

# SharePoint Power User 2019

## Description

This SharePoint 2019 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

## Course Content

### Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

### Module 2: Creating Custom Workflows with SharePoint Designer

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Stages and Conditions
- Workflow Initiation Form
- Site Workflows

### Module 3: Working with Managed Metadata

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

### Module 4: Business Connectivity Services

- Business Connectivity Services Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content Type

### Module 5: Information Management Policy

- Information Management Policy Basics
- Define an Information Policy for a Content Type
- Defining an Information Policy for a List

### Module 6: Content Organizer

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Configuring Content Organizer Rules

### Module 7: Document ID Service

- Activating the Document ID Feature
- Configuring Document ID Settings

- Linking Document ID Settings

## **Module 8: Document Sets**

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

## **Module 9: SharePoint Server Publishing Infrastructure**

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

## **Module 10: Configuring and Consuming Site Search Results**

- Search SharePoint for Content
- SharePoint Search Center

## **Lab / Exercises**

- Online Labs

## **Documentation**

- Digital courseware included

## **Participant profiles**

- Individuals with end user experience who need to learn the fundamentals of managing SharePoint sites

## **Prerequisites**

- SharePoint 2019 End User experience

## **Objectives**

- Create custom workflows using SharePoint Designer
- Learn to use Content Approval settings and Workflow
- Learn to use Term stores and managed Metadata
- Learn to use the Document ID Service
- Learn SharePoint Server Publishing Infrastructure
- Learn to create and use Document Sets
- Learn to route documents with Content Organizer
- Learn to use Metadata Navigation
- Learn to create external content types with Business Connectivity Services
- Learn to use Information Management Policies

## **Niveau**

Intermédiaire

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

1800

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

1700

## **Duration (in Days)**

2

## **Reference**

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