

MASTERING MICROSOFT LISTS

Track information. Organize work.
Automate processes.

Use Microsoft Lists to organize, manage, share, and automate information across Microsoft 365. Build structured solutions for tasks, projects, assets, requests, deadlines, approvals, and operational tracking.



1 Day
or two
half-day
sessions



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This hands-on course introduces Microsoft Lists and demonstrates how it helps users organize work, manage tasks, assign responsibilities, track deadlines, and collaborate effectively across Microsoft 365.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, project coordinators, trainers, analysts, and knowledge workers.
- ✓ Microsoft 365 users looking for practical Lists examples.
- ✓ Teams seeking better task visibility and accountability.



EXPECTED OUTCOMES

After this course, participants will confidently create, manage, organize, and track information using Microsoft Lists.



Design effective
list structures.



Configure columns
and field types.



Create views and
apply formatting.



Share and report
on list data.



Automate workflows
with Microsoft 365
tools.

COURSE TOPICS

01



Introduction to Microsoft Lists

Lists fundamentals
and capabilities.

02



Getting Started

Navigate the
Lists app and
key features.

03



Creating Lists

Build lists from
templates, Excel,
or from scratch.

04



Columns & Field Types

Configure data
fields
effectively.

05



Data Entry & Forms

Add, update, and
manage
information.

06



Views & Formatting

Customize views
and visual
presentation.



GUIDED PRACTICE

Practise Microsoft 365 list management
in realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance
whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization
and industry.



PRACTICAL

Real-world Microsoft Lists
examples.



IMMEDIATE IMPACT

Apply your new skills
immediately.

