Introduction to SharePoint 2019

Duration: 1 Day **Course Code: M55298** **Delivery Method: Company Event**

Overview:

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.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

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

Objectives:

- Learn to navigate a SharePoint 2019 Team Site.
- 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.

Content:

Module 1: SharePoint 2019 Introduction

SharePoint is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality, such as calendars and blogs, to name a couple. All of this collaboration can be done through a browser interface and in some cases through integration with Microsoft Office applications.

Lessons of Module 1

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation

Lab of Module 1 : Exercise

- Team Site Navigation

After completing module 1, students will be able to:

- Understand the versions of SharePoint
- Understand the SharePoint site hierarchy.
- Understand Team Site layout.
- Understand navigation with a Team Site.

Module 2: SharePoint List Basics

Lists are a fundamental building block in SharePoint that provides a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

Lessons of Module 2

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

Module 3: LIbrary Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

Lessons of Module 3

- 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 of Module 3 : Exercises

- Working with Team Site Libraries
- Creating Libraries
- Document Versioning

After completing module 3, students will be able to:

- Create new libraries using library templates.
- Add columns to a library.
- Check out documents for editing.
- Delete and restore documents from document libraries.
- Enable versioning on a library.
- Revert a library document to an earlier version.

Module 4: Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

Module 5: Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

Note that this chapter is exploring integration with Office locally installed on the machine connecting to SharePoint. Office Online Server is a browser based version of Office that allows you to create and modify office documents. With SharePoint 2019 Office Online Server can be integrated and is considered an essential piece for many SharePoint installations. That being said, since it is a separate product from SharePoint it is not covered as part of this course.

Lessons of Module 5

- Excel Integration
- Outlook Integration
- Access Integration

After completing module 5, students will be able to:

- Create a list from an Excel spreadsheet.
- Create an alert in Outlook.

Module 6: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

Lessons of Module 6

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation

- Validating a List Column

Lab of Module 2 : Exercises

- Working with Team Site Lists
- Create Custom Lists and Columns

After completing module 2, students will be able to:

- Understand List Templates.
- Work with default lists in a Team Site.
- Create a new list from a List Template.
- Create a custom list.
- Add columns to a list.
- Control and validate input into list fields.

Lessons of Module 4

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Lab of Module 4 : Exercises

- Working with Views
- Creating Public and Personal Views

After completing module 4, students will be able to:

- Use default views built into lists and libraries.
- Create shared views.
- Configure views.
- Set the default view for a list or library.

- Managing Site Navigation

Lab of Module 6 : Exercises

- Creating Team Sites
- Creating a Meeting Workspace
- Creating a Blog Site

After completing module 6, students will be able to:

- Understand what Site Templates are.
- Understand different types of Site Templates that come "Out of the Box" with different versions
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Community site.
- Create a Blog site.
- Manage the sites listed in the Top Link Bar.

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK