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DESCRIPTION

With Microsoft Lists, you can create 'lists' through simple input forms, where you can gather and analyze various types of information. The data is automatically stored in the cloud, and all authorized individuals can easily access and edit the data via the web, as well as apply filters. Thanks to Microsoft Lists, even without programming knowledge, you can establish data management and create a seamless workflow within your team.

THIS COURSE IS SUITABLE FOR

- Individuals who will soon begin working with Microsoft Lists and are seeking appropriate foundational training
- Individuals who are already working with Lists and want to get more out of the application

METHOD

Your instructor will guide you through the various concepts and functions in an easily understandable manner, step by step. If needed, you can pause or rewind the videos and watch them again. In addition to the training videos, a handout and a quiz are provided to ensure that you can get the most out of this training.

COURSE PREREQUISITES

Microsoft Lists can be opened in the browser, so you don't need to download anything to get started with the training. You only need a suitable Microsoft 365 subscription plan to gain access to the Lists app.

COURSE OBJECTIVES

The following topics will be covered in this training:

- The basic structure of the Lists app
- Creating and managing lists
- Editing lists and sharing them with others
- The interaction of the Lists app with Microsoft Teams
- Background knowledge about databases and lists
- Evaluating lists
- The interaction of the Lists app with Microsoft SharePoint
- The interaction of the Lists app with Microsoft Access
- The interaction of the Lists app with Microsoft Power BI

24 Training Videos including Subtitles (Run time: 2 hours 2 minutes)
In this Lists training, the trainer will guide you through the various features, providing clear explanations step-by-step. English subtitles are included to ensure easy comprehension.

18 Quiz Questions
The quiz questions will consolidate what you have learned.

1 Practice File
Enhance your self-guided learning experience by engaging with our exercise files, gaining valuable insights and practical knowledge.

01 Getting Started with Microsoft Lists

Welcome to your Microsoft Lists training course! Dive into Microsoft Lists from the ground up. What can this application do, and how can it benefit you? What sets it apart from Microsoft Excel? By the end of this video, you'll have a clear understanding of the unique advantages that await you. Let's unlock the potential together!

What is Microsoft Lists? (02:19)

Welcome! Dive into Microsoft Lists from the ground up. What can this application do, and how can it benefit you?

Handout: Table of Contents (Download as PDF)

You can download the Table of Contents here to have an overview of the topics covered in this course.

Lists vs. Excel (04:34)

Discover the key differences between Microsoft Lists and Microsoft Excel. When should you optimally use each application?

02 Create and Manage Lists

Ready to create lists on your own and work with templates? In this chapter, you'll learn how to import Excel lists and explore various options to always keep track. It's all about control and efficiency, and we're here to guide you every step of the way.

Create your first list (03:18)

Learn how to create lists independently and also discover the valuable templates at your disposal.

Practice File (Download as ZIP)

Enhance your self-guided learning experience by engaging with our exercise files, gaining valuable insights and practical knowledge.

Create lists from Excel tables (05:19)

You can import Excel spreadsheets into Microsoft Lists. However, this only works if you've previously formatted the section containing the necessary data in Excel as a 'dynamic table'.

Manage lists (04:56)

Explore various options to always keep track of your numerous lists. Get acquainted with features like 'Favorites' and more.

03 Edit and Share Lists

Join us as we explore how to edit, manage, and share lists with others. Discover exciting features to optimize collaboration. Enhance your teamwork skills and make collaboration a breeze.

Edit and share Lists (00:53)

In this chapter, you'll learn how to manage lists, which includes editing, formatting, and collaborating with others.

Edit lists (09:09)

Discover how to edit lists, add to them, and adjust their formatting. You'll also delve into the nuances of column headers in Microsoft Lists.

Share lists (10:49)

Master the art of sharing lists. Bring others on board to collaborate and work on lists together.

Versions and notifications (13:30)

When collaborating with others, it's essential to stay updated. So, who notifies you when a list has been modified? Dive into how change tracking works and learn how to add useful notes to individual items.

