

SharePoint Power User 2019 (55294)

Description

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

Niveau

Intermédiaire

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

Classroom Registration Price (CHF)

1800

Virtual Classroom Registration Price (CHF)

1700

Duration (in Days)

2

Reference

55294AC