SharePoint 2019 Power User Training (2 Days)

Overview

This SharePoint 2019 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

COURSE BENEFITS

- Create custom workflows using SharePoint Designer 2019.
- Learn to use Content Approval settings and Workflow.
- Learn to use Term stores and managed Metadata.
- Learn to use the Document ID Service.
- Learn SharePoint Server Publishing Infrastructure.
- Learn to create and use Document Sets.
- Learn to route documents with Content Organizer.
- Learn to use Metadata Navigation.
- Learn to create external content types with Business Connectivity Services.
- Learn to use Information Management Policies.

COURSE OUTLINE

Content Approval
    Enabling Content Approval
    Content Approval Workflows

Creating Custom Workflows with SharePoint Designer
    Workflow Basics
    Custom List Workflows
    Workflow Actions
    Workflow Stages and Conditions
    Workflow Initiation Form
    Site Workflows

Working with Managed Metadata
Creating a Term Store Group and Term Set
Creating Metadata Columns in Lists and Libraries
Publishing Content Types

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

Information Management Policy
Information Management Policy Basics
Define and Information Policy for a Content Type
Defining Information Policy for a List

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

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

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

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

Configuring and Consuming Site Search Results
Search SharePoint for Content
SharePoint Search Center