Introduction to SharePoint 2019 (55298)

Course Duration: 8 Hours (1 Day)

Overview

The Introduction to SharePoint 2019 (55298) course is designed to familiarize learners with the essentials of Microsoft SharePoint 2019. This comprehensive course begins by introducing the various SharePoint versions and progresses through understanding the layout and navigation of a team site. Learners will gain hands-on experience with SharePoint List Basics, including Creating and managing lists, List columns, and Column validation. As the course advances, participants will delve into Library Basics, exploring different Library templates and Document management, including Versioning and restoring documents. The course also covers working with lists and library views, providing knowledge on how to create and manage custom views. Office integration is a crucial component, where learners will see how SharePoint 2019 integrates seamlessly with Excel, Outlook, and Access. Finally, the course tackles working with sites, teaching how to create sites using various templates and manage site navigation effectively. By completing this SharePoint 2019 course, participants will develop a solid foundation in SharePoint 2019, enabling them to create, configure, and manage SharePoint sites efficiently for their organizations.

Audience Profile

Introduction to SharePoint 2019 (55298) is a comprehensive course designed for professionals looking to leverage SharePoint for team collaboration and data management.

- IT Professionals and Administrators – Responsible for managing SharePoint environments and ensuring operational efficiency.
- Business Analysts – Utilizing SharePoint for data analysis, reporting, and business insights.
- Project Managers – Coordinating team projects and tracking progress using SharePoint tools.
- Content Managers – Overseeing document management, version control, and compliance.
- Information Workers – Using SharePoint for daily tasks, collaboration, and workflow automation.
- SharePoint Site Owners – Managing site functionality, user access, and overall governance.
- Power Users – Creating and managing SharePoint lists, libraries, and site collections for enhanced productivity.
- Developers – Seeking to understand SharePoint's integration with other Office applications and customization options.
- Department Heads – Looking to improve team efficiency and optimize data organization.
- Knowledge Managers – Maintaining corporate knowledge bases and ensuring information accessibility within SharePoint.

Course Syllabus

Module 1: SharePoint 2019 Introduction

- SharePoint is fundamentally a collaboration tool designed to help users easily find and share information. It offers a variety of built-in features to facilitate collaboration. SharePoint's library system provides a superior alternative to traditional file servers, while SharePoint lists offer an easy-to-design and user-friendly alternative to sharing spreadsheet files or formal database tables. Both lists and libraries can be customized and extended to enhance their appearance and functionality, such as incorporating calendars and blogs. All of these collaboration features can be accessed through a browser interface and, in some cases, through integration with Microsoft Office applications.

Lessons:

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

Lab 1: Exercise – Team Site Navigation

After completing this module, students will be able to:

- Understand the different versions of SharePoint.
- Comprehend the SharePoint site hierarchy.
- Identify the layout of a Team Site.
- Navigate within a Team Site.

Module 2: SharePoint List Basics

- Lists are a fundamental building block in SharePoint, allowing users to store and view data efficiently. SharePoint includes many predefined list templates that are ready to use. These lists can be further customized by adding columns to store various types of information. Additionally, list columns can be validated and linked to other lists. Lists provide a highly flexible and powerful tool within SharePoint.

Lessons:

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

Lab 1: Exercises

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

After completing this module, students will be able to:

- Understand list templates.
- Work with default lists in a Team Site.
- Create a new list using a list template.
- Build custom lists.
- Add columns to a list.
- Validate and control input within list fields.

Module 3: Library Basics

- SharePoint libraries share similar characteristics with lists, such as columns, views, and validation. However, what sets libraries apart is that each item in a library includes an underlying document. In addition to storing data in library columns, the document itself stores data based on its type. Libraries provide enhanced capabilities such as filtering, searching, and versioning, making them an excellent alternative to traditional file servers. Like lists, libraries are a fundamental component of a SharePoint site.

Lessons:

- 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 1: Exercises

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

After completing this module, 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 within libraries.
- Enable versioning in a library.
- Restore a library document to a previous version.

Module 4: Working with Lists and Library Views

- Views offer a flexible way to display SharePoint list and library data in an easy-to-read and user-friendly manner. Every SharePoint list and library can have multiple customized views, and some list and library templates come with preconfigured views. Views can be personalized for individual users or shared across teams.

Lessons:

- Default Views
- Exploring Default Views
- Custom Views
- Creating a Custom View

Lab 1: Exercises

- Working with Views
- Creating Public and Personal Views

After completing this module, students will be able to:

- Utilize default views available in lists and libraries.
- Create shared views.
- Configure views to meet specific needs.
- Set the default view for a list or library.

Module 5: Office Integration

- One of SharePoint's most valuable features is its seamless integration with Microsoft Office applications. Almost every Office application offers integration capabilities, ranging from simple tasks such as creating a SharePoint list from an Excel spreadsheet to more advanced integrations like Outlook synchronization. Some integration features enhance the browser experience, while others provide offline access to SharePoint content.
- This module covers integration with locally installed Office applications. Office Online Server, a browser-based version of Office that allows document creation and editing within SharePoint, is not covered in this course as it is a separate product.

Lessons:

- Excel Integration

- Outlook Integration
- Access Integration

Lab 1: Click here to enter text.

After completing this module, students will be able to:

- Create a SharePoint list from an Excel spreadsheet.
- Set up alerts in Outlook for SharePoint items.

Module 6: Working with Sites

- All SharePoint content is accessed through a site. A SharePoint site acts as a container for lists and libraries and serves as a starting point for basic administration tasks. The content, structure, and appearance of a site are initially determined by the site template used to create it.

Lessons:

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

Lab 1: Exercises

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

After completing this module, students will be able to:

- Understand what site templates are.
- Recognize the different types of site templates available in various SharePoint versions.
- Create new sites using site templates.
- Build different types of sites, including:
- Project sites
- Team sites
- Community sites
- Blog sites
- Manage site navigation using the Top Link Bar.