
SharePoint End User 2019

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.

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

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

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Duration (in Days)

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Reference

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