04 Microsoft Lists in Interaction with Microsoft Teams

Ever wondered how to access the Lists app through Microsoft Teams? This video will show you how the Lists app can be reached within the Teams app. It's integration made easy, and we'll walk you through it.

Access Microsoft Lists from within Microsoft Teams (01:48)

You can also access the Lists app through Microsoft Teams, allowing you to create and maintain lists from there. Lists created within Microsoft Teams are automatically accessible to all team members.

Integrate Microsoft Lists in Microsoft Teams (04:00)

Discover two methods to integrate the Lists app within the Teams app.

05 Expertise in databases and lists

Gain essential background knowledge on databases, lists, the 'Title' column, lookup columns, and much more. This video is packed with insights that will deepen your understanding and enrich your skill set. Knowledge is power, and we're handing it to you.

'Title' and other field data types (10:08)

Get valuable insights on the 'Title' column and other essential field data types.

What is a database? (04:09)

This video provides foundational knowledge about databases. What are 'Flat Files'? What does 'Normalize' mean? Discover the unique features and benefits of 'Relational Databases'.

The lookup-column (05:15)

Explore how to handle tables in real-world scenarios and the key aspects to consider.

Create new lists from existing ones (02:51)

Learn how to leverage the structure of existing lists when creating a new one, saving time and achieving your goals more efficiently.

06 Evaluate lists

Learn how to successfully evaluate lists. Sorting, filtering, and utilizing various views make sense here. Even exporting to Excel is possible. This video will equip you with the tools to analyze data like a pro. Let's turn information into insight!

Evaluate lists (01:57)

In this chapter, you'll learn not only how to create and populate your lists but also how to evaluate them effectively. We'll start by demonstrating how to present data in a clear and readable manner.

Sort and filter lists (06:41)

Learn how to pinpoint specific information within your lists. Instead of viewing all the data, it's practical to focus on a subset. Dive into the techniques of sorting and filtering lists.

Views (05:33)

Once you've optimized a list's presentation, you can save it as a 'View'. This saves you from the time-consuming steps of sorting and filtering every time.

Export lists to Excel (05:38)

If the evaluation options in Microsoft Lists don't meet your needs, you can export your list to Excel. There, you can perform more complex calculations or create graphical representations.

07 Microsoft Lists in Interaction with SharePoint

Explore how to access lists in SharePoint and discover the seamless collaboration of Lists, SharePoint, and Teams. This video is your gateway to integrated teamwork. Connect, collaborate, and conquer your projects with ease.

Work with lists in Microsoft SharePoint (03:04)

Learn how to open lists in SharePoint and discover the seamless integration between Lists, SharePoint, and Teams.

Edit lists in Microsoft SharePoint (10:24)

Learn how to access lists directly from the SharePoint app. Additionally, receive advanced tips on list structure and overall management.

08 Lists in Interaction with Access and Power BI

Explore the synergy between Microsoft Lists, Power BI, and Microsoft Access. This chapter offers videos that demonstrate how to present your lists in Power BI, utilizing its interactive displays for in-depth evaluations. Additionally, learn to harness the capabilities of Microsoft Access for superior data management. Turn raw data into actionable insights and elevate your reporting capabilities.

Process data in Microsoft Access (08:58)

Join us as we unlock the magic of integrating Access with SharePoint lists. We'll walk you through the steps to link your lists, ensuring real-time data updates, and then guide you in crafting a visually stunning report.

Evaluate Lists databases with PowerBI (07:40)

A standout feature of Power BI is its interactive visualizations. Learn how to format your lists in Power BI to fully harness this powerful capability.

09 The Desktop app

Experience the seamless cross-device integration of Microsoft Lists. With identical interfaces on both desktop and web, navigating is effortless.

The Desktop app (01:08)

A standout feature of Power BI is its interactive visualizations. Learn how to format your lists in Power BI to fully harness this powerful capability.

Quiz

Test your knowledge with our fun quiz!