Training: Microsoft

MS-55299 SharePoint 2019 Site Owner Training

Microsoft Partner

TRAINING GOALS:

This SharePoint 2019 Site Owner class is for site owners/managers new to working in a SharePoint 2019 environment.

Skills gained:

- Learn to navigate a SharePoint 2019 Team Site.
- Learn to create and edit web page content.
- Learn to create site columns and content types.
- Learn to integrate Office applications with SharePoint 2019.
- Learn to manage basic permissions

Audience profile:

This course is intended for site owners/managers new to working in a SharePoint 2019 environment.

CONSPECT:

- Working with Sites
  - Site Templates
  - Creating Sites
  - Creating a Team Site
  - Site Navigation
  - Managing Site Navigation
- 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
- Site Columns and Content Types

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- 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

- Managing SharePoint Site Permissions
  - SharePoint Groups
  - Assigning Permissions
  - Permissions Levels
  - Permissions Inheritance
- Participating in User Communities
  - Configure User Profiles and My Sites
  - Newsfeeds
  - People Newsfeeds
  - Documents Newsfeeds
  - Documents Newsfeed
  - Sites Newsfeed
  - Tags Newsfeed
  - Managing Personal Sites

REQUIREMENTS:

Introductory level experience with SharePoint.

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training.

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TRAINER:

Microsoft Certified Trainer.

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