



Formation Microsoft Office 365 - Libraries management (document management) 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 : 1109

Goal : After this workshop, learners will be able to create, customize and manage all type of Office 365 documentary content and their related options to enable them to manage complex project files or departments shares or even the entire enterprise shared drives into SharePoint. It is important to note that InfoPath form libraries are discussed in the related InfoPath course only.

Audience : Any user, especially those responsible for document management, transfer and

management of corporate information, synchronization of collaborative work.

Prerequisites : Mastery of the MS Windows environment, MS Office and MS Internet Explorer/Edge basics and solid knowledge of business, project or department management and also a general knowledge of ISO standards on document management.

Goals :

- Introduction
- Reminders on international and national standards for document management
- Best practices in document management
- Problematic limits of Office 365 in document management (useful add-in)
- Creation of a Documentar Center / Record Center and Discovery Center
- Using iframes to communicate previewable documents
- Activation of commun columns (local ID, version number, size, rating, etc.)
- Folders VS Managed metadata (taxonomy, folksonomy)
- Managed Metadata on folders
- Disable folder creation
- Use and traps of Documents Sets
- Force Office files viewing / editing in the browser with Office Web Apps or in the client
- Allow or not attachments in lists (to privilege links to libraries!)
- Add / Remove or edit documents from a library
- Behavior of the Cancel button when uploading a file with or without mandatory metadata
- Control / Automate naming files conventions using Workflows
- Using the site and site collection recycle bins
- Manage document versions
- Insert version numbers inside documents
- Observation of the incrementation of a version number even if only metadatas change
- ...

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) : 3

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

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 : office 365 training, office 365 course, office 365 document process, office 365 quality system, ech standard, office 365 document management, office 365 libraries, document center, record center, drop off, retention, archiving.

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