

## ***Module 1: An Introduction to SharePoint 2019***

- What is SharePoint?
- Centrally Manage
- Web Pages
- Team Work
- Search
- Social Experience
- Automate and Capture
- Office Integration
- Ownership and Access
- Who Might be a Good Site Owner?
- Other Unique Roles
- Site Collection Administrator
- Farm Administrator

## ***Module 2: Creating Sites***

- Planning your sites
- The Farm, Site Collections and Subsites Explained
- Hybrid Configuration
- Web Addresses
- Site Collections Explained
- Why Create Subsites?
- Creating a Site Collection: Classic and Modern
- Requesting a New Site
- Navigating your Team Site
- User Interface: Classic vs Modern
- Where does Classic come from?
- Creating Subsites
- Site Templates
- Apply a new Theme
- Building your Navigation
- Deleting Sites

## ***Module 3: Creating and Managing Web Pages***

- An Introduction to Web Pages
- Types of Web Page
- Add a Site or News Page
- Sections
- Web Parts
- Page Details
- Save, Publish, Promote and Delete Pages
- Communication Sites
- Classic Team Site Pages
- Add & Modify Wiki Page Content
- Adding Rich Content
- App Parts and Web Parts
- Page Management
- Delete a Page
- Web Part Pages
- Publishing Sites
- Create Pages
- Page Layouts
- Renditions
- Reusable Content
- Finalizing a Publishing Page
- Scheduling a Publishing Page
- Publishing Approval

#### ***Module 4: Working with Apps***

- An Introduction to Apps
- An Introduction to Libraries
- An Introduction to Lists
- On-Premises and Marketplace Apps
- Adding Apps to a Site
- Creating and Managing Columns
- Public and Personal Views
- Managing App Settings
- Content Approval
- Major and Minor Versioning
- Document Sets
- Uploading Files to a Library
- Create and Edit Files
- File Templates
- Co-Authoring
- Check Out - In

- File Properties, Sort, Filter and Details
- Quick Edit View
- File Commands
- Copy Link and Share
- Folders
- The Recycle Bin
- Tracking Content
- OneDrive Sync
- Working with Classic Lists

### ***Module 5: Building processes with Workflow***

- An Introduction to Workflows
- Adding Workflows
- Workflow Scenarios
- Removing Workflows
- Creating Workflows
- Third Party Workflow Tools
- Configuring Workflow Settings

### ***Module 6: Customizing Security***

- SharePoint Roles
- Managing Access to SharePoint
- Setup Access Requests
- Sharing a Site
- Sharing Files
- Removing a User
- Customizing SharePoint Security
- Create Permission Levels
- Creating a SharePoint Security Group
- Managing Inheritance

### ***Module 7: Working with Search***

- Profiles
- An Introduction to SharePoint Search
- Search Apps, Document Sets and Folders
- Local Site Search
- Search Results
- Search Tips

- Promoted Results

## ***Module 8: Enterprise Content Management***

- Managed metadata service
- Information management policies
- An introduction to content types
- The records center
- Create and manage content type
- In-place records management
- Deploy content types
- The content organizer
- Using content types in apps
- Durable links
- The content type hub