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Welcome to the course

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Exercise: Create a board

Note: You can pass this course and all graded assessments without access to the downloadable version of Microsoft 365.

How to complete this exercise

To complete the exercises in this course, you will need access to Microsoft Word.

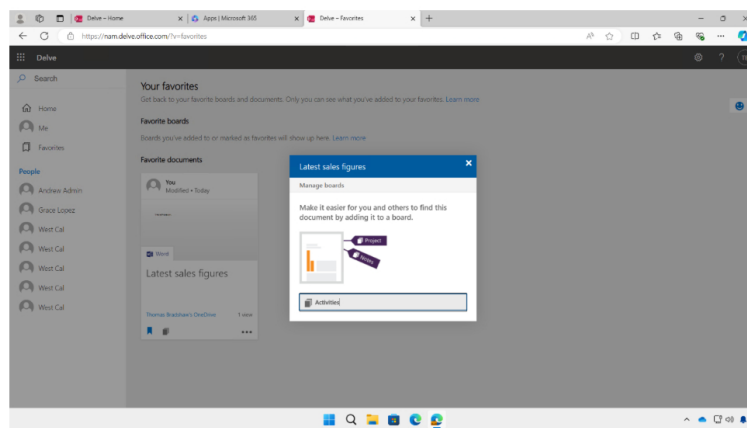
Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account](#), Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

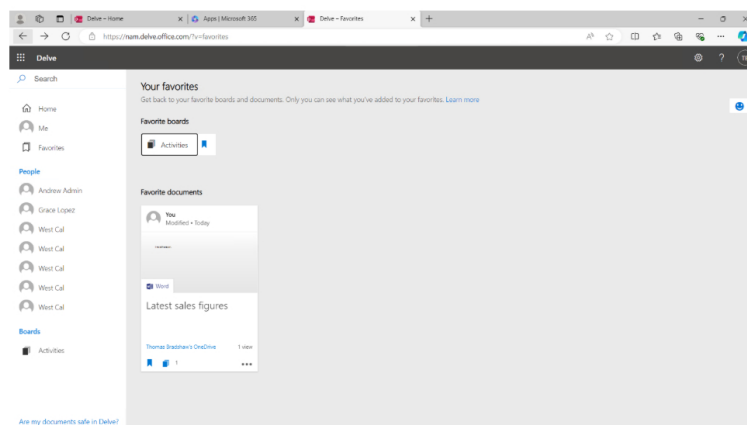
Let's get started!

1. Let's create a new board for this item. Type "Activities" in the **Add to a board** field and press **Enter**:



2. The board will now be created and the item added. **Close** the pop-up dialog box to return to Delve.

3. The new board will now be displayed with the added result (if it is not displayed, click its link in the navigation pane).



4. Log out of Microsoft 365 and close your browser to complete this exercise.

[Mark as completed](#)