

KOENIG SOLUTIONS • COURSE OUTLINE

SharePoint 2019 Super User

Learn to create, manage and secure SharePoint 2019 sites, pages, apps, workflows, search and content as a super user.

8

MODULES

112

TOPICS

43

HANDS-ON LABS

COURSE OVERVIEW

This course covers the core features of SharePoint 2019 and the roles of site owners and administrators. It looks at planning and creating sites, subsites and navigation, then building and managing web pages using sections, web parts and publishing tools. It covers working with apps, including lists, libraries, versioning and co-authoring, and building approval and business processes with workflows. It also addresses customising site security, working with search, and managing enterprise content through metadata, content types and records management.

WHO THIS COURSE IS FOR

Site Owners

Site Collection Administrators

Farm Administrators

Content Managers

Team Site Users

LEARNING OBJECTIVES

- Describe the core features and typical user roles in SharePoint 2019
- Plan and create site collections, subsites and navigation
- Build and manage web pages using sections and web parts
- Configure lists, libraries, columns, views and versioning
- Create and manage workflows for business processes
- Customise site security, permission levels and sharing
- Apply search customisations such as promoted results
- Implement content types, metadata and records management

8 Modules, 112 Topics

01

5 Labs

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.

TOPICS

- 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

02

5 Labs

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 sites 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.

TOPICS

- 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

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.

TOPICS

- 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
- Finalizing a Publishing Page
- Scheduling a Publishing Page
- Publishing Approval

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.

TOPICS

- 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

Working with Apps (continued)

TOPICS (CONTINUED)

- 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

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5 Labs

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.

TOPICS

An Introduction to Workflows · Adding Workflows · Workflow Scenarios · Removing Workflows · Creating Workflows · Third Party Workflow Tools · Configuring Workflow Settings

06

6 Labs

Customizing 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 customize 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.

TOPICS

- SharePoint Roles
- Managing Access to SharePoint
- Setup Access Requests
- Sharing a Site
- Sharing Files
- Removing a User
- Customizing SharePoint Security
- Create Permission Levels
- Creating a SharePoint Security Group
- Managing Inheritance

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.

TOPICS

Profiles · An Introduction to SharePoint Search · Search Apps, Document Sets and Folders · Local Site Search · Search Results · Search Tips · Promoted Results

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.

TOPICS

- 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

Practise What You Learn

#	MODULE	ACTIVITY
01	An Introduction to SharePoint 2019	■ Introduction to SharePoint 2019 ■ Navigating SharePoint ■ Using your app launcher ■ Uploading to OneDrive ■ Updating your MySite Profile
02	Creating Sites	■ Creating Sites ■ Create two sub sites ■ Delete a sub site ■ Restore a site ■ Update the navigation
03	Creating and Managing Web Pages	■ Create and Manage Web Pages ■ Tidy up the Training home page ■ Add rich content ■ Create a new page ■ Optional - Create a Communication site
04	Working with Apps	■ 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
05	Building Processes with Workflow	■ Create and Run Workflows ■ Enable the workflow feature ■ Create a library for procedures ■ Add a new publishing workflow ■ Test the workflow
06	Customizing Security	■ Customizing Security ■ Share Content in a library ■ Create new permission levels ■ Create a new security group ■ Add and remove users ■ Modifying inheritance of sites/apps

#	MODULE	ACTIVITY
07	Working with Search	■ Searching in SharePoint ■ Search for content in your library ■ Find content from your site ■ Search across all sites ■ Optional - Create a promoted result
08	Enterprise Content Management	■ Designing an Information Architecture ■ Create site columns ■ Design a Content Type ■ Deploy a Content Type ■ Setup In Place Records Management

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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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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