



*Training Course:*  
***PLANNING AND ADMINISTER SHAREPOINT***

*28 April - 2 May 2025*  
*Kuala Lumpur (Malaysia)*  
*Royale Chulan Kuala Lumpur*

## Training Course: PLANNING AND ADMINISTER SHAREPOINT

Training Course code: IT235175 From: 28 April - 2 May 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5775 € Euro

### Introduction

SharePoint is a powerful platform for collaboration, document management, and information sharing within organizations. Whether you're a newcomer or an experienced IT professional, understanding how to plan and administer SharePoint effectively is essential for harnessing its full potential. This 5-day training program is designed to equip you with the knowledge and skills necessary to successfully plan, set up, and manage SharePoint environments.

### Objectives

By the end of this training program, participants will be able to:

- Understand the core concepts of SharePoint, including its architecture and editions.
- Plan and design SharePoint environments, considering organizational needs.
- Create and customize SharePoint sites, libraries, and lists to support collaboration and content management.
- Administer SharePoint, including user and group management, permissions, and site settings.
- Customize SharePoint with web parts, workflows, and branding.
- Implement best practices for SharePoint content management and organization.
- Perform maintenance tasks, such as backup, monitoring, and troubleshooting.
- Develop strategies for disaster recovery and performance optimization in SharePoint environments.

### Target Audience

This training program is ideal for:

- IT professionals and administrators who are responsible for SharePoint deployment and management.
- Business analysts and project managers involved in SharePoint projects.
- SharePoint site owners and power users looking to enhance their skills.
- Anyone interested in gaining a comprehensive understanding of SharePoint planning and administration.

### Training Program Outline

Day 1: Introduction to SharePoint

- Overview of SharePoint
- SharePoint editions and licensing
- Setting up a SharePoint development environment
- Navigating the SharePoint user interface
- Creating and customizing SharePoint sites

#### Day 2: SharePoint Architecture and Planning

- SharePoint architecture overview
- On-premises vs. SharePoint Online
- Planning considerations for SharePoint deployment
- Designing information architecture
- Creating site collections and sites
- Setting up permissions and security

#### Day 3: SharePoint Content Management

- Document libraries and lists
- Versioning and content approval
- Metadata and content types
- Document management best practices
- Managing and organizing content with libraries and lists
- Content migration strategies

#### Day 4: SharePoint Administration and Customization

- User and group management
- SharePoint administration tasks
- Configuring site settings
- Customizing SharePoint with web parts
- Creating custom workflows
- Branding and theming SharePoint sites

#### Day 5: SharePoint Maintenance and Troubleshooting

- Backup and restore strategies.
- Monitoring SharePoint health
- Patching and updates
- Troubleshooting common issues
- Performance optimization
- Disaster recovery planning

## Registration form on the Training Course: PLANNING AND ADMINISTER SHAREPOINT

Training Course code: IT235175 From: 28 April - 2 May 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5775 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.