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# SharePoint 2019 Site Owner

## Description

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

### Niveau

Fondamental

### 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

### **Classroom Registration Price (CHF)**

1800

### **Virtual Classroom Registration Price (CHF)**

1700

### **Duration (in Days)**

2

### **Reference**

55299AC