



Track Anything with Microsoft Lists

Stay on top of it all with Lists, your smart information tracking app in Microsoft 365. Work with anyone, anywhere. Track, organize and customize your work to meet your business needs.

Workshop Content

Create, track, and share lists with anyone

- Create a list in various ways
- Start quickly with ready-made templates.
- See recent and favorite lists.
- Track and manage lists wherever you're working.
- Easily share lists with others.

Keep everyone in sync with lists in Teams

- Work together in real-time with conversation and lists side by side.
- Track what matters most to your team using rules, reminders, and comments

Customize lists for whatever your team needs

- See your lists any way you want using a calendar, grid, gallery, or custom view.
- Configure basic form elements and highlight important details with conditional formatting.

Workshop Format

- Virtual Live Training - One 2 hour session
 - * Includes a detailed learning guide
 - * Unlimited complimentary coaching