



# 55294: SharePoint® Power User 2019

**Duration: 2 Days**

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

## Course Description

In this course, participants will learn the fundamentals of managing SharePoint sites by creating custom workflows using SharePoint Designer 2013, using Metadata Navigation, using Information Management Policies, etc.

## Target Audience

This course is intended for:

- Individuals with end-user experience who need to learn the fundamentals of managing SharePoint sites.

## Prerequisites

To attend this course, candidates must have completed the following course or have the required knowledge and skills:

- *55293: SharePoint 2019 End-User*

## Course Objectives

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

- Create custom workflows using SharePoint Designer 2013.
- Use Content Approval settings and Workflows.
- Use Term Stores and Managed Metadata.
- Use the Document ID Service.
- Understand the SharePoint Server Publishing Infrastructure.
- Create and use Document Sets.
- Route documents with Content Organizer.
- Use Metadata Navigation.
- Create external content types with Business Connectivity Services.
- Use Information Management Policies.



## Course Topics

### Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

### Module 2: Creating Custom Workflows with SharePoint Designer 2013

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Stages and Conditions
- Workflow Initiation Form
- Site Workflows

### Module 3: Working with Managed Metadata

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

### Module 4: Business Connectivity Services

- Business Connectivity Services Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content-Type

### Module 5: Information Management Policy

- Information Management Policy Basics
- Define an Information Policy for a Content-Type
- Defining an Information Policy for a List

### Module 6: Content Organizer

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Configuring Content Organizer Rules

### Module 7: Document ID Service

- Activating the Document ID Feature
- Configuring Document ID Settings
- Linking Document ID Settings

### Module 8: Document Sets

- Activating the Document Sets Feature
- Creating a Document Set Content-Type
- Adding a Document Set Content-Type of a Library

### Module 9: SharePoint Server Publishing Infrastructure

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

### Module 10: Configuring and Consuming Site Search Results

- Search SharePoint for Content
- SharePoint Search Centre

## LABS INCLUDED

