Introduction to SharePoint 2019

Description

This Introduction to SharePoint 2019 class is for end users working in a SharePoint 2019 environment. It is an abbreviated version of our complete SharePoint End User class and is intended for people new to using SharePoint who will not be responsible for managing a SharePoint site.

Niveau
Fondamental
Course Content
Module 01: SharePoint 2019 Introduction

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

Module 02: 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 03: 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 04: Working with Lists and Library Views

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

Module 05: Office Integration

- Excel Integration

- Outlook Integration
- Access Integration

Module 06: Working with Sites

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

Lab / Exercises

- Online Labs

Documentation

- Digital courseware included

Participant profiles

- End users working in a SharePoint 2019 environment

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 integrate Office Outlook and Excel applications with SharePoint 2019

Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
55298AC