MS LISTS – TRACK AND MANAGE INFORMATION USING LISTS

90 Minutes

MS Lists is a M365 app that helps you track information and organize work. Lists are easy to use, smart and very flexible, so you can stay on top of what matters most. Join us for the 90 minute hands on session to see how Lists can be used in your environment.

COURSE CONTENT

OVERVIEW OF LISTS
- Review of Lists' home page
- Favorite a list
- Customize a list
- Remove from recent lists
- Settings – find your deleted lists

START A NEW LIST
- Create a new list
- Review the new list options: Start from a blank list, from excel, from an existing list or a template
- Create new columns
- Modify columns
- Define and format the columns
- Create a calculated column
- Add new items
- Edit in grid view

COLUMN SETTINGS
- Edit the columns
- Format the columns
- Format the views
- Create new views
- Add conditional formatting
- Filter by one column or multiple columns
- Sort by item or group
- Pin and unpin a column
- Move the columns
- Add totals to a column
- Select the Show/Hide Column

EDIT STYLES
- Edit the background colours
- Edit the background shape s
- Edit styles

SHARE THE LISTS
- Review the grant access options
- Manage access
- Add additional team members to your lists
- Stop sharing
- Change the permission levels for each individual

EXPORTING AND IMPORTING LISTS
- Create a list from Excel
- Format the Excel worksheet
- Check the column types before completing the import process
- Export a list to Excel or CSV file

MANAGING RULES
- Create a new rule
- Manage rules
- Delete a rule

MANAGE ALERTS
- Create an "Alert me when items change"
- Modify the alerts