



*Training Course:  
Office 365 SharePoint*

*4 - 8 August 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Office 365 SharePoint

Training Course code: IT235654 From: 4 - 8 August 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur  
Training Course Fees: 6000 € Euro

### Introduction

This training program, developed by Global Horizon Training Center, is meticulously designed to equip participants with the knowledge and skills required to effectively utilize Office 365 SharePoint for collaboration, document management, and business process optimization. The course focuses on the fundamentals and advanced features of SharePoint, empowering participants to harness its full potential in a professional environment. Whether for team collaboration or data sharing, this program ensures participants are adept at leveraging SharePoint's tools to enhance organizational productivity.

### Objectives

By the end of this training program, participants will:

- Understand the fundamental architecture and components of Office 365 SharePoint.
- Learn to create, manage, and customize SharePoint sites and document libraries.
- Explore workflows, automation, and integration capabilities in SharePoint.
- Enhance collaboration through SharePoint communication sites and team sites.
- Implement advanced features such as permissions, versioning, and content management.
- Develop best practices for using SharePoint to meet organizational goals.

### Course Methodology

The course uses a blend of interactive lectures, hands-on exercises, group discussions, and case studies. Participants will engage in live demonstrations and practical scenarios to solidify their understanding of SharePoint's functionalities and applications.

### Organizational Impact

- Improved efficiency in document and data management.
- Enhanced collaboration across teams and departments.
- Better utilization of Office 365 SharePoint to streamline business processes.
- Strengthened data security through effective permissions and sharing policies.
- Reduced dependency on external collaboration tools by maximizing SharePoint features.

- A robust framework for building and managing organizational knowledge bases.

## Target Audience

- IT professionals and system administrators.
- Team leaders and project managers.
- Business analysts and operations staff.
- Employees responsible for document and data management.
- Anyone involved in digital collaboration within an organization.

## Outlines

### Day 1: Introduction to SharePoint and Site Management

- Overview of Office 365 SharePoint: Features and Benefits.
- Understanding SharePoint Architecture: Sites, Lists, and Libraries.
- Creating and Configuring SharePoint Sites.
- Exploring Navigation and Site Settings.
- Practical Exercise: Building a Basic SharePoint Team Site.

### Day 2: Document Management and Collaboration Tools

- Managing Document Libraries: Uploading, Organizing, and Searching.
- Version Control and Document Lifecycle Management.
- Collaboration Features: Co-authoring and Sharing Documents.
- Utilizing Communication Sites vs. Team Sites.
- Practical Exercise: Setting Up and Managing a Document Library.

### Day 3: Advanced SharePoint Features and Workflows

- Configuring Permissions and Access Controls.
- Automating Processes with Power Automate in SharePoint.
- Using Content Types and Metadata for Efficient Organization.

- Integrating SharePoint with Other Office 365 Applications.
- Practical Exercise: Designing a Simple Workflow.

#### Day 4: Customization and Administration

- Customizing SharePoint Sites with Web Parts and Themes.
- Managing SharePoint Lists and Views.
- Monitoring and Maintaining Site Performance.
- Understanding Backup, Restore, and Data Retention Policies.
- Practical Exercise: Customizing a Team Site with Web Parts.

#### Day 5: Best Practices and Real-World Applications

- SharePoint Governance and Compliance.
- Strategies for Successful User Adoption.
- Real-World Use Cases: Project Management, Knowledge Bases, and More.
- Best Practices for Maintaining and Scaling SharePoint Sites.

## Registration form on the Training Course: Office 365 SharePoint

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

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Full Name (Mr / Ms / Dr / Eng): .....  
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Personal E-Mail: .....  
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### 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: .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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