Training: Microsoft
MS-55286 SharePoint 2019 Power User

Microsoft Partner

TRAINING GOALS:

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites. Your goal is to learn how to make SharePoint relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and ‘what not to do’ as you watch live, interactive demonstrations and put theory into practice with hands on exercises.

At Course Completion

- 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 mange view, columns and apps
- Manage the security of a site
- Use social tools to communicate with groups of people or the entrie organization
- Use search to find business information including people to documents

CONSPECT:

- Module 1: An Introduction to SharePoint 2019
  - What is SharePoint?
  - Centrally Manage
  - Web Pages
  - Team Work
  - Search
  - Social Experience
  - Automate and Capture
  - Office Integration
  - Ownership and Access

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- Who Might be a Good Site Owner?
- Other Unique Roles
- Site Collection Administrator
- Farm Administrator
- Lab: Introduction to SharePoint 2019

- Module 2: Creating Sites
  - Planning your sites
  - The Farm, Site Collections and Subsites Explained
  - Hybrid Configuration
  - Web Addresses
  - Site Collections Explained
  - Why Create Subsutes?
  - 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
  - Lab: Creating 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

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- Page Management
- Delete a Page
- Web Part Pages
- Publishing Sites
- Create Pages
- Page Layouts
- Renditions
- Reusable Content
- Finalising a Publishing Page
- Schedulling a Publishing Page
- Publishing Approval
- Lab: Create and Manage Web Pages

- 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 andPersonal 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

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- OneDrive Sync
- Working with Classic Lists
- Lab: Working with Apps

- 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
  - Lab: Create and Run Workflows
  - Lab: Create and Run Workflows
- Module 6: Customising Security
  - SharePoint Roles
  - Managing Access to SharePoint
  - Setup Access Requests
  - Sharing a Site
  - Sharing Files
  - Removing a User
  - Customising SharePoint Security
  - Create Permission Levels
  - Creating a SharePoint Security Group
  - Managing Inheritance
  - Lab: Customising Security
- 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
  - Lab: Searching in SharePoint
- Module 8: Enterprise Content Management
  - Managed metadata service

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- Information management policies
- An introduction to content types
- The records center
- 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
- Lab: Designing an Information Architecture

REQUIREMENTS:

No previous experience is required

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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