

SharePoint Power User 2019 (55294)

Description

This SharePoint 2019 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

Course Content

Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

Module 2: Creating Custom Workflows with SharePoint Designer

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Stages and Conditions
- Workflow Initiation Form
- Site Workflows

Module 3: Working with Managed Metadata

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

Module 4: Business Connectivity Services

- Business Connectivity Services Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content Type

Module 5: Information Management Policy

- Information Management Policy Basics
- Define an Information Policy for a Content Type
- Defining an Information Policy for a List

Module 6: Content Organizer

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Configuring Content Organizer Rules

Module 7: Document ID Service

- Activating the Document ID Feature
- Configuring Document ID Settings

- Linking Document ID Settings

Module 8: Document Sets

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

Module 9: SharePoint Server Publishing Infrastructure

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

Module 10: Configuring and Consuming Site Search Results

- Search SharePoint for Content
- SharePoint Search Center

Lab / Exercises

- Online Labs

Documentation

- Digital courseware included

Participant profiles

- Individuals with end user experience who need to learn the fundamentals of managing SharePoint sites

Prerequisites

- SharePoint 2019 End User experience

Objectives

- Create custom workflows using SharePoint Designer
- Learn to use Content Approval settings and Workflow
- Learn to use Term stores and managed Metadata
- Learn to use the Document ID Service
- Learn SharePoint Server Publishing Infrastructure
- Learn to create and use Document Sets
- Learn to route documents with Content Organizer
- Learn to use Metadata Navigation
- Learn to create external content types with Business Connectivity Services
- Learn to use Information Management Policies

Niveau

Intermédiaire

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference
