**SharePoint 2019 – Course Description**

**Who it's for:** Site Owners/Managers new to working within a SharePoint 2019 environment. Introductory level experience with SharePoint is recommended.

**What it is:** Microsoft® SharePoint is a cloud-based service that helps organizations share and manage content, knowledge, and applications to:

* Empower teamwork
* Quickly find information
* Seamlessly collaborate across the organization

.

**What you'll learn:** We will start by working with sites. Specifically, we will work with site templates to create sites and move on to learning how to navigate the site and manage site navigation.

Next, we will focus on Page Content. This section includes the creation of Wiki library pages, editing a team site’s home page, and using web part pages to display content.

We’ll move on to drilling down into site columns and content types. Site columns allow you the flexibility of reusing content throughout a site or even any child sites. Content types can be linked to lists and libraries, they are a combination of site columns, document templates, and workflows.

Managing site permissions is the next (and very important) area we’ll dive into. Specifically we will cover SharePoint groups; how to assign permissions; permissions levels; and, permission inheritance/disinheritance.