COURSE GUIDE / OFFICE & PRODUCTIVITY SOFTWARE

Microsoft Planner

Shared tasks & project coordination

Organise team work in Planner with clear tasks, ownership, deadlines and a practical progress-review routine.

6
syllabus modules

Learn. Build.
A guided practical project

Completion certificate
Fin Computer Class



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VIEW COURSE ONLINE

01 / YOUR LEARNING PLAN

Make this skill your own.

WHO THIS COURSE IS FOR

Team leaders, office coordinators and small project teams managing shared tasks.

BEFORE YOU BEGIN

Basic Microsoft 365 and browser skills, plus access to a plan supported by your account.

After this course, you can...

- Create a clear shared plan
- Assign and review work without losing follow-up
- Distinguish basic task planning from premium project features

YOUR PRACTICAL PROJECT

Team delivery plan

Build a plan for an event, office rollout or content calendar. Add task owners, dates, checklists and supporting files, then run a weekly progress review.

SOFTWARE & COURSE SETUP

Basic and premium Planner features differ. Timelines, dependencies and other advanced planning features are demonstrated only with suitable access.

Your teacher confirms the final module sequence, software setup, lesson schedule and fees before enrolment. Software licences and hosting are separate unless explicitly included.

02 / COMPLETE SYLLABUS

Microsoft Planner syllabus

Live explanations, worked examples and guided practice. Use the modules below as your learning roadmap.

01 Planner workspace and plan types

- Navigate Planner on the web or in Teams
- Distinguish personal tasks, shared plans and available premium plans
- Check account roles and subscription-dependent capabilities
- Identify the transition from Project for the web to Planner

02 Build a clear plan

- Create a plan and organise buckets
- Write tasks with clear outcomes and acceptance checks
- Set priorities, dates, labels and checklists
- Break large activities into manageable work

03 Ownership and collaboration

- Assign tasks and understand membership implications
- Add notes, attachments and useful links
- Use comments or available collaboration features
- Agree how the team records blocked work and decisions

04 Views and progress review

- Use board, grid and available schedule/chart views
- Filter and group work by relevant criteria
- Review overdue, upcoming and unassigned tasks
- Keep task status accurate during a weekly review

05 Connected work and premium concepts

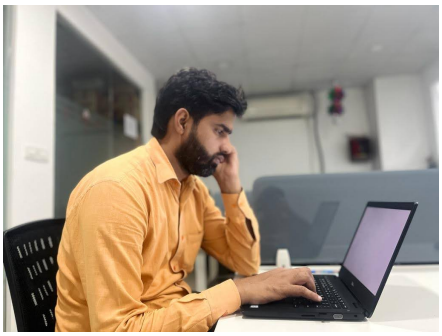
- Connect Planner with Teams and available personal task views
- Distinguish checklist tasks from dependency-based scheduling
- Preview timeline and dependency concepts only where licensed
- Choose when desktop Project or a premium plan is needed

06 Planning project

- Create the team delivery plan from a brief
- Simulate a delay and reassign work appropriately
- Review workload and communicate changes
- Document the team workflow and ongoing review routine

03 / YOUR TEACHER & NEXT STEP

Personal guidance. A clear way forward.



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Learn step by step with demonstrations, practical work and feedback. Ask questions as you practise, and discuss your starting level before choosing a learning plan.

Your course completion certificate

Fin Computer Class provides an institute completion certificate after you finish the agreed lessons, required assignments and final project or practical assessment.

- Complete your course practice and submit the required work.
- Review the result with your teacher and finish any corrections.
- Confirm the certificate format and issuing process when you enrol.

This is an institute completion certificate, not an external vendor certification or a government qualification. External exams have separate registration, fees and requirements.

Let’s plan your classes.

Live one-to-one online learning, the Bhangel institute, or home tuition in covered Noida sectors. Confirm course fees, schedule and trainer availability before booking.

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