

SharePoint End User 2019 (55293)

Description

This SharePoint 2019 End User class is for end users and site owners/managers new to working in a SharePoint 2019 environment. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Course Content

Module 1: SharePoint 2019 Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation

Module 2: SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column

Module 3: Library Basics

- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Creating an Asset Library
- Managing Documents and Versioning
- Checking Out Documents
- Deleting and Restoring Documents
- Versioning

Module 4: Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Module 5: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site

- Site Navigation
- Managing Site Navigation

Module 6: 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 7: Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer
- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form

Module 8: 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 9: Office Integration

- Excel Integration
- Import Excel Spreadsheet to List
- Export List Data to Excel
- Outlook Integration
- Create an Alert
- Subscribe to a List's RSS Feed
- Connect to Outlook
- Access Integration
- Open a List with Access

Module 10: Managing SharePoint Site Permissions

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

Module 11: 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

- Students who want to learn SharePoint

Prerequisites

- No prerequisites

Objectives

- Learn to navigate a SharePoint 2019 Team Site
- Learn to create SharePoint lists
- Learn to customize SharePoint lists
- Learn to create SharePoint libraries
- Learn to manage library document versions
- Learn to create SharePoint list and library views
- Learn to create sub sites using various SharePoint templates
- Learn to create and edit Web page content
- Learn to create InfoPath Forms and Form libraries
- 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

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference

55293AC