

SharePoint 2019 Site Owner

Description

This course is designed for site owners and managers who want to master the role of a SharePoint Site Owner. It offers a practical and structured approach to understanding how to manage, customize, and administer a SharePoint 2019 team site. Through demonstrations and guided exercises, you will learn how to build an efficient and well-organized collaborative environment.

Understanding the role of a Microsoft SharePoint Site Owner

Becoming a SharePoint Site Owner requires a clear understanding of its key features. This training helps you configure a site, manage content, and organize user permissions effectively. You will discover how to adapt your workspace to your team's needs while ensuring smooth navigation and a well-structured environment. Each module provides step-by-step guidance to help you gain deeper control and confidence with the SharePoint platform.

Course Content

Module 01: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Module 02: Page Content

- Wiki Library Pages
- Editing the Team Site Home Page
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts
- Adding Web Parts to Pages

Module 03: Site Columns and Content Types

- Site Column Gallery
- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content Types

Module 04: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

Module 05: Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed
- Sites Newsfeed
- Tags Newsfeed
- Managing Personal Sites

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Participant profiles

- Site owners/managers new to working in a SharePoint 2019 environment

Prerequisites

- Introductory level experience with SharePoint

Objectives

- Create and configure a SharePoint team site
- Customize and edit site pages
- Manage site columns and content types
- Set up permissions and user groups
- Organize site navigation
- Integrate WebPart components
- Engage in communities and manage user profiles

Description

SharePoint 2019 Site Owner Training

Niveau

Fondamental

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference

55299AC