

Trello

GoSkills online course syllabus

Skill level

Beginner

Lessons

37

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

2h 26m

Estimated study time

18h 30m

Instructor

Scott Friesen

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.
- 6 Cards**
Find out how cards behave and are utilized with lists.

Editing and Viewing Cards

- 7 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

- 16 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.
- 18 Adding Comments to a Card**
Learn how to add comments and address specific members within a card.

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

20 **Permission Settings**
Learn what each permission setting does and how to adjust for different member levels.

Communication and Notifications

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

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

23 **Managing Notifications**
Get to know the different notifications settings and decide which methods are best for you.

24 **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.

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

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

31 **Adding Card Repeater**
Have cards that you use frequently re-appear at specific times.

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.

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

35 **Product Development**
Learn how to manage the life cycle of a product or service within Trello.

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

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

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