



Microsoft SharePoint Server 2019/Online for Site Owners

Course ISI-1532 One Day Instructor-Led, Hands-On

Introduction

This one-day, instructor-led course is designed for existing Microsoft SharePoint site owners who will create and manage a SharePoint site.

Microsoft SharePoint is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files; collaborate on documents, and access information they need to work with their colleagues more effectively.

At Course Completion

In this course, you will learn the following:

- Building your first site
- Working with Document Libraries
- Setting up content lists
- Setting up custom lists
- Setting up permission groups
- Setting up communication pieces
- Working with views
- Setting up templates
- Customizing site navigation

Prerequisites

To ensure your success in your course you should have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2013, 2016 or 2019 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following courses:

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- Microsoft Windows Level 1
- Any or all of the courses in the Microsoft Office 2013, 2016 or 2019 curriculum.

Course Materials

The student kit includes a comprehensive workbook.

Course Outline

Module 1: Building your first site

- Creating a Team Site
- Setting Initial Permissions
- Setting a Site Theme

Module 2: Working with Document Libraries

- Creating a Document Library
- Setting Check-in and Check-out
- Setting Versioning
- Testing the Library
- Setting the Folder Structure

Module 3: Setting up Content Lists

- Setting up a Contact List
- Exporting to Excel
- Setting up a Task List
- Setting up a Tracking List
- Creating a Survey List

Module 4: Setting up Custom Lists

- Exploring and Creating Site Columns
- Changing the column lineup in lists
- Creating a Custom List in SharePoint

Module 5: Setting up Permission Groups

- Setting up a custom Permission Group
- Adding Members to Groups
- Giving Groups Permissions on a site

Module 6: Setting up Communication Pieces

- Creating Discussion Boards
- Creating Wiki Libraries
- Create a News Post

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