













Course Title	Microsoft Office 365 Applications Workshop
Course Code	O365_Apps-012018-001
Date	To be determined.
Venue	Microsoft Office
Notes to Attendee	<ol style="list-style-type: none"> 1. Trainee are required to bring their laptop. 2. Laptop must be able to connect to Wi-Fi. 3. Please refer to this URL for supported system requirement. https://support.office.com/en-IN/article/Office-365-system-requirements-719254c0-2671-4648-9c84-c6a3d4f3be45 4. All decisions made by Alfa Connections in respect to these workshops are final. Alfa Connections reserves the right to amend the content of these workshop without prior notice.

Course Code	Application	Description	Course Fee SGD
AO365CU1	O365 SharePoint Online Permission and Control	<p>Permission Control in Microsoft SharePoint Online is the most important of all aspect before embarking in creating your document libraries or business applications. We are here to deep dive with you into this session to get you ready for that</p> <ul style="list-style-type: none"> ✓ Understanding Permissions in SharePoint ✓ Managing user permission level ✓ Managing group permission level 	<p>\$XXX per trainee</p> <p>Duration</p> <p>5 hours [theory + hands-on]</p>



Course Code	Application	Description	Course Fee SGD
AO365CU3	O365 SharePoint Online End-User Adoption Learning	<ul style="list-style-type: none"> ✓ Introduction to user what is Microsoft Office 365 SharePoint 2013 Online ✓ What can Microsoft SharePoint 2013 Online offer to business users ✓ Top 5 features of Microsoft SharePoint 2013 Online ✓ Quick run through of applications which can be hosted on Microsoft SharePoint 2013 Online for different business units ✓ IT / HR / Operations / Marketing / Support / Sales / Intranet Portal ✓ Include Exchange Online, Lync Online, SharePoint Online and Office Web Application (Word online, Excel online, PowerPoint online) <p>*This is a user adoption workshop where there will be no hands on, to be conducted in client premise.</p>	<p>\$XXXX per session</p> <p>[30 pax per session]</p> <hr/> <p>Duration</p> <p>2 hours [Seminar style]</p>

Course Code	Application	Description	Course Fee SGD
AO365CU5	 Document Library	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>\$XXX per trainee</p> <p>Duration</p> <p>5 hours [theory + hands-on]</p>
<p>Target audience:</p> <p>Office Administration staff</p> <p>HR staff</p>	 Contacts	<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>	

 Calendar	<p>A calendar of upcoming meetings, deadlines or other events. Calendar information can be synchronized with Microsoft Outlook or other compatible programs.</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>
 Survey	<p>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>
 Announcements	<p>A list of news items, statuses and other short bits of information.</p>

Course Code	Application	Description	Course Fee SGD
AO365CU7 Target audience: Project Lead, Project Manager, Head of Department	 Site Mailbox	Project Collaboration Portal Site Mailbox The Site Mailbox app helps you keep email and documents close together by connecting your site to an Exchange mailbox. You can then view your email on SharePoint, and view site documents in Outlook.	\$XXX per trainee Duration 4 hours [theory + hands-on]
	 Tasks	A place for team or personal tasks. Display in All task, Late task, Up Coming task, Completed task, Gantt chart, Calendar view.	
	 Document Library	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.	
	 Contacts	A list of people your team works with, like customers or partners. Contacts lists can synchronize with Microsoft Outlook or other compatible programs.	
	 Issue Tracking	A list of issues or problems associated with a project or item. You can assign, prioritize and track issue status.	
	 NewsFeed	A place for the team member to share and discuss about topics related to project. Reply to post, Like, Follow are the features available.	

Course Code	Application	Description	Course Fee SGD
AO365A60	 Leave Application	Leave-Form is deployed with integrated workflow that supports:- <ul style="list-style-type: none"> • Two levels of user configurable approval • Email notifications for approvers and requester • Attachment field for supporting documents • Overall leave calendar at one glance • Auto deduction from leave entitlement • User configurable on the various type of leave • Centralized store for all approved leaves in an organization 	\$XXX for two trainees
			Duration
			2 hours [theory + hands-on]
AO365A62	 Expense Claim Application	Expense Claim-Form is deployed with integrated workflow that supports:- <ul style="list-style-type: none"> • Upto Three levels of user configurable approval • Email notification • Attachment field for supporting document • Cost Centre allocation • Multi-Currency Support • Configurable Claim Types • Central view for application and approval status 	\$XXX for two trainees
			Duration
			2 hours [theory + hands-on]
AO365A64	 Travel Application	Travel Request-Form is deployed with integrated workflow that supports:- <ul style="list-style-type: none"> • Upto Two levels of user configurable approval • Email notification to approvers and requester • Attachment field for supporting document • Captured Flight, Accommodation and Visa details • Central view for application and approval status 	\$XXX for two trainees
			Duration
			2 hours [theory + hands-on]

<p>AO365A66</p>	 <p>Expense App</p>	<p>Expense Claim-APP is deployed with integrated workflow that supports:-</p> <ul style="list-style-type: none"> • Flexible Workflow configuration for any levels with configurable level names • Amount Based Workflow level configurable • Email Notifications for Approvers and Requester • Attachment field for supporting document • Multi-currency support • Admin configurable Claim Types • Central view for application and approval status • Printer Friendly option available 	<p>\$XXX for two trainees</p> <p>Duration</p> <p>2 hours [theory + hands-on]</p>
<p>AO365A68</p>	 <p>Resource Booking Application</p>	<p>Resource Reservation-APP is deployed with integrated workflow that supports:-</p> <ul style="list-style-type: none"> • Optional Approval by Resource Admin • Email notification for approval and notification to requester • User friendly views of resource availability with easy filtering based on applicable accessories/tags for resources/rooms • Quick and Easy booking by clicking the free time visible • Option for Admin to mark bookings as No-Show • Usage Reports 	<p>\$XXX for two trainees</p> <p>Duration</p> <p>2 hours [theory + hands-on]</p>

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.