

**SharePoint 2019 Site Owner**

**Course Number:** SHPT-490
**Duration:** 2 days

**Overview**

Accelebrate's live, private SharePoint 2019 Site Owner training course teaches students the basics of collaborating in SharePoint 2019 using Contacts, Tasks, Links, Calendars, and document libraries. Attendees learn how to customize SharePoint 2019 for improved efficiency and productivity, and optionally, how to use social networking capabilities such as blogs and wikis.

**Prerequisites**

Attendees should have experience using a Web browser and interacting with Web-based systems as well as hands-on experience with SharePoint 2019 from an end user perspective. Experience with Microsoft Office 2010 or later is an advantage, but is not required.

**Materials**

All SharePoint training attendees receive complete courseware.

**Software Needed on Each Student PC**

* Microsoft Office Professional Plus
* A modern browser such as Microsoft Edge or Google Chrome
* Optional: Visio Professional and SharePoint Designer (for creating workflows)
* A site collection on your SharePoint 2019 server also needs to be available for class, with each attendee having her/his own site within the collection. We have an easy-to-use setup sheet that describes how to prepare the site collection and sites for the class, and we are glad to check your setup remotely via screen share after it is completed.

**Objectives**

* Navigate a SharePoint 2019 Team Site
* Learn to create and edit web page content
* Create site columns and content types
* Integrate Office applications with SharePoint 2019
* Manage basic permissions of SharePoint 2019 resources

**Outline**

* Introduction
* Working with Sites
	+ Site Templates
	+ Creating Sites
	+ Creating a Team Site
	+ Site Navigation
	+ Managing Site Navigation
* Page Content
	+ Wiki Library Pages
	+ Editing the Team Site Home Page
	+ Web Part Pages
	+ Creating a Web Part Page
	+ Working with Web Parts
	+ Adding Web Parts to Pages
* Site Columns and Content Types
	+ Site Column Gallery
	+ Explore the Site Column Gallery
	+ Creating Site Columns
	+ Create a Custom Site Column
	+ Add a Site Column to a List
	+ Site Content Type Gallery
	+ Explore the Site Content Types Gallery
	+ Creating Content Types
	+ How to Create and Use Content Types
* Managing SharePoint Site Permissions
	+ SharePoint Groups
	+ Assigning Permissions
	+ Permission Levels
	+ Permissions Inheritance
* Participating in User Communities
	+ Configure User Profiles and My Sites
	+ Newsfeeds
	+ People Newsfeeds
	+ Documents Newsfeed
	+ Sites Newsfeed
	+ Tags Newsfeed
	+ Managing Personal Sites
* Conclusion