



## Course Syllabus

Course Title:SharePoint 2019 Power User

Elements of this syllabus are subject to change.

### About the course

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites. Your goal is to learn how to make SharePoint relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practice with hands on exercises.

### Audience

This course is intended for both novice and experienced SharePoint users who wish to make full use of SharePoint 2019.

### At Course Completion

After completing this course, students will be able to:

Understand the benefits of using SharePoint in real world scenarios

Create new SharePoint sites to store business information

Create pages to share news and documents

Customise the structure of a site to meet specific business requirements

Create and manage view, columns and apps

Manage the security of a site

Use social tools to communicate with groups of people or the entire organization

Use search to find business information including people to documents

### Prerequisites

Before attending this course, students must have: No previous experience is required

### Module 1: An Introduction to SharePoint 2019

Let's get started with SharePoint 2019 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2019 to manage and share content, create engaging web page, automate business processes and work in real time with co-authoring.

We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally

only be available to developers. As a new Site Owner we're sure that you will be amazed with the potential that SharePoint 2019 has to offer an end user.

Lessons

What is SharePoint?

Centrally Manage

Web Pages

Team Work

Search

Social Experience

Automate and Capture

Office Integration

Ownership and Access

Who Might be a Good Site Owner?

Other Unique Roles

Site Collection Administrator

Farm Administrator

Lab 1: Introduction to SharePoint 2019

Navigating SharePoint

Using your app launcher

Uploading to OneDrive

Updating your MySite profile

After completing this module, students will be able to:

Describe popular reasons to use SharePoint 2019

Understand user roles in SharePoint 2019

Navigate SharePoint 2019

Manage your OneDrive and MySite

## Module 2: Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. This will allow you to understand existing sites that other people have created as well as making good decisions when building new sites.

As a site owner, you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each site's function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

### Lessons

Planning your sites

The Farm, Site Collections and Subsites Explained

Hybrid Configuration

Web Addresses

Site Collections Explained

Why Create Subsites?

Creating a Site Collection: Classic and Modern

Requesting a New Site

Navigating your Team Site

User Interface: Classic vs Modern

Where does Classic come from?

Creating Subsites

Site Templates

Apply a new Theme

Building your Navigation

Deleting Sites

### Lab 1: Creating Sites

Create two sub sites

Delete a sub site

Restore a site

Update the navigation

After completing this module, students will be able to:

Understand the benefits of using site templates when creating new sites

Correctly use Site Collections and Sites

Control site navigation

Delete and Restore sites

### Module 3: Creating and Managing Web Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has publishing sites and communication sites.

#### Lessons

An Introduction to Web Pages

Types of Web Page

Add a Site or News Page

Sections

Web Parts

Page Details

Save, Publish, Promote and Delete Pages

Communication Sites

Classic Team Site Pages

Add & Modify Wiki Page Content

Adding Rich Content

App Parts and Web Parts

Page Management

Delete a Page

Web Part Pages

Publishing Sites

Create Pages

Page Layouts

Renditions

Reusable Content

Finalising a Publishing Page

Scheduling a Publishing Page

Publishing Approval

Lab 1: Create and Manage Web Pages

Tidy up the Training home page

Add rich content

Create a new page

Optional – Create a Communication site

After completing this module, students will be able to:

Know when to create pages

Create all types of page

Add content to a page including images and videos

Use publishing page content such as renditions and reusable content

Module 4: Working with Apps

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement. Apps can be broken down into Lists, Libraries and Market Place Apps.

SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists, and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library.

An introduction to on premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint 2019 platform.

## Lessons

An Introduction to Apps

An Introduction to Libraries

An Introduction to Lists

On-Premises and Marketplace Apps

Adding Apps to a Site

Creating and Managing Columns

Public and Personal Views

Managing App Settings

Content Approval

Major and Minor Versioning

Document Sets

Uploading Files to a Library

Create and Edit Files

File Templates

Co-Authoring

Check Out – In

File Properties, Sort, Filter and Details

Quick Edit View

File Commands

Copy Link and Share

Folders

The Recycle Bin

Tracking Content

OneDrive Sync

Working with Classic Lists

Lab 1: Working with Apps

Creating a new library

Setting up columns and views

Uploading content

Setting up alerts and using versioning

Creating a list

Deleting and restoring an app

After completing this module, students will be able to:

Understand the App template available in SharePoint 2019

Create new apps to store business information

Customise apps with Columns, Views and App settings, to make them relevant to specific business requirements

Use SharePoint Apps with other Office applications including Excel and Outlook

Sort and Filter documents

#### Module 5: Building processes with Workflow

Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks including approval processes. Workflows will be demonstrated using real world examples. You will be given the opportunity to build workflows and review workflow progress.

## Lessons

An Introduction to Workflows

Adding Workflows

Workflow Scenarios

Removing Workflows

Creating Workflows

Third Party Workflow Tools

Configuring Workflow Settings

## Lab 1: Create and Run Workflows

Enable the workflow feature

Create a library for procedures

Add a new publishing workflow

Test the workflow

After completing this module, students will be able to:

Understand how to create a new approval flow

Understand how to create a new powerapp

Understand a instating a business process

## Module 6: Customising Security

Security is an important element of any site. You will see instructor-led demonstrations of the best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customise permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content.

You will also see how to use the Share button to quickly share documents with other users.

## Lessons

SharePoint Roles



## Lab 1: Customising Security

Share Content in a library

Create new permission levels

Create a new security group

Add and remove users

Modifying inheritance of sites/apps

After completing this module, students will be able to:

Understand how to share content in a library and the associated permissions

Understand how to create new permission levels and security groups

Understand how to add and remove users

## Module 7: Working with Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need.

While SharePoint's search is rich and intelligent, site owners can make customisations to search to improve its relevance to an organisation. We will show common techniques used by site owners to improve search results by promoting specific content when a certain keyword is used.

Lessons

Profiles

An Introduction to SharePoint Search

Search Apps, Document Sets and Folders

Local Site Search

Search Results

Search Tips

Promoted Results

## Lab 1: Searching in SharePoint

Search for content in your library

Find content from your site

Search across all sites

Optional – Create a promoted result

After completing this module, students will be able to:

Describe the key features of search

Use search to find content including people, sites and videos

Use search web parts to roll up content from multiple locations

## Module 8: Enterprise Content Management

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. This may be a choice your team makes or a decision that is more universal across your organisation. In this module, we will help your team establish reusable file templates and automate document lifecycle management. An example of this would be removing old unwanted content from your site automatically.

To achieve this, you will learn about a variety of SharePoint features including managed metadata, content types, policies, in-place records management and the content organizer.

### Lessons

Managed metadata service

Information management policies

An introduction to content types

The records center

Create and manage content type

In-place records management

Deploy content types

The content organizer

Using content types in apps

Durable links

The content type hub

### Lab 1: Designing an Information Architecture

Create site columns

Design a Content Type

Deploy a Content Type

Setup In Place Records Management

After completing this module, students will be able to:

Describe the benefits of using SharePoint social tools

Create social content including blog posts, discussions and newsfeed posts

Doubleclick to add Next/New Module