



*Training Course:  
Office 365 and SharePoint Essentials*

*25 January - 5 February 2027  
Kuala Lumpur (Malaysia)*

## Training Course: Office 365 and SharePoint Essentials

Training Course code: IT1974 From: 25 January - 5 February 2027 Venue: Kuala Lumpur (Malaysia) - Training Course  
Fees: 10300 € Euro

### Introduction:

Welcome to the Office 365 and SharePoint Essentials Training Program, presented by Global Horizon Training Center. This comprehensive program is designed to empower participants with the knowledge and skills necessary to harness the full potential of Office 365 applications and leverage the collaborative power of SharePoint.

### Objectives:

- Provide a thorough understanding of Office 365 applications and their functionalities.
- Equip participants with practical skills for effective use of SharePoint for collaboration and document management.
- Explore advanced features of Office 365, including Teams, OneDrive, and Power Automate.
- Enable participants to customize and optimize SharePoint sites for their organization's needs.
- Foster best practices for secure and collaborative work within the Office 365 and SharePoint environment.

### Target Audience:

This program is ideal for professionals, business users, IT administrators, and anyone seeking to enhance their proficiency in using Office 365 and SharePoint for efficient collaboration and document management. Basic computer skills and familiarity with Microsoft Office applications are recommended but not mandatory.

### Outlines:

#### Day 1: Introduction to Office 365

- Overview of Office 365 Suite
- Licensing and Subscription Models
- Setting Up and Configuring Office 365 Accounts

#### Day 2: Office 365 Applications - Part 1

- Microsoft Word and Excel in the Cloud
- Collaboration with Office Online

#### Day 3: Office 365 Applications - Part 2

- OneNote and Planner in Office 365
- Introduction to Power Automate for Workflow Automation

#### Day 4: Microsoft Teams

- Teams Setup and Configuration
- Channels, Chats, and Meetings in Teams

#### Day 5: OneDrive for Business

- File Storage and Collaboration in OneDrive
- Versioning and Security in OneDrive

#### Day 6: Introduction to SharePoint

- Overview of SharePoint Online
- Site Collection and Site Hierarchy

#### Day 7: Document Management with SharePoint

- Libraries, Lists, and Document Versioning
- Metadata and Content Types in SharePoint

#### Day 8: Customizing SharePoint Sites

- Creating and Modifying Pages
- Introduction to SharePoint Apps and Add-ins

#### Day 9: Advanced SharePoint Features

- SharePoint Workflows
- Integrating Power Automate with SharePoint
- SharePoint Security Best Practices

#### Day 10: Collaboration and Governance in SharePoint

- User Permissions and Access Control
- Collaboration Features: Wikis, Blogs, and Discussion Boards
- Implementing Governance Policies in SharePoint

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

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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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Telephone / Mobile: .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

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

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