Exercise

# What is Planner and Why is it Useful?

## What is Planner?

1. Be able to describe to someone what Microsoft Planner is and why it is useful.
2. Understand how Microsoft Planner is integrated with other Microsoft applications.

## Access Microsoft Planner

1. Launch **Microsoft Planner**.

## Tour the Interface

1. Explore the interface.
2. Take a look at **The Hub**.
3. Ensure you know where to go to open existing plans.
4. Know where to go to access the following: tasks you have been assigned to you, settings and members.

## The Plan Interface

1. Open an existing plan.
2. Get familiar with the plan interface.
3. Know where to go to access plan settings, filters, group by and privacy settings.
4. Identify the different ways to view a plan. Make sure you know how to switch between views.