Training: Microsoft

MS-55298 Introduction to SharePoint 2019

Microsoft Partner

TRAINING GOALS:

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.

CONSPECT:

- 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

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- 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

REQUIREMENTS:

No previous experience is required

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Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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