



















Course Title	Introduction to Microsoft SharePoint Online Out of the Box “Built-in Apps” Workshop
Course Code	SPOL_BIA-012018-001
Objective	<p>Introduce the Microsoft SharePoint Online as a platform for organization to better appreciate and understand in detail.</p> <p>This workshop is designed to ensure the attendee will benefit from the theory and concept as well as the hands-on experience.</p>
Benefits	<ul style="list-style-type: none"> • Demonstrate the capability of SharePoint Online as a platform for your group of companies • Demonstrate the possible answer to all the questions you may have • Demonstrate the possible solutions that we can “turn-on” from SharePoint Online. • Continue to the learning experience after this workshop with the Office 365 E3 Trial for 30days. • Creation of a Workflow to demonstrate the possibility of SharePoint Online.
Duration	3.5 Days
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	Customer’s Premise
Class Size	Up to 15 attendees to have an effective learning experience
Technology	<p>Microsoft SharePoint Online.</p> <p>Subscription to Office 365 E3 Trial to be used.</p>

Notes to Attendee	<p>Attendee must bring your own laptop (Windows 7 and above) for this workshop. Attendee must ensure that the internet browser software is updated to the supported version with SharePoint 2013 server.</p> <p>http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee must ensure that this laptop is able to connect to WIFI network.</p>
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Application	Description
 Document Library	<p>Use a document library to store, organize, sync, and share documents with people. You can use co-authoring, versioning, and check out to work on documents together. With your documents in one place, everybody can get the latest versions whenever they need them. You can also sync your documents to your local computer for offline access.</p> <p>Supported Languages</p>
 Form Library	<p>A place to manage business forms like status reports or purchase orders. Form libraries require a compatible XML editor, such as Microsoft InfoPath</p>
 Wiki Page Library	<p>An interconnected set of easily editable web pages, which can contain text, images and web parts.</p>
 Custom List	<p>Using a list gives you the power to share information the way you want with your team members. Create your own list from scratch, add any other columns you need, and add items individually, or bulk edit data with Quick Edit.</p>

Application	Description
 <p>Announcements</p>	<p>A list of news items, statuses and other short bits of information</p>
 <p>Contacts</p>	<p>A list of people your team works with, like customers or partners. Contacts lists can synchronize with Microsoft Outlook or other compatible programs.</p>
 <p>Calendar</p>	<p>A calendar of upcoming meetings, deadlines or other events. Calendar information can be synchronized with Microsoft Outlook or other compatible programs.</p>
 <p>Promoted Links</p>	<p>Use this list to display a set of link actions in a tile based visual layout.</p>
 <p>Links</p>	<p>A list of web pages or other resources.</p>

Application	Description
 <p data-bbox="272 551 475 580">Discussion Board</p>	<p data-bbox="564 338 1404 439">A place to have newsgroup-style discussions. Discussion boards make it easy to manage discussion threads and can be configured to require approval for all posts.</p>
 <p data-bbox="225 880 523 943">Custom List in Datasheet View</p>	<p data-bbox="564 663 1385 797">A blank list which is displayed as a spreadsheet to allow easy data entry. You can add your own columns and views. This list type requires a compatible list datasheet ActiveX control, such as the one provided in Microsoft Office.</p>
 <p data-bbox="300 1243 448 1272">External List</p>	<p data-bbox="564 1025 1374 1055">Create an external list to view the data in an External Content Type.</p>
 <p data-bbox="331 1570 408 1599">Survey</p>	<p data-bbox="564 1357 1337 1458">A list of questions which you would like to have people answer. Surveys allow you to quickly create questions and view graphical summaries of the responses.</p>
 <p data-bbox="288 1895 459 1924">Issue Tracking</p>	<p data-bbox="564 1682 1394 1749">A list of issues or problems associated with a project or item. You can assign, prioritize and track issue status.</p>

Application	Description
 <p data-bbox="293 551 448 584">Asset Library</p>	<p data-bbox="564 338 1374 405">A place to share, browse and manage rich media assets, like image, audio and video files.</p>
 <p data-bbox="288 875 464 909">Report Library</p>	<p data-bbox="564 663 1334 763">A place where you can easily create and manage web pages and documents to track metrics, goals and business intelligence information.</p>
 <p data-bbox="252 1200 491 1234">Import Spreadsheet</p>	<p data-bbox="564 987 1353 1088">Create a list which duplicates the columns and data of an existing spreadsheet. Importing a spreadsheet requires Microsoft Excel or another compatible program.</p>
 <p data-bbox="304 1525 443 1559">Access App</p>	<p data-bbox="564 1312 1406 1704">The Access web app is an easy-to-use tool for quickly creating browser-based database applications that help you run your business. With rich templates and a simple interface, you can create custom apps fast without being a developer and share your secured data and control with your team more easily. An Access web app is a new type of database that you build in Access, then use and share with others as a SharePoint app in a web browser. To build an app, you just select the type of data you want to track (contacts, tasks, projects, and so on). Access creates the database structure, complete with views that let you add and edit data. Navigation and basic commands are built-in, so you can start using your app right away.</p>

Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Training Video of this course will be given on the last day of the class.
- 3 Trainee agreed to provide the feedback form on the last day of the class.
- 4 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.
- 5 Due to time constraint, not all the topics will be covered.