

## Microsoft Lists Essentials

Enhancing Productivity Through Microsoft 365's Smart Information Tracking App

Unlock the full potential of Microsoft Lists, an indispensable tool within the Microsoft 365 suite for tracking and organizing information. This book is your comprehensive guide, from the fundamentals to the advanced capabilities of Microsoft Lists, and will help you improve productivity and foster collaboration. Whether you're making a basic to-do list or managing a complex inventory system, Lists is built for a broad spectrum of users, from beginners to professionals, catering to diverse enterprise and consumer use cases.

The book provides thorough coverage of a wide array of topics, from the history of the product and initial setup to the entire set of features it offers. Insights are presented on using templates, optimizing columns, managing your lists, mastering the views, JSON features, and the various sharing and collaboration tools to utilize the product for maximum productivity. The book includes the latest features, such as commenting, Lists forms, real-time presence, and an in-depth look at the mobile experience.

This guidebook is designed to transform your approach to information tracking and management. It offers practical examples, scenarios, and step-by-step instructions, complemented by rich visuals. The book is ideal for enterprises seeking to boost team productivity and also for individuals who wish to manage information with friends and family.

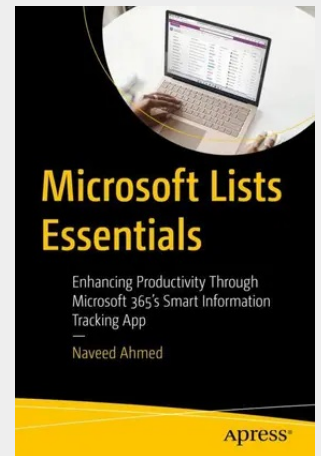
### What You Will Learn

- Optimize information management and manage lists like a pro, with list templates, custom columns, views, and JSON customization
- Boost collaboration through sharing and commenting, and by employing Microsoft's security and privacy features
- Maintain productivity on the go by navigating and managing lists on mobile devices, keeping your information accessible anywhere
- Enhance productivity by connecting Microsoft Lists with other products in the Microsoft 365 ecosystem

### Who This Book Is For

Business professionals. IT administrators, and individuals keen on leveraging Microsoft Lists within the Microsoft 365 ecosystem

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**64,19 €**

59,99 € (zzgl. MwSt.)

Lieferfrist: bis zu 10 Tage

**Artikelnummer:** 9798868804694

**Medium:** Buch

**ISBN:** 979-8-8688-0469-4

**Verlag:** Apress

**Erscheinungstermin:** 17.08.2024

**Sprache(n):** Englisch

**Auflage:** 1. Auflage 2024

**Produktform:** Kartoniert

**Gewicht:** 822 g

**Seiten:** 416

**Format (B x H):** 178 x 254 mm

