

KOENIG SOLUTIONS • COURSE OUTLINE

SharePoint 2019 Site Owner (55299)

Learn to create and manage SharePoint 2019 sites, pages, content types, permissions and user communities.

5

MODULES

31

TOPICS

9

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers creating and configuring SharePoint 2019 sites using site templates and navigation, and adding content to pages through wiki and web part pages. It looks at building site columns and content types for reuse across sites, and managing site permissions through SharePoint groups, permission levels and inheritance. It also covers participating in user communities through personal sites, user profiles and newsfeeds.

WHO THIS COURSE IS FOR

Site Owners

Site Administrators

Content Managers

SharePoint Users

Team Site Coordinators

LEARNING OBJECTIVES

- Create sites using site templates and manage site navigation
- Add and edit content on wiki and web part pages
- Configure web parts on pages
- Create site columns and add them to lists
- Create and apply content types to libraries
- Assign permissions to SharePoint groups and users
- Manage permission inheritance across sites and libraries
- Configure user profiles, personal sites and newsfeeds

5 Modules, 31 Topics

01

3 Activities

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.

TOPICS

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

02

2 Activities

Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through site style pages. Another method that has been part of SharePoint in past is the use of Wiki and Web Part pages. The Wiki and Web Part techniques are similar in the output that can be created, and both share the ability to add Web Parts (an instance of an app with a view) to them.

TOPICS

Wiki Library Pages · Editing the Team Site Home Page · Web Part Pages · Creating a Web Part Page · Working with Web Parts · Adding Web Parts to Pages

03

2 Activities

Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

TOPICS

- Site Column Gallery
- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content Types

04

Activity

Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

TOPICS

SharePoint Groups · Assigning Permissions · Permission Levels · Permissions Inheritance

05

Activity

Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality is very similar to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

TOPICS

Configure User Profiles and My Sites · Newsfeeds · People Newsfeeds · Documents Newsfeed · Sites Newsfeed · Tags Newsfeed · Managing Personal Sites

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Working with Sites	LAB 1: EXERCISES
		■ Exercise: Creating Team Sites
		■ Exercise: Creating a Meeting Workspace
		■ Exercise: Creating a Blog Site
02	Page Content	LAB 1: EXERCISES
		■ Exercise: Working with Wiki Pages
		■ Exercise: Working with Web Part Pages and Web Parts
03	Site Columns and Content Types	LAB 1: EXERCISES
		■ Exercise: Creating and Working with Content Types
		■ Exercise: Adding a Content Type to a Library
04	Managing SharePoint Site Permissions	Lab 1: Exercise: Working with SharePoint Permissions: Working with SharePoint Permissions
05	Participating in User Communities	Lab 1: Exercise: Managing and Viewing Personal Information and Content: Managing and Viewing Personal Information and Content

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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