55286: SharePoint® 2019 Power User

Duration: 4 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course delivers the complete site owner story from start to finish engagingly and practically. This will ensure that participants have the confidence to plan and create new sites or manage their existing sites. Their goal is to learn how to make SharePoint relevant to their team by using a site's functionality to help them share information and collaborate with their colleagues. During the class, participants will also learn best practices and 'what not to do' as they watch live, interactive demonstrations and put theory into practice with hands-on exercises.

Target Audience

This course is intended for:

- Both novice and experienced SharePoint users who wish to make full use of SharePoint 2019.

Prerequisites

To attend this course, candidates must be:

- Proficient in using both a Windows desktop and a web browser.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand the benefits of using SharePoint in real-world scenarios.
- Create new SharePoint sites to store business information.
- Create pages to share news and documents.
- Customise the structure of a site to meet specific business requirements.
- Create and manage views, columns, and apps.
- Manage the security of a site.
- Use social tools to communicate with groups of people or the entire organization.
- Use search to find business information including people to documents.

Course Topics

Module 1: An Introduction to SharePoint 2019

- What is SharePoint?
- Centrally Manage
- Web Pages
- Teamwork
- Search
- Social Experience
- Automate and Capture
- Office Integration
- Ownership and Access
- Who Might be a Good Site Owner?
- Other Unique Roles
- Site Collection Administrator
- Farm Administrator

Module 2: Creating Sites

- Planning Your Sites
- The Farm, Site Collections and Subsites Explained
- Hybrid Configuration
- Web Addresses
- Site Collections Explained
- Why Create Subsites?
- Creating a Site Collection: Classic and Modern
- Requesting a New Site
- Navigating your Team Site
- User Interface: Classic vs Modern
- Where does Classic come from?
- Creating Subsites
- Site Templates
- Apply a new Theme
- Building your Navigation
- Deleting Sites

Module 3: Creating and Managing Web Pages

- An Introduction to Web Pages
- Types of Web Page
- Add a Site or News Page
- Sections
- Web Parts
- Page Details
- Save, Publish, Promote and Delete Pages
- Communication Sites
- Classic Team Site Pages
- Add & Modify Wiki Page Content
- Adding Rich Content
- App Parts and Web Parts
- Page Management
- Delete a Page
- Web Part Pages
- Publishing Sites
- Create Pages
- Page Layouts
- Renditions
- Reusable Content
- Finalizing a Publishing Page
- Scheduling a Publishing Page
- Publishing Approval

Module 4: Working with Apps

- An Introduction to Apps
- An Introduction to Libraries
- An Introduction to Lists
- On-Premises and Marketplace Apps
- Adding Apps to a Site
- Creating and Managing Columns
- Public and Personal Views
- Managing App Settings
- Content Approval
- Major and Minor Versioning
- Document Sets
- Uploading Files to a Library
- Create and Edit Files
- File Templates
- Co-Authoring
- Check Out/In
- File Properties, Sort, Filter and Details
- Quick Edit View
- File Commands
- Copy Link and Share
- Folders
- The Recycle Bin
- Tracking Content
- OneDrive Sync
- Working with Classic Lists

Module 5: Building Processes with Workflow

- An Introduction to Workflows
- Adding Workflows
- Workflow Scenarios
- Removing Workflows
- Creating Workflows
- Third-Party Workflow Tools
- Configuring Workflow Settings

Module 6: Customizing Security

- SharePoint Roles
- Managing Access to SharePoint
- Setup Access Requests
- Sharing a Site
- Sharing Files
- Removing a User
- Customizing SharePoint Security
- Create Permission Levels
- Creating a SharePoint Security Group
- Managing Inheritance

Module 7: Working with Search

- Profiles
- An Introduction to SharePoint Search
- Search Apps, Document Sets and Folders
- Local Site Search
- Search Results
- Search Tips
- Promoted Results

Module 8: Enterprise Content Management

- Managed Metadata Service
- Information Management Policies
- An Introduction to Content Types
- The Records Centre
- Create and Manage Content-Type
- In-Place Records Management
- Deploy Content Types
- The Content Organizer
- Using Content Types in Apps
- Durable Links
- The Content-Type Hub

LABS INCLUDED