

€ TRAINING

Mastering SharePoint 2019



4 - 15 November 2024
Kuala Lumpur (Malaysia)



Mastering SharePoint 2019

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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.