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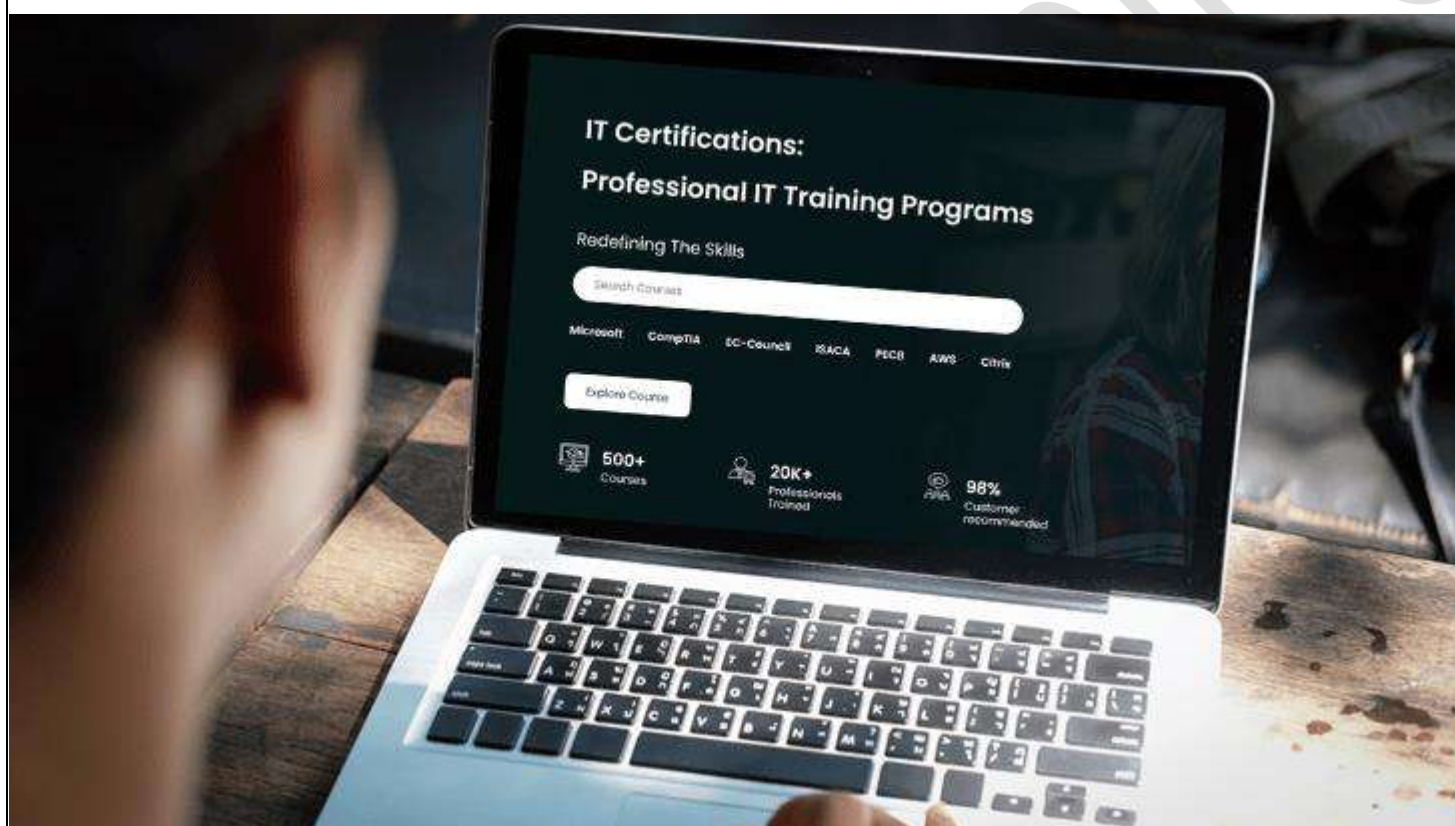
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55302: MICROSOFT LISTS FOR END USERS TRAINING

Duration: 1 Day

Course Description

This End Users training delivers a breakdown of Microsoft Lists. It is a one-day instructor-led training, and professionals will understand how to empower their data and become organized with a rich range of customizable table types.

Individuals will select the crafted lessons that help them design modern ways of working with data for their business, including blending your list with other Office 365 services.

This training is designed based on the objectives of the course variant 55302A.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- This class can benefit a wide range of users looking at modern ways of working with data. This may be tracking assets, tasks, events and more in an engaging way that keeps people aware of evolving business narrative.

What you will learn

- Implement a range of templates.
- Design visual characteristics.
- Manage your favorite lists.
- onfigure list settings.
- Customize existing columns.
- Add new columns.
- Design calculated columns.
- Use lookup columns.
- Add managed metadata.
- Format your columns.
- Design new views.
- Format existing views.
- Remove components of a list.
- Use lists on mobile devices.
- Design custom forms
- Integrate lists with business processes.
- Understand where to set up a list and its availability.

Prerequisites

- No previous experience with Microsoft Lists is required

Curriculum

Module 1: An Introduction to Microsoft Lists

- What is Microsoft Lists?
- How can lists help me in my role?
- How does lists benefit other Office 365 services?
- Introducing Microsoft SharePoint
- How does Microsoft Lists fit into SharePoint?
- Types of lists
- An overview of columns and views
- An overview of list settings

Lab1: Setting up a new Team

- Download our training files
- Create a new Microsoft Team

After completing this module, students will be able to:

- Understand when and where to use a list
- Describe how columns and views make up a list
- Explain how lists can benefit other Office 365 services
- Set up a SharePoint site or Team for collaborative lists

Module 2: Getting Started with Microsoft Lists

- Navigating to Microsoft Lists
- Creating a new list
- My lists vs SharePoint lists
- Creating a new list
- Creating a new list from an Excel file
- Customising list settings
- Adding columns
- Managing and removing columns
- Creating views
- Managing and removing views
- Adding data to a list
- Editing single or multiple records
- Version history
- Delete and restore records
- Delete and restore lists
- Embed your lists into other Office 365 services

Lab1: Getting Started

- Create a new list from a template
- Add new columns
- Customise your default view
- Add a new view
- Add records to your list
- Recover from a mistake
- Delete and recover a record
- Embed a list in a Team

After completing this module, students will be able to:

- Build a useful list using templates in minutes

- Make simple changes to existing list
- Know how columns and views are used in Microsoft Lists
- Be able to add new records to a list
- Restore a previous version of a records
- Remove lists, columns and views

Module 3: Advanced columns and formatting

- Advanced column types
- Managed metadata
- Calculated columns
- Using lookup columns
- Geolocation columns
- Implementing formatting
- Using design mode for columns
- Using design mode for views
- How to use advanced mode

Lab1: Add advanced columns and apply formatting

- Create a new list from an Excel file
- Add advanced column types to the list
- Format your columns and views

After completing this module, students will be able to:

- Add a range of advanced column types to your list
- Understand the managed metadata service and its benefits
- Use formatting to customise list columns and views
- Understand where JSON code can be used to format a list

Module 4: Customise your data entry form

- Customising a list form
- Introducing Power Apps
- Editing a form in Power Apps
- Adding images
- Changing colours
- How to manage input visibility
- Using conditional formatting
- Adding screens
- Building a navigation
- Publishing your updates
- Reverting back to the default form
- Turning your list into a mobile app

Lab1: Customise your form

- Remove unwanted fields from your form
- Open your form using Power Apps
- Apply a business logo to the form
- Hide a control based on another control
- Highlight a field as red if empty
- Publish and test your form

After completing this module, students will be able to:

- Understand when to make changes to a form in Microsoft Lists and when to use Power Apps
- Be aware of what Power Apps can deliver to both your list form and to your list as a whole
- Be able to make customisations to a list form using Power Apps
- Turn a list into a custom mobile app in minutes

Module 5: Trigger business processes

- What is Power Automate?
- How do flows start in a list
- How to add design-free workflows to a list
- How to add flow templates to a list
- Working with actions in a flow
- Save and test a flow
- Turn off or delete a flow

Lab1: Design an approval process

- Create a new flow based on an existing tempalte
- Customise the flow to combine Teams with an approval process
- Save and test your flow

After completing this module, students will be able to:

- Understand how to trigger processes from your list using Power Automate
- Feel comfortable adding, editing and removing actions in a flow
- Know how to manage a flow associated with a list

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