

# Trello

GoSkills online course syllabus

Tuesday, March 18, 2025

**Skill level**

Beginner

**Lessons**

37

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 26m

**Estimated study time**

18h 30m for all materials

**Instructor**

Scott Friesen

## Getting Started with Trello

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- 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

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- 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

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- ## 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

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- 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

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- 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

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**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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