Global Horizon
TRAINING CENTER

Training Course:
Office 365 SharePoint and Microsoft Azure

8 - 19 November 2026
Sharm El-Sheikh (Egypt)
Sheraton Sharm Hotel

Training Course:
Office 365 SharePoint and Microsoft Azure

Training Course code: IT234888 From: 8 - 19 November 2026 Venue: Sharm El-Sheikh (Egypt) - Sheraton Sharm Hotel
Training Course Fees: 7100 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

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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

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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

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

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Position: .....
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
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Payment Method

- [ ] Please find enclosed a cheque made payable to Global Horizon
- [ ] Please invoice me
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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.