



*Training Course:
Office 365 SharePoint and Microsoft Azure*

*25 August - 5 September 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Office 365 SharePoint and Microsoft Azure

Training Course code: IT234888 From: 25 August - 5 September 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía
Training Course Fees: 9600 € Euro

Introduction

This 10- day course will provide foundational level knowledge on SharePoint for Office 365 and cloud concepts MICROSOFT AZURE FUNDAMENTALS.

This course will provide foundational level knowledge on cloud concepts; core Azure services; and Azure management and governance features and tools and knowledge in SharePoint for Office 365 End User class and is intended for people new to using SharePoint who will not be responsible for managing a SharePoint site.

Training Objectives

After completing this course, you will be able to:

- Navigate a SharePoint Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Cloud Concepts
- Azure Architecture and Services
- Core Solutions

Target Audience

This course is suitable for:

- IT personnel who are just beginning to work with Azure.
- Users working in a SharePoint environment.

Training Outlines

day 1 :Module 1: SharePoint 365 Setup

- SharePoint Online

day 2 :Module 2: SharePoint 365 Introduction

- SharePoint Online
- Site Layout and Navigation
- Navigation
- Team Site Navigation

day 3 :Module 3: SharePoint 365 List Basics

- Creating Apps Using List Templates
- Creating Lists
- List Columns
- Column Validation
- Working with Team Site Lists
- Create Custom Lists and Columns

day 4 :Module 4: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning
- Working with Team Site Libraries
- Creating Libraries
- Document Versioning

day 5 :Module 5: Working with Lists and Library Views

- Default Views
- Custom Views
- Working with Views

- Creating Public and Personal Views

day 6 :Module 6: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation
- Creating Team Sites
- Creating a Blog Site

day 7 :Module 7: Cloud Concepts

- Cloud Computing
- Cloud benefits
- Cloud service types

day 8 :Module 8: Azure Architecture and Services

- Core Azure architectural components
- Azure compute and networking services
- Azure storage services
- Azure identity, access, and security

day 9 :Module 9: Core Solutions

- Cost Management in Azure
- Features and tools in Azure for governance and compliance
- Feature and tools for managing and deploying Azure resources
- Monitoring tools in Azure

Registration form on the Training Course: Office 365 SharePoint and Microsoft Azure

Training Course code: IT234888 From: 25 August - 5 September 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía
Training Course Fees: 9600 € 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.