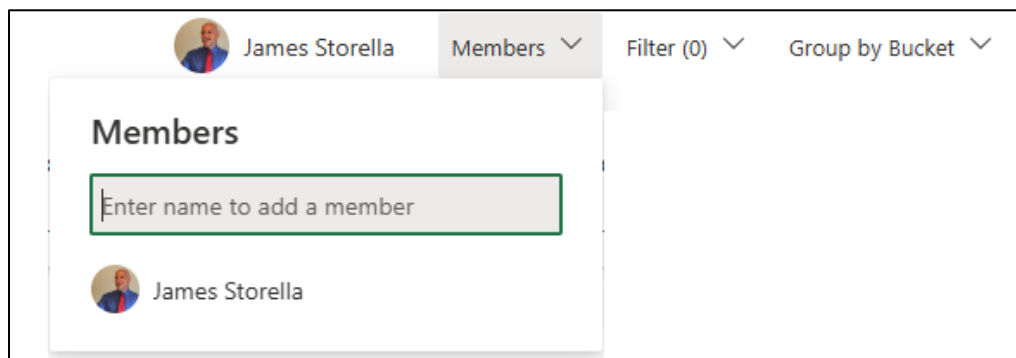
Below, we have a plan to renovate a home. I have been assigned to work on two of the tasks. I'd like to focus on what I'm doing. To do so, I'll use these two useful tools in Planner.

Note: The highlighting feature does not work in Grid view but does work in Board and Schedule views.

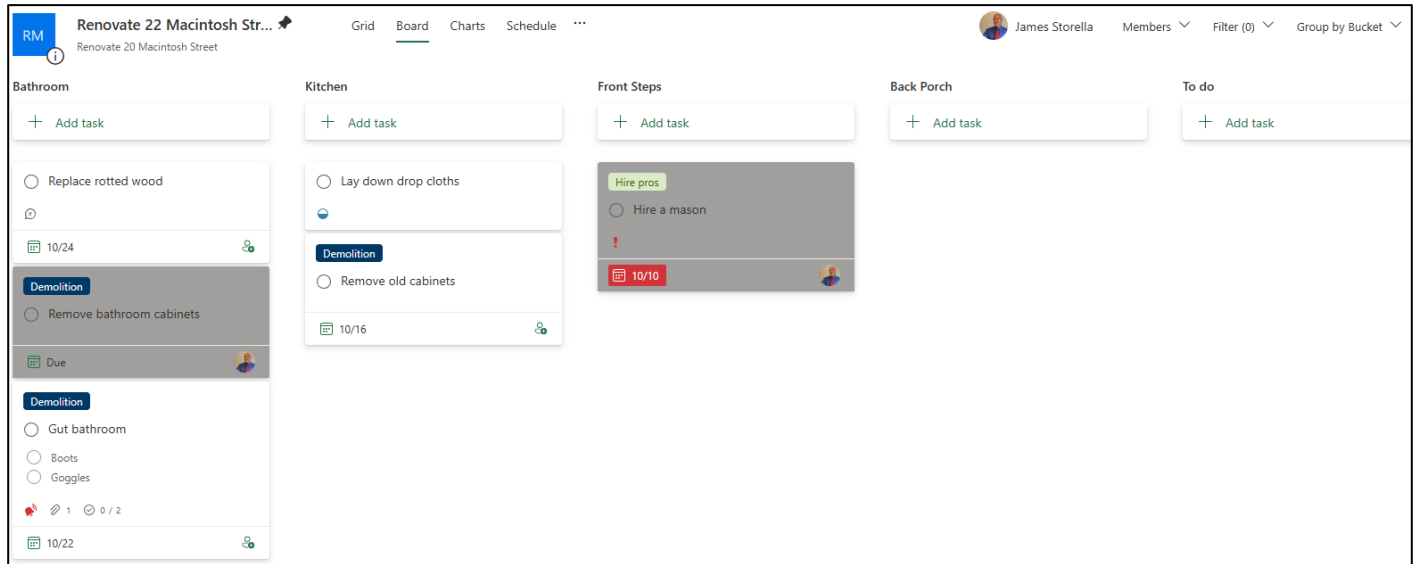


Highlighting

Click the Members drop-down menu and select the name of the person assigned to the task. The list displays the names of all people assigned to tasks.



