# €TRAINING

## SharePoint 2019

26 - 30 August 2024
Barcelona (Spain)

# SharePoint 2019

## Introduction:

This training program provides participants with essential knowledge and skills in using SharePoint 2019 for effective collaboration and content management within their organizations. It empowers them to maximize SharePoint‌s capabilities to enhance productivity and streamline business processes.

## Program Objectives

### At the end of this program, participants will be able to:

- Understand the fundamentals of SharePoint 2019 and its architecture.

- Manage and configure SharePoint sites, libraries, and lists.

- Implement workflows and automate business processes.

- Enhance collaboration using SharePoint‌s features.

- Ensure security and compliance within SharePoint environments.

## Targeted Audience:

- SharePoint Administrators.

- IT Professionals.

- Content Managers.

- Business Analysts.

- Project Managers.

## Program Outline:

### Unit 1:

### Introduction to SharePoint 2019:

- Overview of SharePoint 2019 features and benefits.

- Understanding SharePoint architecture and components.

- Navigating the SharePoint interface.

- Setting up and configuring SharePoint sites.

- Managing permissions and access control.

## Unit 2:

## Managing Content in SharePoint:

- Creating and managing document libraries.

- Configuring lists and columns.

- Using content types and metadata.

- Versioning and document control.

- Best practices for content organization.

## Unit 3:

## Automating Business Processes with SharePoint:

- Introduction to SharePoint workflows.

- Creating and managing workflows with SharePoint Designer.

- Using Microsoft Flow Power Automate for advanced automation.

- Integrating SharePoint with other Office 365 services.

- Monitoring and troubleshooting workflows.

## Unit 4:

## Enhancing Collaboration with SharePoint:

- Using Team Sites for collaboration.

- Implementing communication sites.

- Integrating SharePoint with Microsoft Teams.

- Utilizing SharePoint social features newsfeeds, blogs, and wikis.

- Best practices for fostering user adoption and engagement.

## Unit 5:

## Security and Compliance in SharePoint:

- Implementing SharePoint security best practices.

- Managing user permissions and access levels.

- Configuring data loss prevention DLP policies.

- Ensuring compliance with organizational policies and regulations.

- Performing regular security audits and assessments.