

SharePoint 2019 Power User

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.

Required Prerequisites

- Basic understanding of SharePoint 2019.

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Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

Labs:

- Enabling and Using SharePoint Content Approval
- Enabling and Using SharePoint Approval Workflow

Module 2: Creating Custom Workflows with SharePoint Designer 2013

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Stages and Conditions

- Workflow Initiation Form
- Site Workflows

Labs:

- Creating Custom List Workflows
- Site Workflow with Looping

Module 3: Working with Managed Metadata

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

Labs:

- Creating a Term Store Group and Term Set (Exercise)
- Creating Managed Metadata Columns

Module 4: Business Connectivity Services

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

Labs:

- Working with External Content Types and Lists

Module 5: Information Management Policy

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

Labs:

- Create an Information Management Policy for a List

Module 6: Information Management Policy

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

Labs:

- Activating and Configuring the Content Organizer Feature

Module 7: Document ID Service

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

Labs:

- Activating and Configuring the Document ID Service

Module 8: Document Sets

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

Labs:

- Configuring Document Sets Feature

Module 9: SharePoint Server Publishing Infrastructure

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

Labs:

- Activating Publishing Infrastructure

- Creating Publishing Pages

Module 9: Configuring and Consuming Site Search Results

- Search SharePoint for Content
- SharePoint Search Center

Labs:

- Basic SharePoint Search