

## Introduction to SharePoint 2019 Training (1 Day)

### Overview

Get ready to use powerful, dynamic SharePoint sites to achieve your business goals!

This class guides you through the most important tools and functions of SharePoint. First, you will get comfortable with the SharePoint layout and navigation. From there, we introduce you to SharePoint lists, which allow you to store and view important data. Then, you will learn to use SharePoint libraries to improve your team's file management and document versioning. Next, get hands-on with SharePoint sites. You will use built-in site templates to create project sites, team sites, community sites, and blog sites.

This class is for end users working in a SharePoint environment. If you need to learn to manage a SharePoint site, consider taking our [SharePoint Site Owner class](#) after completing this Introductory training.

### COURSE BENEFITS

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.

### AVAILABLE DELIVERY METHODS

#### Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### Private Class

Private classes are delivered for groups at your offices or a location of your choice.

## **COURSE OUTLINE**

### **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

**Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

**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

**CLASS MATERIALS**

Each student will receive a comprehensive set of materials, including course notes and all the class examples.