



*Training Course:
Office 365 and SharePoint Essentials*

*9 - 20 May 2027
Manama (Bahrain)*

Training Course: Office 365 and SharePoint Essentials

Training Course code: IT1974 From: 9 - 20 May 2027 Venue: Manama (Bahrain) - Training Course Fees: 8100 € 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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