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Let's Reach For Excellence!

Getting started with Trello

Duration: 01 day

This course guides you through everything you need to know about using Trello, from setting up your first project to equipping your team with all of the tools they need to get the job done.

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

AUDIENCE

This course is for anyone wanting to begin learning the Java language, whether you're a student, casual learner, or existing programmer looking to add a new language to your skillset. No previous experience of Java or programming in general is required.

COURSE OUTLINE

1. Learn Trello basics
    - What is a board?
    - What is a list?
    - What is a card?
    - What is the board menu?

2. Create your first project
    - Create a board
    - Customize your board
    - Start collaborating
    - Build a workflow
    - Add tasks and to-dos

3. Onboard your team to Trello
    - What is a Workspace?
    - Set up a few boards
    - Tips for onboarding success

4. Integrate Trello with other apps
    - Improve team communication
    - Turn emails into real action items
    - Do more with Power-Ups

5. Activate different views
    - Board view
    - Calendar view
    - Timeline view
    - Dashboard view
    - Map view
    - Table view

6. Automate anything in Trello
    - Intro to automation
    - Getting started with Automation
    - Rule based automation
    - Card and board buttons

- Calendar and due date commands
- Automations for email and integrations

7. Set permissions and admin controls
    - Workspace administration
    - Member and guest permissions
    - Go big with Premium

8. Get the most out of Premium
    - Leverage Trello views
    - Create advanced checklists
    - Unlimited Power-Ups
    - Structure information with Custom Fields
    - Automate more tasks
    - Manage users and data

9. Learn Trello's top tips and tricks
    - Card covers
    - Card separator
    - Emoji reactions
    - Stickers
    - Confetti celebration
    - Mark as done
    - Shortcuts