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