

How to Use Microsoft Planner

The screenshot displays the Microsoft Planner interface for a project named "Continue Sprint Planning". The interface is organized into a grid of columns, each representing a team member: "Anastasiya", "Anna Wilson", "Brian Singer", and "Diana". Each column contains a list of tasks and sub-tasks. The tasks are color-coded: green for "Project", purple for "Design", and blue for "Strategy".

Key elements visible in the interface include:

- Navigation Bar:** Shows the project name "Continue Sprint Planning" and various filters like "View options", "Filter by", and "Group by".
- Task Lists:** Each team member's column has a list of tasks. For example, under "Project", tasks include "Conduct product research", "Create marketing campaign", "Create press release", "Create product images", "Create product video", "Finalize product design", and "Finalize product packaging".
- Sub-tasks:** Some tasks have sub-tasks listed below them. For instance, "Design" sub-tasks include "Develop prototype based on specifications", and "Strategy" sub-tasks include "Sprint planning" and "Sprint review and retrospective".
- Task Status:** Each task has a progress indicator (a bar) and a status icon (a circle with a checkmark).



Microsoft Radio Guide

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