Formation Microsoft Office 365 - Administration of Sites or Site collections 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 : 1116

Goal : With this training, site collection administrators and site owners will have an overview of the major settings on the Site Settings page that will help them manage their businesses or departments more effectively with SharePoint. The settings will be presented especially assuming that the user has the Office 365 Enterprise version and sometimes (when the differences are very significant) we will show how the same settings look like in the Office 365 K1 version. Subjects are treated in the decreasing usage order frequency by super-users (ie non-computer scientists and non-

webdesigner).

Audience : Users (mainly non-IT!) who want to better understand the options available in the Site Settings page of different versions of SharePoint. Persons responsible for documentation and information management (Certifié Records Manager / Certifié Document and Imaging Architect of the ICRM).

Prerequisites : Good knowledge of MS Internet Explorer/Edge and MS Windows features. For the understanding of the course it is also better to have attended the workshop oin the presentation SharePoint of the technologies or to have at least almost 1'000 hours of intensive experience on the product and master the concepts of corporate governance and of information theory.

Goals :

- Introduction
- Features of Office 365
- Title, description and image
- Language settings
- Creation of Variations, Managing Variations, Translated Columns and Variations Log
- Export / Import translations
- Site Collection Administrator
- People and Groups
- Site Permissions
- Site Themes
- Design Manager/Import de packages de Design
- Compound aspects
- Multiple images rendering
- Site libraries and lists
- Layout and site templates
- Supprimer un site Sites and workspaces + Delete a site
- RSS (Really Simple Syndication)
- Tree structure
- Home Page
- Recycle bin (of the sites collection)
- ...

Pedagogical method : Training based on examples improvised by the trainer according to the needs of the learners. The training includes 90% practice and 10% theory.

Suggested duration for presentiel training (days) : 3
Suggested duration for on-line training (days) : 3.6

Daily price in face-to-face : 625 CHF
Daily price in remote : 300 CHF
Daily price in remote for students : contact us (only if student card!)
Daily price in remote (with recording) : 3125 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 : Office 365, Office 365 training, Office 365 course, administration Office 365, Office 365 site collection, Office 365

owner, Office 365 administrator.

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