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step forward

Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint 2019 Power User

Learn to configure advanced SharePoint 2019 features from content approval and custom workflows to metadata, document sets and search.

10	31	14
MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

The SharePoint Power User course provides an in-depth exploration of advanced SharePoint features, targeting users who want to unlock the platform's full potential. The course covers content approval, custom workflows, managed metadata, business connectivity services, information management policies, content organizers, document ID services, document sets, SharePoint Server publishing infrastructure, and site search results configuration. By the end of the course, students will have a deeper understanding of SharePoint's capabilities and be equipped to leverage its advanced functionalities in their organizations.

WHO THIS COURSE IS FOR

- **SharePoint Power Users**
- **Site Owners**
- **Content Managers**
- **Business Analysts**
- **SharePoint Administrators**

PREREQUISITES

Required Prerequisites

- Basic understanding of SharePoint 2019.

LEARNING OBJECTIVES

- Enable and configure content approval and approval workflows
- Build custom list and site workflows with SharePoint Designer 2013
- Create term store groups, term sets and metadata columns
- Configure business connectivity services and external content types
- Define information management policies for content types and lists
- Configure the content organizer and document ID service features
- Set up document sets and publishing infrastructure
- Configure and use site search results

COURSE SYLLABUS

10 Modules, 31 Topics

01 — 2 Labs

Content Approval

TOPICS

Enabling Content Approval · Content Approval Workflows

02 — 2 Labs

Creating Custom Workflows with SharePoint Designer 2013

TOPICS

Workflow Basics · Custom List Workflows · Workflow Actions · Workflow Stages and Conditions · Workflow Initiation Form · Site Workflows

03 — 2 Labs

Working with Managed Metadata

TOPICS

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

04 — Lab

Business Connectivity Services

TOPICS

- Business Connectivity Services Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content Type

05 — Lab

Information Management Policy

TOPICS

- Information Management Policy Basics
- Define an Information Policy for a Content Type
- Defining an Information Policy for a List

06

Lab

Information Management Policy

TOPICS

Activating the Content Organizer Feature · Configuring Content Organizer Settings · Configuring Content Organizer Rules

07

Lab

Document ID Service

TOPICS

Activating the Document ID Feature · Configuring Document ID Settings · Linking Documents Using Their Document ID

08

Lab

Document Sets

TOPICS

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

09

2 Labs

SharePoint Server Publishing Infrastructure

TOPICS

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

09

Lab

Configuring and Consuming Site Search Results

TOPICS

Search SharePoint for Content · SharePoint Search Center

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	**Content Approval**	■ Enabling and Using SharePoint Content Approval ■ Enabling and Using SharePoint Approval Workflow
02	**Creating Custom Workflows with SharePoint Designer 2013**	■ Creating Custom List Workflows ■ Site Workflow with Looping
03	**Working with Managed Metadata**	■ Creating a Term Store Group and Term Set (Exercise) ■ Creating Managed Metadata Columns
04	**Business Connectivity Services**	Working with External Content Types and Lists
05	**Information Management Policy**	Create an Information Management Policy for a List
06	**Information Management Policy**	Activating and Configuring the Content Organizer Feature
07	**Document ID Service**	Activating and Configuring the Document ID Service
08	**Document Sets**	Configuring Document Sets Feature
09	**SharePoint Server Publishing Infrastructure**	■ Activating Publishing Infrastructure ■ Creating Publishing Pages
09	**Configuring and Consuming Site Search Results**	Basic SharePoint Search

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.

FLEXIBLE DELIVERY

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