

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to SharePoint 2019 (55298)

Learn to navigate, configure and manage SharePoint 2019 sites, lists, libraries, views and Office integration.

1 Day

8 HOURS A DAY

6

MODULES

31

TOPICS

11

HANDS-ON ACTIVITIES

COURSE 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.

Who Should Attend

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

LEARNING OBJECTIVES

- Identify SharePoint versions and navigate team site layouts
- Create and manage lists using list templates and columns
- Apply column validation rules to SharePoint list data
- Build document libraries and manage versioning and restoration
- Configure default and custom views for lists and libraries
- Explain SharePoint integration with Excel, Outlook and Access
- Create sites using site templates and manage navigation

6 Modules, 31 Topics

01

Activity

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.

TOPICS

SharePoint Versions · Team Site Layout and Navigation · Layout · Navigation

02

2 Activities

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.

TOPICS

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

03

3 Activities

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.

TOPICS

- 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

04**2 Activities**

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.

TOPICS

Default Views · Exploring Default Views · Custom Views · Creating a Custom View

05

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.

TOPICS

Excel Integration · Outlook Integration · Access Integration

06**3 Activities**

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.

TOPICS

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

Practise What You Learn

#	MODULE	ACTIVITY
01	SharePoint 2019 Introduction	Exercise – Team Site Navigation
02	SharePoint List Basics	■ Working with Team Site Lists ■ Creating Custom Lists and Columns
03	Library Basics	■ Working with Team Site Libraries ■ Creating Libraries ■ Document Versioning
04	Working with Lists and Library Views	■ Working with Views ■ Creating Public and Personal Views
06	Working with Sites	■ Creating Team Sites ■ Creating a Meeting Workspace ■ Creating a Blog Site

WHAT IS INCLUDED

Everything You Need to Succeed

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

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com