

55286 : SharePoint 2019 Power User

Course Outline

Module 1: An Introduction to SharePoint 2019

Overview: Explore SharePoint 2019 features for managing content, creating web pages, automating processes, and collaborating in real time.

Lessons:

- What is SharePoint?
- Centrally Manage
- Web Pages
- Team Work
- Search
- Social Experience
- Automate and Capture
- Office Integration
- Ownership and Access
- Roles: Site Owners, Site Collection Administrators, etc.

Lab: Navigating SharePoint, using OneDrive, updating MySite.

Outcomes:

- Describe SharePoint 2019 benefits.
- Understand user roles and navigation.
- Manage OneDrive and MySite.

Module 2: Creating Sites

Overview: Learn about site hierarchy and effective planning for SharePoint sites, including using templates and customizing navigation.

Lessons:

- Site Planning
- Site Collections and Subsites
- Creating and Deleting Sites
- Applying Themes and Navigation

Lab: Create and manage subsites.

Outcomes:

- Use site templates effectively.
- Understand Site Collections.
- Manage site navigation.

Module 3: Creating and Managing Web Pages

Overview: Discover how to build and manage web pages in SharePoint, including best practices for linking and creating content.

Lessons:

- Types of Web Pages
- Using Web Parts
- Publishing and Communication Sites

Lab: Create and manage web pages.

Outcomes:

- Create various page types.
- Add multimedia content.
- Use publishing features.

Module 4: Working with Apps

Overview: Understand the use of SharePoint apps to manage information through lists, libraries, and marketplace apps.

Lessons:

- Introduction to Apps, Libraries, and Lists
- Managing Columns and Views
- Co-Authoring and Versioning

Lab: Create libraries and lists.

Outcomes:

- Create and customize apps.
- Manage files in libraries.
- Use SharePoint with Office applications.

Module 5: Building Processes with Workflow

Overview: Learn to create workflows for process-driven tasks, enhancing organizational efficiency.

Lessons:

- Introduction to Workflows
- Creating and Testing Workflows

Lab: Enable and create workflows.

Outcomes:

- Create approval flows.
- Understand business processes.

Module 6: Customizing Security

Overview: Learn best practices for managing user access and customizing permission levels within SharePoint.

Lessons:

- SharePoint Roles
- Customizing Security Settings

Lab: Share content and manage users.

Outcomes:

- Share content with permissions.
- Create security groups and permission levels.

Module 7: Working with Search

Overview: Utilize SharePoint's search capabilities to efficiently find information across various content types.

Lessons:

- Introduction to SharePoint Search
- Improving Search Relevance

Lab: Searching for content in SharePoint.

Outcomes:

- Use search to find diverse content.
- Implement search web parts.

Module 8: Enterprise Content Management

Overview: Establish reusable templates and automate document management for efficient information handling.

Lessons:

- Managed Metadata
- Content Types and Policies

Lab: Designing Information Architecture.

Outcomes:

- Create and manage content types.
- Automate document lifecycle processes.