

## SharePoint 2019 Power User

### Introduction to SharePoint

- The Evolution of SharePoint
- SharePoint Architecture

### Understanding and Working with Sites

- Understanding Site Collections and Sites
- Site Structures and Layouts
- Standard and Portal Site Templates
- Modern Team Sites
- Communication Sites
- Creating, Deleting the Sites
- SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Managing Site Navigation
- Managing Site Design and Layout
- Managing Site Templates
- Managing Site and Site Collection Features
- Using SharePoint Designer for Site Management
- Using Site Recycle Bin
- Managing Site Permissions

### Pages, Apps, and Web Parts

- Working with Pages
- Creating Pages with Page Layouts.
- Apps – Adding, Removing, of Apps,
- Adding App parts to pages.
- Webparts – Adding, Editing, Removing, Connecting Webparts.

### Working with Lists and Libraries

- Creating Lists and Libraries
- SharePoint list apps
- Modern List and libraries
- Introducing list items
- Built-in app templates
- Custom lists from scratch
- Custom lists from Excel tables

- Working with SharePoint library apps
- The library app interface
- Working with documents
- Document item menu
- Document Collaboration
- Using Alerts
- RSS Feeds
- Modern Sharing experience
- Connect information to Outlook
- Managing List and Library Permissions

## Working with views

- Working with views
- Managing views
- Create, Modify, Delete Views

## Working with Site Columns, Content Types, and Term Sets

- Working Site Columns
- Working with Content Types
- Term Store Administration
- Managing Term Sets
- Managed Metadata columns
- Managed Metadata Navigation

## Workflows and Information Management Policies

- Workflow Overview
- Creating and Configuring Workflows
- Information Management Policies at Site, List and library level.

## Records Management

- Understanding of Records Management
- Configuring Content Organizer Settings
- Adding Content with Content Organizer
- Managing Records

## Search

- Understanding of Search
- Modern Search
- Working with Search Results
- Working with Search Center



- Crawling Capabilities
- Managing Query Rules
- Using Search Webparts

## Personalization and Social Features

- Following and Newsfeeds
- Sharing and Extending Content
- Building Communities
  - Blogs,
  - Community Sites
  - Hash Tags

## Metrics and Reporting

- Storage Metrics
- Site Collection Audit Reporting
- Site Popularity Trends

## Business Connectivity Services

- Business Connectivity Services Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content Type