



Mastering SharePoint 2019



2 - 13 December 2024  
Paris (France)



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## Introduction:

This training program provides participants with essential knowledge and skills in mastering SharePoint 2019. It empowers them to effectively utilize SharePoint for collaboration, content management, and business process automation.

## Program Objectives:

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

- Understand the fundamentals and architecture of SharePoint 2019.
- Manage and configure SharePoint sites and site collections.
- Implement and customize SharePoint lists, libraries, and workflows.
- Enhance SharePoint with advanced features and integrations.
- Ensure security, compliance, and optimal performance of SharePoint environments.

## Targeted Audience:

- SharePoint Administrators.
- IT Professionals involved in SharePoint management.
- Developers seeking to enhance their SharePoint skills.
- Business Analysts and Project Managers.
- End Users who want to maximize their use of SharePoint features.

## Program Outline:

### Unit 1:

#### Introduction to SharePoint 2019:

- Overview of SharePoint 2019 features and capabilities.
- SharePoint architecture and components.
- Installing and configuring SharePoint 2019.

- Navigating the SharePoint user interface.
- Creating and managing sites and site collections.

## Unit 2:

### SharePoint Site Management:

- Understanding site templates and site types.
- Configuring site settings and features.
- Managing site navigation and structure.
- Creating and managing subsites.
- Using site themes and branding.

## Unit 3:

### Managing SharePoint Content:

- Understanding lists and libraries.
- Creating and customizing lists and libraries.
- Using content types and metadata.
- Implementing document management features.
- Managing versions, check-in/check-out, and approvals.

## Unit 4:

### SharePoint Permissions and Security:

- Understanding SharePoint security architecture.
- Configuring permissions and permission levels.
- Managing user and group permissions.
- Implementing SharePoint security best practices.
- Auditing and monitoring security in SharePoint.

## Unit 5:

## Customizing SharePoint Pages:

- Creating and editing SharePoint pages.
- Using web parts and app parts.
- Customizing web part properties and settings.
- Implementing page layouts and templates.
- Using the SharePoint Framework SPFx for custom web parts.

## Unit 6:

### Automating Business Processes:

- Introduction to SharePoint workflows.
- Creating workflows with Microsoft Flow.
- Implementing forms with PowerApps.
- Automating tasks with SharePoint Designer workflows.
- Managing workflow history and status.

## Unit 7:

### Advanced SharePoint Features:

- Configuring search and enterprise search.
- Implementing Business Connectivity Services BCS.
- Using Managed Metadata and Term Store.
- Integrating SharePoint with Office 365 and other applications.
- Utilizing SharePoint for business intelligence and reporting.

## Unit 8:

### SharePoint Performance and Optimization:

- Monitoring SharePoint performance.
- Identifying and resolving performance issues.
- Implementing caching and optimization techniques.

- Using SharePoint Health Analyzer.
- Best practices for SharePoint performance tuning.

## Unit 9:

### Backup, Recovery, and Disaster Recovery:

- Understanding SharePoint backup and restore options.
- Configuring farm and granular backups.
- Performing site and item-level restores.
- Planning and implementing disaster recovery.
- Testing and validating recovery procedures.

## Unit 10:

### Governance and Compliance in SharePoint:

- Developing a SharePoint governance plan.
- Implementing compliance and retention policies.
- Managing SharePoint records and documents.
- Configuring eDiscovery and legal holds.
- Best practices for SharePoint governance.