

**Introduction to SharePoint 2019 for End Users**

**Course Number:** SHPT-480  
**Duration:** 2 days

**Overview**

Accelebrate's in-person or live online SharePoint for End User training course teaches attendees how to use and achieve maximum productivity with SharePoint 2019. Attendees acquire the skills needed for collaboration, managing information and documents, and working effectively with SharePoint websites.

**Prerequisites**

Attendees should have experience using a Web browser and interacting with Web-based systems. Experience with any version of Microsoft Office and with a previous version of SharePoint will be helpful, but not required.

**Materials**

All SharePoint training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* Microsoft Office Professional 2016 or higher, with the latest updates.
* Microsoft Edge
* 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
* Create and customize SharePoint lists
* Create SharePoint libraries
* Manage library document versions
* Create SharePoint list and library views
* Create sub sites using various SharePoint templates
* Create and edit Web page content
* Work with InfoPath Forms and Form libraries
* Create Site columns and content types
* Integrate Office applications with SharePoint 2019
* Manage basic permissions of SharePoint 2019 resources

**Outline**

* Introduction
  + SharePoint Versions
  + Team Site Layout and Navigation
  + Layout
  + 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
* 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
* Working with Lists and Library Views
  + Default Views
  + Explore Default Views
  + Custom Views
  + How to Create a Custom View
* 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
* Office Integration
  + Excel Integration
  + Import Excel Spreadsheet to List
  + Export List Data to Excel
  + Outlook Integration
  + Create an Alert
  + Subscribe to a List's RSS Feed
  + Connect to Outlook
  + Access Integration
  + Open a List with Access
  + 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
  + Managing and Viewing Personal Information and Content
* Conclusion