# About This Training Course

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| **Course Title:** | Building Business Solutions with Office 365 and SharePoint Online |
| **Course Code:** | BBS365 |
| **Audience:** | Power Users and Solution Builders |
| **Format:** | Instructor-led training with hands-on labs |
| **Length** | 3 Days |

#### Course Description

This 3-day course will teach you how to build powerful SharePoint business solutions without having to engage in any custom development. You will be amazed exactly how far you can take things with Office 365 and SharePoint Online just using the out-of-the-box features and functionality. This course has been specifically designed for business users using SharePoint Online in the Office 365 environment. You will complete all lab exercises for this course using the browser and SharePoint Designer 2013.

The first day of the course introduces you to new features and gets you up to speed on the new app-centric user interface of SharePoint Online. You will learn how to customize lists and documents libraries by creating and adding site columns and contents types. You will also learn how to change the appearance of a SharePoint site using the new Composed Looks feature and you will also see what's involved with branding all the pages in a SharePoint Online site collection using a custom master page.

This course will teach you how to use InfoPath 2013 to customize the forms behind a SharePoint list and to publish a custom InfoPath form to the Forms library in a SharePoint Online site. You will learn about the workflow architecture in SharePoint Online and discover a new sense of power when creating custom workflows in SharePoint Designer 2013.

This course spends time teaching you how to configure and build business solutions on top of the essential service applications that are included in Office 365 with SharePoint Online such as the Managed Metadata Service, the SharePoint Search Service, and Excel Services. The course concludes with an examination of the techniques and strategies used to build database solutions with SharePoint Online and Access Services.

#### Student Prerequisites

Attendees should have prior experience with SharePoint.