Szkolenie: Microsoft

MS-55298 Introduction to SharePoint 2019

Microsoft Partner

Cel szkolenia:

This Introduction to SharePoint 2019 class is for end users working in a SharePoint 2019 environment. It is an abbreviated version of our complete SharePoint End User class and is intended for people new to using SharePoint who will not be responsible for managing a SharePoint site.

At Course Completion

- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to integrate Office Outlook and Excel applications with SharePoint 2019.

Audience profile:

This course is intended for end users working in a SharePoint 2019 environment.

Plan szkolenia:

- Module 1: SharePoint 2019 Introduction
  - SharePoint Versions
  - Team Site Layout and Navigation
  - Layout
  - Navigation
  - Lab: Exercise: Team Site Navigation
- Module 2: SharePoint List Basics
  - Creating Apps Using List Templates
  - Creating Lists
  - Creating Lists Using List Templates
  - List Columns

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70
BNP Paribas Bank Polska S.A.
Oddział w Warszawie
Nr konta: PL 20 1600 1462 1853 6451 3000 0001

- Creating List Columns
- Column Validation
- Validating a List Column
- Lab: Exercises

- 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
  - Lab: Exercises
- Module 4: Working with Lists and Library Views
  - Default Views
  - Explore Default Views
  - Custom Views
  - How to Create a Custom View
  - Lab: Exercises
- 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
  - Lab: Exercises

Wymagania:

No previous experience is required

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70

BNP Paribas Bank Polska S.A.
Oddział w Warszawie
Nr konta: PL 20 1600 1462 1853 6451 3000 0001

Poziom trudności



Certyfikaty:

Certificate of completing an authorized Microsoft training

Prowadzący:

Microsoft Certified Trainer

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70

BNP Paribas Bank Polska S.A.
Oddział w Warszawie
Nr konta: PL 20 1600 1462 1853 6451 3000 0001