SharePoint 2019 Site Owner Training (55299A)

Duration: 2 Days

Course Description:

The SharePoint 2019 Site Owner course equips students with the skills necessary to effectively manage and maintain SharePoint sites within their organizations. The course covers various aspects of site management, including working with sites, creating and editing site content, managing site columns and content types, setting up and managing site permissions, and participating in user communities. By the end of the course, students will be able to confidently manage SharePoint sites and effectively collaborate with their colleagues in a SharePoint environment.

Course Objectives:

- Comprehensive coverage: The course covers all essential aspects of SharePoint site management, ensuring that students have a thorough understanding of the platform's features and capabilities.
- Practical examples: The course includes real-world scenarios and examples to help students grasp complex concepts and see how SharePoint can be applied to their own organizations.
- Hands-on learning: Students participate in engaging exercises designed to reinforce key concepts and build practical skills, making the learning experience more effective.
- Expert authors: The courseware is designed by experienced professionals with extensive knowledge of SharePoint, ensuring that students receive accurate, up-to date, and relevant information.
- Collaborative focus: The course emphasizes the importance of effective collaboration within SharePoint, preparing students to work efficiently with their colleagues and improve overall productivity.

Course Outlines:

Working with Sites
- Site Templates
- Creating Sites
- Site Navigation
- Creating Team Sites (Exercise)

Page Content
- Site Pages
- Wiki Library Pages
- Working with Wiki Pages (Exercise)

Site Columns and Content Types
- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types
- Creating and Working with Content Types (Exercise)
- Adding a Content Type to a Library (Exercise)

Sharepoint Managing Sharepoint Site Permissions
- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Working with SharePoint Permissions (Exercise)

Participating in User Communities
- Configure User Profiles and My Sites
- Newsfeeds
- Managing and Viewing Personal Information and Content

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