



MICROSOFT TRAINING

Microsoft Lists Super User Course

Unlock Microsoft Lists' full potential. Organize information, track tasks, and automate workflows for enhanced productivity.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Microsoft Lists Super User Course is an intensive, 2-hour program designed to transform you from a basic user into a proficient architect of information within the Microsoft 365 ecosystem. This intermediate-level course dives deep into the capabilities of Microsoft Lists, a powerful application that empowers individuals and teams to track, organize, and collaborate on information with unparalleled efficiency. You will learn to leverage its full potential for everything from project management and event planning to inventory tracking and issue resolution, moving beyond simple data entry to create dynamic, intelligent information systems.

This course emphasizes practical application, teaching you to design, customize, and automate lists that perfectly fit your specific organizational needs. You'll master advanced features like sophisticated column types, custom views, conditional formatting, and robust rules that automate actions and notifications. A significant focus will be placed on integrating Microsoft Lists with other Microsoft 365 tools, particularly Microsoft Teams for seamless collaboration and Power Automate for building powerful, no-code workflows. By the end of this training, you won't just use Lists; you'll innovate with them, becoming the go-to expert for enhancing team productivity and streamlining business processes.

Professionally, mastering Microsoft Lists translates directly into increased productivity and improved data governance. You will gain a competitive edge by being able to create tailored solutions that reduce manual effort, ensure data consistency, and provide actionable insights. This expertise positions you as a valuable asset capable of driving digital transformation initiatives, improving internal communication, and fostering a more organized and collaborative work environment.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft Lists for Super Users

- Understanding Microsoft Lists in the M365 ecosystem
- Differentiating Lists from SharePoint Lists and Excel
- Navigating the Microsoft Lists interface and settings
- Creating new lists from scratch, templates, and existing lists
- Reviewing basic list creation and item management

02 Module 2: Advanced List Design and Customization

- Implementing various column types (choice, lookup, person, calculated, multi-line text)
- Designing and managing sophisticated custom views (filtered, grouped, calendar, gallery)
- Applying conditional formatting to list items and fields
- Customizing list forms using Power Apps (introductory concepts)
- Integrating lists seamlessly with Microsoft Teams for enhanced collaboration

03 Module 3: Automating Workflows with Lists and Power Automate

- Setting up advanced rules for automated actions and notifications
- Introduction to Power Automate for Microsoft Lists
- Building simple flows for approvals, reminders, and data updates
- Connecting Lists with other Microsoft 365 services via Power Automate
- Troubleshooting common Power Automate flow issues within Lists

04 Module 4: Data Management, Security, and Governance

- Importing and exporting data to and from Microsoft Lists
- Understanding version history, item alerts, and recycle bin management
- Managing list permissions and access control
- Best practices for list security and compliance
- Strategies for effective list organization and information architecture

05 Module 5: Real-World Scenarios and Solution Design

- Designing solutions for project tracking and task management
- Building event planning and resource management lists
- Creating robust issue trackers and helpdesk solutions
- Leveraging Lists for inventory management and asset tracking
- Case studies and best practices for common business use cases

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Coordinator / Project Administrator**
- > **Information Manager / Data Steward**
- > **Business Process Analyst / Operations Manager**

FREQUENTLY ASKED QUESTIONS

Q: What specific advanced functionalities will I master in this Super User course that go beyond basic Microsoft Lists training?

This course delves into advanced topics such as designing sophisticated custom views with JSON formatting, implementing complex rules for automated actions, integrating Lists seamlessly with Microsoft Teams for enhanced collaboration, and leveraging Power Automate to build multi-step approval workflows, reminder systems, and data synchronization across M365 applications. You'll move from a basic user to a solution designer, capable of building intelligent information systems.

Q: Is prior experience with Microsoft Lists or SharePoint required to benefit from this intermediate-level course?

Yes, this course is designed for individuals who have a foundational understanding of Microsoft Lists or basic experience with SharePoint lists. While we'll briefly review core concepts, the curriculum assumes familiarity with creating basic lists, adding columns, and navigating the Microsoft 365 environment. Prior exposure will allow you to maximize the benefits of the advanced topics and hands-on exercises covered.

Q: How will becoming a Microsoft Lists Super User impact my ability to streamline processes and manage projects within my organization?

By becoming a Super User, you will gain the expertise to design and implement robust list-based solutions for various organizational needs. This includes creating dynamic project trackers with automated task assignments, developing sophisticated event management systems, building efficient inventory or asset registers, and streamlining request management processes through custom forms and automated workflows, significantly boosting team productivity and

operational efficiency across your department or organization.

ABOUT COMPUTER PRIDE



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15+

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Take the next step in your technology career.

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