

Training: Microsoft
MS-55293 SharePoint End User 2019

Microsoft
Partner

TRAINING GOALS:

This SharePoint 2019 End User class is for end users and site owners/managers new to working in a SharePoint 2019 environment. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

At Course Completion:

- Learn to navigate a SharePoint 2019 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2019.
- Learn to manage basic permissions of SharePoint 2019 resources..

Audience profile:

This course is intended for students who want to learn SharePoint.

CONSPECT:

- Module 1: SharePoint 2019 Introduction
 - SharePoint Versions
 - Team Site Layout and Navigation
 - Layout

- Navigation
- Lab: Exercise: Team Site Navigation
- Module 2: SharePoint List Basics
 - Creating Apps Using List Templates
 - Creating Lists
 - Creating Lists Using List Templates
 - List Columns
 - Creating List Columns
 - Column Validation
 - Validating a List Column
 - Lab: Exercises
- Module 3: Library Basics
 - Library Templates
 - Creating Libraries
 - Creating a Document Library and Adding Columns
 - Creating an Asset Library
 - Managing Documents and Versioning
 - Checking Out Documents
 - Deleting and Restoring Documents
 - Versioning
 - Lab: Exercises
- Module 4: Working with Lists and Library Views
 - Default Views
 - Explore Default Views
 - Custom Views
 - How to Create a Custom View
 - Lab: Exercises
- Module 5: Working with Sites
 - Site Templates
 - Creating Sites
 - Creating a Team Site
 - Site Navigation
 - Managing Site Navigation
 - Lab: Exercises
- Module 6: 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
- Lab: Exercises
- Module 7: Forms Library
 - Creating a Forms Library
 - Creating InfoPath Forms
 - Create a Form with Microsoft InfoPath Designer
 - Publishing InfoPath Forms to SharePoint
 - Publish Custom InfoPath Form
 - Lab: Exercise: Creating and Publishing InfoPath Forms
- Module 8: Site Columns and Content Types
 - 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
 - Lab: Exercises
- Module 9: Office Integration
 - Excel Integration
 - Import Excel Spreadsheet to List
 - Export List Data to Excel
 - Outlook Integration
 - Create an Alert
 - Subscribe to a List's RSS Feed
 - Connect to Outlook
 - Access Integration
 - Open a List with Access
 - Lab: Click here to enter text.
- Module 10: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Lab: Exercise: Working with SharePoint Permissions
- Module 11: Participating in User Communities
 - Configure User Profiles and My Sites
 - Newsfeeds
 - People Newsfeeds
 - Documents Newsfeed
 - Sites Newsfeed
 - Tags Newsfeed
 - Managing Personal Sites

Lab: Exercise: Managing and Viewing Personal Information and Content

REQUIREMENTS:

No previous experience is required

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer