



# 55298: Introduction to SharePoint® 2019

**Duration: 2 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

This course is an abbreviated version of the complete *SharePoint End-User* course, 55293. In this course, participants will learn about the SharePoint basics such as working with sites, lists and libraries.

## Target Audience

This course is intended for:

- End-users who are completely new to the SharePoint environment and who will not be responsible for managing a SharePoint site.

## Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge
- Basic Microsoft® Office skills.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate a SharePoint 2019 Team Site.
- Create SharePoint lists.
- Customize SharePoint Lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Integrate Microsoft® Outlook®, Excel® and Access® applications with SharePoint 2019.



## Course Topics

### Module 1: SharePoint 2019

#### Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- 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

### 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

### Module 4: Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

### Module 5: Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

### Module 6: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

## LABS INCLUDED

