Name of Employee: OGBUDU STEPHANIE JOEHEOBE

REPORT

1. What is Microsoft Sharepoint?

* Microsoft Sharepoint can be known as an enterprise information portal which implements Intranet, Extranet and Internet. It is used to store data and information on cloud system and sharing information.

1. What are the components of the Sharepoint wheel and what are their uses?

* **Sharepoint Foundation**: it enables communication, collaboration and content management.
* **Sharepoint Server**: it provides industrial-grade communication, collaboration and content management.
* **InfoPath Form Services**: it allows InfoPath forms to be embedded in Sharepoint Web sites.
* **Excel Services**: it embeds Excel documents in a Sharepoint Web site where they can be viewed.
* **SQL Server Reporting Services (SSRS) Integration**: it installs an SSRS server in such a way that it works closely with the Sharepoint environment.
* **Key Performance Indicator (KPI)**: it provides a quick visualization of business information that the organization considers indicative of how well it’s doing.
* **Business Connectivity Services (BCS)**: it connects to Line of Business (LOB) systems and displays the data that they contain in the Sharepoint environment.
* **Sites**: it manages in ways that are compatible with its content-management features.

1. What is the difference between Sharepoint on-premise and Sharepoint online (Office 365)?

* Sharepoint on-premise stores information in hard copy (not on the internet) while Sharepoint online store information in the cloud.
* Sharepoint on-premise updates are madse by the individuals working in the IT department at a particular time while Sharepoint online updates are made automatically.
* Sharepoint on-premise spends much for storage devices while Sharepoint online spends little for storage devices.

1. What is Business Process Automation?

* Business Process Automation is an activity which is carried out to ease bulky processes in a business and maintain cost.

1. What do you understand by a Workflow?

* Workflow can be known as a consistent pattern which helps to complete a task.

1. What is InfoPath and what is it used for?

* InfoPath is a software application which is used for designing, distributing, filling and submitting electronic forms containing structured data.
* InfoPath is used to create workflow applications.

1. What is NINTEX and what is it used for?

* NINTEX is a platform which automates and improves processes (both minimal and major process)
* NINTEX is used to create forms and workflows which make work easier.