SharePoint 2019 Site Owner

Description

This SharePoint 2019 Site Owner class is for site owners/managers new to working in a SharePoint 2019 environment.

Classroom Registration Price (CHF)
1800
Virtual Classroom Registration Price (CHF)
1700
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

- Online Labs

Documentation

- Digital courseware included

Participant profiles

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

Prerequisites

- Introductory level experience with SharePoint

Objectives

- Learn to navigate a SharePoint 2019 Team Site
- Learn to create and edit web page content
- Learn to create site columns and content types
- Learn to integrate Office applications with SharePoint 2019
- Learn to manage basic permissions of SharePoint 2019 resources

Niveau
Fondamental
Duration (in Days)
2
Reference
55299AC