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

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- 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

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- 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

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- 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

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