#### CO go skills

### Trello

GoSkills online course syllabus

Sunday, May 5, 2024

<b>Skill level</b>	Lessons
Beginner	37
<b>Pre-requisites</b>	<b>Video duration</b>
None	2h 26m
Instructor	

Scott Friesen

Accredited by CPD

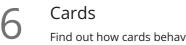
**Estimated study time** 18h 30m for all materials

### Getting Started with Trello

1	Setting up a Trello Account
	Follow these simple instructions to set up a Trello account

- 2 Editing Your Trello Settings Learn how to adjust and customize your user settings.
- 3 Getting to Know the Trello Interface Get to know the navigation and terminology used within the Trello application.
- 4 Boards Recognize how to use boards to create and manage your projects.
- 5

Lists
Discover how lists can be used and edited within a board.



Find out how cards behave and are utilized with lists.

# Editing and Viewing Cards

Creating Cards and Descriptions Create your first card with additional text information.

8	Moving and Copying Cards Learn how to move and copy cards to other lists and boards.	
9	Using Labels Add labels and customize what they mean for different cards.	
10	Using Due Dates Utilize due dates and calendar reminders for certain cards.	
11	Using Checklists Understand how checklists are created and can be re-purposed for later use.	
12	Adding Attachments Learn about the various files which can be attached directly to a card.	
13	Filtering Cards Get to know how to filter certain cards so you can find the information you want.	
14	Searching for Cards Learn how to use the search bar so you can find the card you're looking for.	
15	Archiving Cards Understand how archiving works and how to retrieve archived cards if necessary.	
Collaboration and Team Projects		

6 Adding Members to a Board Learn to invite new or existing users to a board for team collaboration.

17 Adding Members to a Card Learn the benefits of adding members to a card.

8 Adding Comments to a Card Learn how to add comments and address specific members within a card.

Using Teams Learn how to create a team and why this can be beneficial.

## Communication and Notifications

21 Subscribing to a Card Understand the benefits of following a card and receiving notifications of card updates.

2 Sharing a Card Learn how to share a card with others and how this helps communication among multiple members.

Managing NotificationsGet to know the different notifications settings and decide which methods are best for you.

4 Forwarding Email to Trello Learn how to take advantage of emailing messages directly to Trello boards and lists.

25 Replying to Comments via Email Understand the benefits of responding to Trello updates directly from your inbox.

## Integrations and Power-Ups

26 Enabling the Trello Calendar Learn how to use the Trello calendar to see all of your cards in an easy to view schedule.

27 Integrating with Cloud Storage Services Get the file sharing services you already use integrated with Trello so you can include files directly to cards.

28 Integrating with Your Personal Calendar Learn how to have your Trello cards appear on your own calendar with iCalendar.

Adding Custom Fields Understand the benefits of adding custom fields to your card.

Adding Voting Buttons Learn how to use voting buttons so others can share their opinion or feedback on certain cards.

## Trello Board Examples

32 Sales Funnel Learn how to create a simple sales funnel and turn your prospective clients into paying customers.

33	Personal Projects and To-Do List Learn how to manage all of your personal tasks and projects within a Trello board.
	Learn how to manage all of your personal tasks and projects within a Trello board.

New Hire Onboarding Learn how HR teams can utilize Trello to ensure new employees have a fantastic experience when first joining an organization.



36 Vacation Planning Learn how to plan your next vacation and make sure you don't forget anything on your trip.

7 Home Renovation Learn how to organize a home renovation project so that new kitchen can become a reality.

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