

Introduction to SharePoint 2019 (55298AC)

Duration: 1 Day

Course Description:

The Introduction to SharePoint 2019 course provides an in-depth look at the fundamentals of working with SharePoint 2019. It covers topics such as SharePoint versions, site layout and navigation, working with lists and libraries, views, Office integration, and managing sites. The course includes a variety of hands-on exercises to help students gain practical experience and build their skills in using SharePoint 2019 effectively.

Course Objectives:

- Comprehensive introduction: This course covers all the fundamental aspects of SharePoint 2019, making it a perfect starting point for those new to the platform.
- Hands-on learning: With a variety of exercises included throughout the course, students will have the opportunity to apply their knowledge in real-world scenarios and build practical skills.
- Office integration: Students will learn how to integrate SharePoint with popular Microsoft Office applications like Excel, Outlook, and Access, maximizing their ability to work effectively across platforms.
- Flexible learning: The course is suitable for a wide range of learners, including IT professionals, business users, and anyone interested in getting started with SharePoint 2019.
- Experienced authors: The courseware is developed by industry professionals with a deep understanding of SharePoint, ensuring the content is accurate, up-to-date, and relevant to site owners.

Course Outlines:

SharePoint 2019 Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation
- Exercise: Team Site Navigation

SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column
- Exercise: Working with Team Site Lists
- Exercise: Create Custom Lists and Columns

Library Basics

- 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
- Exercise: Working with Team Site Libraries
- Exercise: Creating Libraries
- Exercise: Document Versioning

Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View
- Exercise: Working with Views
- Exercise: Creating Public and Personal Views

Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation
- Exercise: Creating Team Sites
- Exercise: Creating a Meeting Workspace
- Exercise: Creating a Blog Site

Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

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