| Course Name | **Introduction to SharePoint 2019** |
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| **Course Code** | **55298-A** |
| **Course Duration** | 1 Day |
| **Course Structure** | Instructor-Led |
| **Course Overview** | This Introduction to SharePoint 2019 class is for end users working in a SharePoint 2019 environment. It is an abbreviated version of our complete SharePoint End User class and is intended for people new to using SharePoint who will not be responsible for managing a SharePoint site. |
| **Audience Profile** | This course is intended for end users working in a SharePoint 2019 environment. |
| **Course Prerequisites** | There are no prerequisites. |
| **Course Outcome** | After completing this course, students will be able to: <br><br> • Learn to navigate a SharePoint 2019 Team Site. <br> • Learn to create SharePoint lists. <br> • Learn to customize SharePoint Lists. <br> • Learn to create SharePoint libraries. <br> • Learn to manage library document versions. <br> • Learn to create SharePoint list and library views. <br> • Learn to integrate Office Outlook and Excel applications with SharePoint 2019. <br> . |
| **Assessment/Evaluation** | This course will prepare delegates to take the exam Introduction to SharePoint 2019 <br><br> Successfully passing this exam will result in the attainment of the Introduction to SharePoint 2019 and Certificate of Attendance issued by IT-IQ Botswana |

| Course Details |
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| Topic | Topic 1: SharePoint 2019 Introduction |
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| | SharePoint is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality, such as calendars and blogs, to name a couple. All of this collaboration can be done through a browser interface and in some cases through integration with Microsoft Office applications. |

**Lessons**
- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation

**Lab: Exercise**
- Team Site Navigation

After completing this Topic, students will be able to:
- Understand the versions of SharePoint
- Understand the SharePoint site hierarchy.
- Understand Team Site layout.
- Understand navigation with a Team Site.

**Topic 2: SharePoint List Basics**
Lists are a fundamental building block in SharePoint that provides a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

**Lessons**
- Creating Apps Using List Templates
- Creating Lists

- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column

**Lab: Excercises**
- Working with Team Site Lists
- Create Custom Lists and Columns

After completing this Topic, students will be able to:
- Understand List Templates.
- Work with default lists in a Team Site.
- Create a new list from a List Template.
- Create a custom list.
- Add columns to a list.
- Control and validate input into list fields.

**Topic 3: LIbrary Basics**
SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

**Lessons**
- 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

**Lab: Excercises**
- Working with Team Site Libraries
- Creating Libraries
- Document Versioning

After completing this Topic, students will be able to:
- Create new libraries using library templates.
- Add columns to a library.
- Check out documents for editing.
- Delete and restore documents from document libraries.
- Enable versioning on a library.
- Revert a library document to an earlier version.

**Topic 4: Working with Lists and Library Views**
Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

**Lessons**
- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

**Lab: Exercises**
- Working with Views
- Creating Public and Personal Views

After completing this Topic, students will be able to:
- Use default views built into lists and libraries.
- Create shared views.
- Configure views.

- Set the default view for a list or library.

**Topic 5: Office Integration**

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

Note that this chapter is exploring integration with Office locally installed on the machine connecting to SharePoint. Office Online Server is a browser based version of Office that allows you to create and modify office documents. With SharePoint 2019 Office Online Server can be integrated and is considered an essential piece for many SharePoint installations. That being said, since it is a separate product from SharePoint it is not covered as part of this course.

**Lessons**

- Excel Integration
- Outlook Integration
- Access Integration

After completing this Topic, students will be able to:

- Create a list from an Excel spreadsheet.
- Create an alert in Outlook.

**Topic 6: Working with Sites**

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

**Lessons**

- Site Templates
- Creating Sites

|  | <ul><li>Creating a Team Site</li><li>Site Navigation</li><li>Managing Site Navigation</li></ul>**Lab: Exercises**<ul><li>Creating Team Sites</li><li>Creating a Meeting Workspace</li><li>Creating a Blog Site</li></ul>After completing this Topic, students will be able to:<ul><li>Understand what Site Templates are.</li><li>Understand different types of Site Templates that come "Out of the Box" with different versions</li><li>Create a new site using Site Templates.</li><li>Create a Project site.</li><li>Create a Team site.</li><li>Create a Community site.</li><li>Create a Blog site.</li><li>Manage the sites listed in the Top Link Bar.</li></ul> |
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