



*Training Course:  
Office 365 SharePoint and Microsoft Azure*

*26 October - 6 November 2026  
London (UK)*

## Training Course: Office 365 SharePoint and Microsoft Azure

Training Course code: IT234888 From: 26 October - 6 November 2026 Venue: London (UK) - Training Course Fees: 10300 € 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 intended for:

- End users working in SharePoint Online Office 365 environments
- Beginners with no prior experience in SharePoint or cloud technologies
- IT Support Staff who need foundational knowledge of Microsoft Azure
- Office Administrators managing documents, lists, and team collaboration sites
- Business Users responsible for content sharing and collaboration using SharePoint
- Entry-level IT Professionals preparing for Microsoft Azure Fundamentals AZ-900
- Users seeking to understand basic cloud concepts and Azure services

## Training Outlines

### Day 1: SharePoint Online Introduction & Setup

Module 1: SharePoint 365 Setup  
SharePoint Online Overview

### Day 2: SharePoint Navigation & Site Structure

Module 2: SharePoint 365 Introduction  
Site Layout and Navigation  
Team Site Navigation

### Day 3: SharePoint Lists Basics

Module 3: SharePoint List Basics  
Creating Lists using Templates  
List Columns and Validation  
Working with Team Site Lists  
Creating Custom Lists and Columns

### Day 4: Advanced List Management

Working with SharePoint Lists  
List Customization  
Managing List Data

### Day 5: SharePoint Libraries Basics

Module 4: Library Basics  
Creating Libraries  
Document Management  
Working with Team Site Libraries

### Day 6: Document Versioning

Document Versioning Concepts  
Managing Library Versions  
Advanced Document Control

### Day 7: Views in SharePoint

Module 5: Working with Lists and Library Views  
Default Views  
Custom Views  
Creating Public and Personal Views  
Working with Views

### Day 8: SharePoint Sites Management

## *Module 6: Working with Sites*

Site Templates  
Creating Sites  
Creating Team Sites  
Creating Blog Sites  
Site Navigation

### Day 9: Cloud Concepts & Azure Fundamentals Part 1

Module 7: Cloud Concepts  
Cloud Computing Overview  
Cloud Benefits  
Cloud Service Types

### Day 10: Azure Architecture & Core Solutions

Module 8: Azure Architecture and Services  
Core Azure Architectural Components  
Compute, Networking, Storage Services  
Identity, Access, and Security  
Module 9: Core Solutions  
Cost Management  
Governance and Compliance  
Monitoring Tools in Azure  
Resource Management Tools

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

Training Course code: IT234888 From: 26 October - 6 November 2026 Venue: London (UK) - Training Course  
Fees: 10300 € 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.