



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

55293: SharePoint® End-User 2019

Duration: 3 Days

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

Course Description

This course teaches participants the SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Target Audience

This course is intended for:

- End-users and site owners/managers new to working in a SharePoint 2019 environment.

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 lists and library views.
- Create subsites using various SharePoint templates
- Create and edit Web page content.
- Create InfoPath® Forms and Form libraries.
- Create site columns and content types.
- Integrate Office applications with SharePoint 2019.
- Manage basic permissions of SharePoint 2019 resources.



Microsoft Partner

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Course Topics

Module 1: SharePoint 2019

Introduction

- SharePoint Versions
- Team Site Layout and Navigation

Module 2: SharePoint List Basics

- Creating Apps Using List Templates
- List Columns
- Column Validation

Module 3: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views

- Default Views
- Custom Views

Module 5: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

Module 6: Page Content

- Pages
- Working with Web Parts

Module 7: Site Columns and Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content-Type Gallery
- Creating Content Types

Module 8: Office Integration

- Excel® Integration
- Outlook® Integration

Module 9: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permission Inheritance

Module 10: Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds

LABS INCLUDED



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