Course : SharePoint 2019, Designer

Practical course - 2d - 14h - Ref. SHW
Price : 1190 € E.T.

★★★★⯪   4,8 / 5

Are you a non-IT specialist who wants to design, organize and administer processes, teams and content on a day-to-day basis using SharePoint portal functionalities? This practical course will show you how to design efficient and secure workflows.

Teaching objectives

At the end of the training, the participant will be able to:

- Create a team site with SharePoint, set up lists, libraries and pages
- Interfacing Office (especially Word and Outlook) with a SharePoint site
- Synchronize data on a SharePoint site with data on OneDrive
- Create and customize modern home pages
- Create groups, define rights
- Designing workflows

Intended audience
Editorial managers, project managers, contributors, managers of SharePoint 2019 sites on a corporate intranet.

Prerequisites
Knowledge of the Web. Use of SharePoint 2019 or earlier.

Practical details
Hands-on work
30% of the time for concepts, 70% of the time for practical work.

Course schedule

PARTICIPANTS
Editorial managers, project managers, contributors, managers of SharePoint 2019 sites on a corporate intranet.

PREREQUISITES
Knowledge of the Web. Use of SharePoint 2019 or earlier.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1   SharePoint 2019 overview

- Microsoft's various collaborative solutions.
- SharePoint services and roles.
- SharePoint 2019 enhancements and new features.
- Different site structures (communication sites, team sites).

Hands-on work
Identify an existing site structure and create a new site.

2   Share and collaborate with libraries and lists

- Lists and libraries.
- Version management mechanisms.
- Create and configure a standard display, then a modern display.

Hands-on work
Load documents in bulk, manage versions. Set up lists and libraries. Create and configure modern displays.

3   Links between Office applications and SharePoint

- Content management from Word and Excel.
- Interfacing Outlook and SharePoint.
- Data synchronization between OneDrive and SharePoint.
- InfoPath and SharePoint Designer tools.

Hands-on work
Extract a document from Word. Archive and synchronize data with OneDrive.

4   Organizing and structuring content

- Data organization and planning.
- Site columns and content types.
- Good organizational practices.

Hands-on work
Create a site column for use in a specific content type with a specific template.

5   Create and customize modern pages

- The structure of a modern home page.
- Page design method: identify available Web Parts.
- Page usage scenarios and corresponding navigation.

Hands-on work
Create a modern home page, and set up the associated navigation.

6   Security and best practices

- SharePoint security architecture and principles.
- Safety implementation and best practices.
- Compliance and legal aspects (RGPD).

Hands-on work
Create a group, add users, set up specific authorizations on a library.

7 Setting up approval

- The notion of workflow.
- The notion of workflow in a SharePoint site.
- Use SharePoint Designer to design a worklfow.

Hands-on work
Create an approval workflow for a document library.

Dates and locations

REMOTE CLASS
2026 : 11 June, 24 Sep., 26 Nov.

PARIS LA DÉFENSE
2026 : 11 June, 24 Sep., 26 Nov.