



Microsoft My Analytics

Format: Half Day
Max Capacity 6

Learn to manage, prioritise and complete the most important things you need to achieve each day.

Course Content

- Using My Day
- Creating a Task List
- Creating Sub-tasks
- Moving tasks
- Reminders and due dates
- Adding Attachments
- Completing tasks
- Managing Lists and Your Day
- Smart Lists
- Collaboration and shared Tasks
- Outlook Tasks Integration
- Importing To-do Items
- Integration with Cortana
- To-Do Keyboard Shortcuts