

Updated 07/22/2024

[Sign up](#)

# SharePoint 2019 training

5 days (35 hours)

## Presentation

SharePoint is a Web-based collaborative platform that integrates with Microsoft Office.

Launched in 2001, SharePoint is primarily sold as a document management and storage system, but the product is highly configurable and its use varies considerably from one organization to another.

The benefits of using Sharepoint On-Premise are as follows:

- Better data management by simplifying access to the most important documents. Connections between different office applications (Word, Excel, Outlook, etc.) greatly simplify workflow.
- Highly secure data that meets your industry's standards. Sharepoint gives you complete control over data access.
- Improved collaboration and productivity. Sharepoint allows you to centralize information across your various departments.

## Objectives

- Install, configure and optimize SharePoint 2019
- Understanding SharePoint 2019 as a hybrid framework
- Familiarize yourself with new tools such as Flow, PowerApps and Power BI
- Configure SharePoint-connected systems such as Office Online Server and Workflow Manager
- Migrate content and services databases from previous SharePoint versions to SharePoint 2019
- Implement HA and DR topologies with SharePoint 2019 to meet business continuity requirements

## Target audience

- Developers with experience in developing solutions with SharePoint 2019
- SharePoint is aimed at users, site managers, SharePoint functional administrators and anyone involved in day-to-day SharePoint administration.

## Prerequisites

Familiarity with the Internet and Microsoft Office workstations.

## Program

### Introduction to SharePoint 2019

- What's new in SharePoint 2019 and what's disappearing
- Different versions and licensing rules
- The different administration roles
- Different site structures (communication sites, team sites)
- TP: Deploy SharePoint 2019 after deciding on the appropriate deployment architecture
  - Check platform installation
  - Create site collections

### Server battery

- Topology and server farm
- Assigning different roles to servers in a battery
- Hybrid environment and configuration
- TP: Plan the necessary domain accounts
  - Validate and complete the installation of a new battery

### Service applications

- Basic service applications and their configuration
- Application catalog and configuration
- External services and their configuration
  - Setting up the hybrid environment
- Practical work: Configuring service applications
  - Configure external services and the application catalog

### Search functions

- Overview of functions
- Search services and their configuration
- Enhancement through taxonomy
- Links and search parameters for a collection of sites

- Practical work: Configuring a global search on a SharePoint battery
  - Links and settings on a collection of research sites

## User and security management

- The user profile service, its data and controls: synchronization, audiences...
- Synchronization between profile service and Active Directory information
- Global security strategies
- Security options for an extranet
- Practical: Synchronizing and authenticating users with Active Directory
  - Setting up FBA authentication for an extranet

## Troubleshooting and monitoring

- Monitor SharePoint environments, including site collections
- Settings and optimizations
- Backup methods
- Best practices in problem solving
- TP: Manage, control and save a collection of sites
  - Feedback and analysis of information to facilitate problem resolution

## Share and collaborate with libraries and lists

- Lists and libraries
- Version management mechanisms
- Creation and configuration of standard and modern displays
- TP: Creating a new site
  - Mass document loading, version management
  - Setting up lists and libraries
  - Create and configure modern displays

## 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
- Practical work: Extracting a document from Word
  - Archive and synchronize data with OneDrive

## Organizing and structuring content

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

- TP: Create a site column for use in a specific content type with a specific template

## Create and customize modern pages

- The structure of a modern home page
- Page design method: identify available Web Parts
- Page usage scenarios, corresponding navigation
- Practical: Creating a modern home page, and setting up the associated navigation

## Security and best practices

- SharePoint security architecture and principles
- Safety implementation and best practices
- Compliance and legal aspects (RGPD)
- Practical work: Creating a group, adding users, setting up specific authorizations for a library

## Setting up approval

- The concept of workflow
- The notion of workflow in a SharePoint site.
- Using SharePoint Designer to design a workflow
- Practical work: Creating an approval workflow for a document library

## Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

## Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

## Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

## Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

## Validation

At the end of the session, a multiple-choice questionnaire is used to check that skills have been correctly acquired.

## Sanction

A certificate will be issued to each trainee who completes the course.