



Microsoft® Office 365

# SharePoint



SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client version of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an Internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See [Document Libraries](#), page 2.

## When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.  
 When you want to formally communicate and discuss projects with team members.  
 When you want to track task progress related to a project and documents.  
 When you want a quick newsfeed on a project's progress.

## Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.  
 So you can build a fully-customizable landing page for a project or team.  
 So you can keep relevant project-related files organized and accessible.

## Which Office Apps Work with SharePoint?



**Problem:** Team members are located at various offices, making communication and decision making difficult.



**Solution:** Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



**Problem:** File versions quickly get mixed up, as multiple people share files back and forth.

**Solution:** Use Teams SharePoint and to provide real time collaboration and version control.

**Problem:** Projects require nuanced apps, lists, and timelines in order to keep track of progress.



**Solution:** Use SharePoint apps to customize your project's landing page or team site.

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# Microsoft Sharepoint 2015 Quick Reference Guide

**Ciprian Adrian Rusen**



## **Microsoft Sharepoint 2015 Quick Reference Guide:**

**SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct **Mastering**

**Microsoft Dynamics CRM 2016** Deepesh Somani,2017-11-28 This comprehensive guide covers all the essential features of Dynamics CRM so you can build effective applications About This Book Harness the full power of Dynamics CRM 2016 through real world scenarios Create efficient client side applications and customized plugins that work seamlessly across mobile and the Web Get to know the best practices from field experience to utilize Dynamics CRM 2016 efficiently Get an in depth understanding of mobility and tablet options for Dynamics CRM 2016 Who This Book Is For This book is for those with Dynamics CRM knowledge who want to utilize the latest features available with Dynamics CRM 2016 and Update 1 Extensive Dynamics CRM development experience would be beneficial What You Will Learn Learn to manage the sales service and marketing divisions of any organization using entities and other Dynamics CRM 2016 customizations Learn about the XRM framework of Dynamics CRM 2016 and leverage its features Provide an enhanced mobile and tablet experience using the latest features of Dynamics CRM Get an enhanced Dynamics CRM analytics experience with Word and Excel templates Develop client side applications using JavaScript and Web API How to develop plugins and workflows using Dynamics CRM 2016 Solution framework improvements new field types and Relevant Search in Dynamics CRM 2016 In Detail Microsoft

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**Big Data Tools - Which, When and How? (Volume- IV)** Dr. Poornima G. Naik  
Dr. Girish R. Naik,2023-12-04 MongoDB is an open source cross platform document oriented NoSQL Not Only SQL database management system that provides high performance and availability and easy scalability It is particularly employed for high volume of data storage Two key features of MongoDB which have made it popular are auto sharding for horizontal scalability and in built replication mechanism for high availability both of which are inevitable for big data analytics MongoDB came into existence to address the large data size and unstructuredness of data which could not be handled by the traditional database management systems Volume IV of Big Data Tools Which When and How Hands on Sessions with MongoDB Basics is intended for learners who have just migrated from SQL systems to NoSQL systems and keen in exploring the differences between the two The book covers the basics of MongoDB such as MongoDB architecture installation of MongoDB modeling relationship between the documents and managing collections The key features of the books are in depth coverage of structural differences between RDBMS systems installation of MongoDB on Windows and Ubuntu operating systems exposure to MongoDB complex structures cursors in MongoDB MongoDB has a rich set of database management tools Few prominent tools are focused with in depth discussion on two MongoDB GUI tools having wide acceptance in industry viz MongoDB Compass and RockMongo Difficult to comprehend topics such as GridFS for storing multimedia content in MongoDB database custom auto increment field data validation and bulk API are illustrated with suitable examples The salient feature of the book is mapping of SQL Statements to MongoDB statements which enables the reader coming from SQL background to comprehend the alterations to be made for querying JSON based systems

[A Complete Guide to Portals and User Experience Platforms](#) Shailesh Kumar Shivakumar,2015-09-25 Build a Next Generation Enterprise Digital Platform with Portals and UXPA Complete Guide to Portals and User Experience Platforms provides in depth coverage of

portal technologies and user experience platforms UXPs which form the key pillars of a modern digital platform Drawing on his experience in various roles in numerous portal engagements

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**Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C** Beezix Software Solutions,2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016 This guide is suitable as a training handout or an easy to use reference guide for end users The following topics are covered Accessing a SharePoint Site Signing Out Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents OneDrive for Business vs SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E mail Alerts Changing View Creating a List or Library Deleting a List or Library

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Beirut joins the authoring team in this edition for significant enhancements to content and presentation of topics New chapter opening cases have been added to feature companies and management personalities from the Middle East Management Insights vignettes offer balanced representation of international as well as local small to medium sized companies and start ups to ensure applicability of theory in a variety of contexts Updated content and improved topics coverage ensure closer alignment with introductory management courses Two new topics have been added on the history of management in the Arab world in Chapter 2 and Islamic ethics in Chapter 5 Improved content coverage includes a new Chapter 3 focusing on the Manager as a Person Improved and streamlined coverage of managerial processes relating to organizational culture in Chapter 4 Managing in the Global Environment includes revised terminology consistent with International Business courses Chapters 8 through 11 have gone through substantial revision to focus on control as part of managing the organizational structure and organizational learning as part of change and innovation Chapter 16 includes contemporary topics on communication including social media influencers and a guide to networking Dr Marina Apaydin is an Assistant Professor of Strategic Management at the Olayan School Business at the American University of Beirut Lebanon Dr Omar Belkohodja is an Associate Professor of Strategic Management and International Business at the School of Business Administration at the American University of Sharjah UAE

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Inc,2007      *Microsoft SharePoint* Albert Chipman,2021      Microsoft SharePoint 2003 Nevada Learning Series Inc,2004

**SharePoint 2013 User's Guide** Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

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