

Course : SharePoint 2019, Designer

Practical course - 2d - 14h - Ref. SHW

Price : 1400 CHF 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.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

7 Setting up approval

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

Hands-on work

Create an approval workflow for a document library.

Dates and locations

REMOTE CLASS

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