Course duration

- 3 days

Course Benefits

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.
- Navigate a SharePoint site as an administrator.
- Use pages, web parts, site content types, and other tools to add content with ease.
- Harness the power of SharePoint's seamless integration with Excel and Outlook.
- Manage permissions and control access to keep your SharePoint sites secure.

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. SharePoint 2019 Introduction
    1. SharePoint Versions
    2. Team Site Layout and Navigation
    3. Layout

4. Navigation
5. Exercise: Team Site Navigation

2. SharePoint List Basics
   1. Creating Apps Using List Templates
   2. Creating Lists
   3. Creating Lists Using List Templates
   4. List Columns
   5. Creating List Columns
   6. Column Validation
   7. Validating a List Column
   8. Exercise:Working with Team Site Lists
   9. Exercise: Create Custom Lists and Columns

3. Library Basics
   1. Library Templates
   2. Creating Libraries
   3. Creating a Document Library and Adding Columns
   4. Creating an Asset Library
   5. Managing Documents and Versioning
   6. Checking Out Documents
   7. Deleting and Restoring Documents
   8. Versioning
   9. Exercise:Working with Team Site Libraries
   10. Exercise: Creating Libraries
   11. Exercise: Document Versioning

4. Working with Lists and Library Views
   1. Default Views
   2. Explore Default Views
   3. Custom Views
   4. How to Create a Custom View
   5. Exercise: Working with Views
   6. Exercise: Creating Public and Personal Views

5. Working with Sites
   1. Site Templates
   2. Creating Sites
   3. Creating a Team Site
   4. Site Navigation
   5. Managing Site Navigation
   6. Exercise: Creating Team Sites
   7. Exercise: Creating a Meeting Workspace
   8. Exercise: Creating a Blog Site

6. Page Content
   1. Wiki Library Pages
   2. Editing the Team Site Home Page
   3. Web Part Pages
   4. Creating a Web Part Page
   5. Working with Web Parts
   6. Adding Web Parts to Pages

7. Exercise: Working with Wiki Pages
8. Exercise: Working with Web Part Pages and Web Parts
7. Site Columns and Content Types
   1. Site Column Gallery
   2. Explore the Site Column Gallery
   3. Creating Site Columns
   4. Create a Custom Site Column
   5. Add a Site Column to a List
   6. Site Content Type Gallery
   7. Explore the Site Content Types Gallery
   8. Creating Content Types
   9. How to Create and Use Content Types
   10. Exercise: Creating and Working with Content Types
   11. Exercise: Adding a Content Type to a Library
8. Office Integration
   1. Excel Integration
   2. Import Excel Spreadsheet to List
   3. Export List Data to Excel
   4. Outlook Integration
   5. Create an Alert
   6. Subscribe to a List's RSS Feed
   7. Connect to Outlook
   8. Access Integration
   9. Open a List with Access
9. Managing SharePoint Site Permissions
   1. SharePoint Groups
   2. Assigning Permissions
   3. Permission Levels
   4. Permissions Inheritance
   5. Exercise: Working with SharePoint Permissions
10. Participating in User Communities
    1. Configure User Profiles and My Sites
    2. Newsfeeds
    3. People Newsfeeds
    4. Documents Newsfeed
    5. Sites Newsfeed
    6. Tags Newsfeed
    7. Managing Personal Sites
    8. Exercise: Managing and Viewing Personal Information and Content

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [SharePoint 2019 Power User Training](#)