



Formation Microsoft Office 365 - Use, customization and management of Web Parts in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1108

Goal : Office 365 has about 50 Web Parts installed by default and a hundred Web Parts available on the Internet (free or not). The objective of this workshop is to show how to use, set up, install and import the ones that are most commonly used in companies. During the training, best practices will also be given (not found in the paper literature).

Audience : This course is intended for Office 365 users as well as site owners and junior developers.

Prerequisites : Have a good experience in the global use of Office 365 elements as well as basic knowledge of HTML / XML / XSL / JavaScript / CSS and .Net. It is also recommended that you have completed FrontPage / SharePoint Designer training beforehand to study Web Part Data View.

Goals :

- Introduction
- Theoretical explanation of the goals, possibilities and common limitations of Web Parts
- Understand the difference between a shared Web Part and a personal Web Part
- Understanding the My Links, My Alerts, My Tasks, etc. Web Parts
- Visual and appearance options of Web Parts
- Understand the difference between a closed, hidden and deleted Web Part
- Inserting area Web Parts in the areas of the portal
- Creating and customizing simple Web Part pages (lists, members, images, videos, etc.) from SharePoint Designer / FrontPage
- Setting up lists / libraries Web Parts using views, audiences, etc.
- Activation of the search field in Web Parts
- Particularities of the Announcements Web Part
- Particularities of Links Tiles Web Part
- Using and customizing the Content Web Part (with Text / HTML or XML)
- Using and Setting the Table of Contents and Links Summary Web Parts
- Using the Web Capture Content Web Part
- Using the Timeline and Project Summary Web Part
- Using the Excel Services, KPI and Power BI Web Parts
- Connecting Web Parts for automatic cross-list filtering
- Using the List Filter Web Part
- Insertion de Web Part connexes aux informations des pages de fichiers d'éléments
- ...

Pedagogical method : Training based on examples improvised by the trainer according to the needs of the learners. The training includes 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 425 CHF

Daily price in remote : 204 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 2125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : web part training, dwp, content query web part, content editor web part, filter web part, search Web Part, server web part, Web Part training, office 365 training, office 365 course, web parts office 365.

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