

<b>Course Title</b>	<b>Introduction to Microsoft SharePoint and Best Practices</b>
<b>Course Code</b>	<b>SPWS_Intro&amp;BP-012018-001</b>
<b>Objective</b>	<p>Introduce the Microsoft SharePoint Platform and what is the best practise on Implementation and Rollout Exercise</p> <p>This workshop is design to ensure attendee will benefit from the theory and concept as well as the hands-on experience.</p>
<b>Target Audience</b>	<b>End User</b>
<b>Benefits</b>	<p>Learn from experience on-field personal</p> <ul style="list-style-type: none"> <li>• Project experience</li> <li>• Best Practises</li> <li>• Hands-On experience on how to work with SharePoint</li> </ul> <p>Besides, attendee could continue to the learning experience after this workshop with Microsoft Office 365 Trial for 30days (if applicable)</p>
<b>Duration</b>	1.0 days
<b>Time</b>	<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>
<b>Venue</b>	Alfa Connections Office or Microsoft Office
<b>Class Size</b>	Up to 8 attendees to have an effective learning experience
<b>Technology</b>	<b>Microsoft SharePoint</b>
<b>Notes to Attendee</b>	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013/2016 server.</p> <p><a href="http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx">http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</a></p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>

<p>Workshop Agenda</p>	<p>Day 1</p> <p>Introduction of SharePoint</p> <ul style="list-style-type: none"> <li>• Overview of SharePoint</li> <li>• SharePoint History</li> </ul> <p>Introducing Central Administration Portal (for SharePoint On-Premise)</p> <p>Introducing Office 365 SharePoint Admin Portal (for SharePoint Online)</p> <p>Introducing Site Collection</p> <ul style="list-style-type: none"> <li>• Content Database</li> <li>• Storage Quota</li> </ul> <p>Introduction of Document Management Feature in SharePoint</p> <ul style="list-style-type: none"> <li>• Site Content Type</li> <li>• Site Column</li> <li>• Term Store / Managed Metadata</li> </ul> <p>SharePoint Site Structure and Architecture</p> <ul style="list-style-type: none"> <li>• Sub-Site</li> <li>• Site Permissions</li> <li>• Site Usage / Metrics</li> </ul> <p>SharePoint Search</p> <ul style="list-style-type: none"> <li>• Search Query</li> <li>• Search Refinement</li> <li>• Search WebPart</li> </ul> <p>Overview of How to Architect SharePoint EDMS</p> <p>SharePoint boundaries and limits</p>
<p>Workshop Facilitator Profile</p>	<p>Over 18 years in IT industry technology which focusing on Microsoft Consulting Services. He had been involved many large-scale SharePoint project with more than 6 SharePoint Server in Server Farm across regional co-locate. He is responsible for designing the solution architecture as well as business process automation to ensure solutions roll out meet <b>CUSTOMER</b> need and address <b>CUSTOMER</b> pain.</p> <p><b>CUSTOMER</b> includes multiple segment such as Financial Institution, Telecommunication, Electronic Component Manufacturer, Government Ministry and Construction.</p> <p>He is an on-field person which practise Microsoft Solutions Framework (<b>MSF</b>) of handling project, he been responsible on Envisioning, Planning, Development, Deployment and Rollout activity.</p>

	<p>Technology handling:</p> <ul style="list-style-type: none"><li>• Microsoft Active Directory</li><li>• Microsoft Exchange Server</li><li>• Microsoft SharePoint Server</li><li>• Microsoft Project Server</li><li>• Microsoft SQL Server</li><li>• Microsoft Lync Server</li><li>• Microsoft Treat Management Server (TMG)</li><li>• Microsoft Dynamic AX Server</li><li>• K2 Workflow Management Server</li></ul>
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 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.