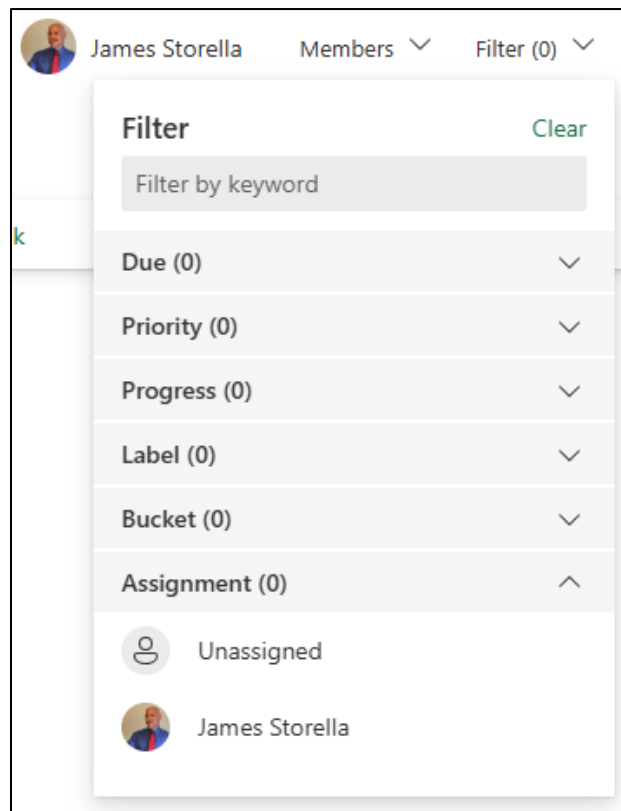
That person's tasks are now highlighted on the board.



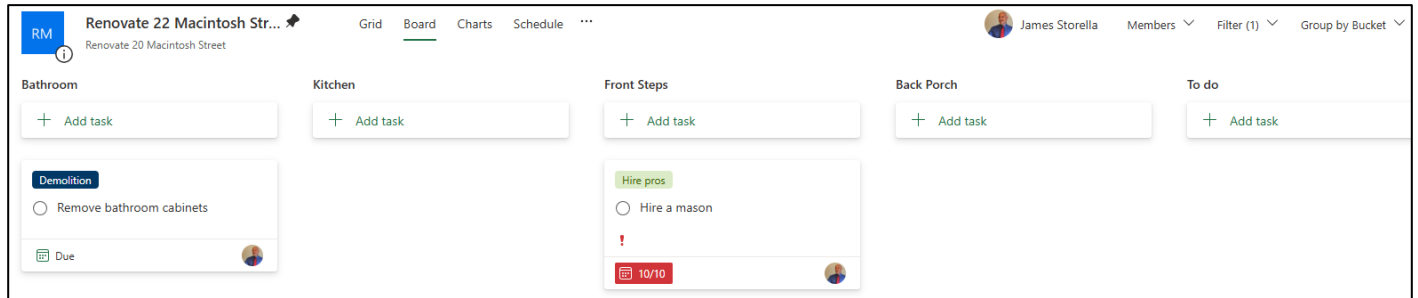
To remove the highlighting, click on the person's name a second time in the Member's drop-down list.

Filtering

Click the Filter drop-down menu and select the name of the person assigned to the task. The list also includes the ability to filter for tasks without anyone assigned to them.



The grid now only shows tasks assigned to the chosen person!



Want to learn more about advanced Microsoft Planner?

Featured Course: Microsoft Planner: Getting Started with Microsoft Planner

3 Hours

- What is Microsoft Planner
- Accessing Microsoft Planner
- Themes
- Navigation Pane
- New Plan Icon
- Planner Hub
- Assigned to Me
- Creating a Plan
- Renaming a Plan
- Adding Members to a Plan
- Creating Buckets to Organize Tasks
- Reordering Buckets
- Moving Tasks between Buckets
- Adding/Changing Additional Task Information
- Categorizing with a Label
- Creating Checklist Items
- Adding Attachments to a Task
- Viewing Attached Files
- Reordering Tasks
- Changing a Task's Progress
- Copying Tasks
- Assigning Tasks to Members
- Highlighting the Tasks for a Member
- Grouping and Filtering Tasks
- Copying Tasks
- Assigning Tasks to Members
- Highlighting the Tasks for a Member
- Grouping and Filtering Tasks
- Working with Grid, Charts, and Schedule Views
- Plan Settings
- Creating a Link to a Task or Plan
- Accessing the Planner Notebook

- Using Planner in Teams
- Understanding Notification Options
- Adding a Plan to the Outlook Calendar
- Copying a Plan
- Deleting a Plan
- Commenting
- Guest Access

Visit <https://www.launchtraining.com/outlines> to view all our class outlines.