



Course Description

Lists

∨ Content

✓ Get started with Lists ①

Track information and organize work with Microsoft Lists. Create a list from scratch, from Excel, from an existing list, or from a template.

- O Create a list from the Lists app
- O Create a list in a Teams channel
- Add or edit list items
- O Edit a view of a list
- O Create or change the view of a list
- O Find and manage your list
- O Share a list or list item

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