

Office SharePoint® 2013 Introduction

SharePoint is highly customizable. Some of the options and features on this card may not be available to you.



Accessing a SharePoint Site

1. Type the site address in your browser. Press <Enter>.
2. If prompted, type your USER NAME and PASSWORD. <Click> OK.

Signing Out

1. <Click> on your name in the top right, then SIGN OUT.
2. Close all open browser windows.

Navigating SharePoint

- To go to the home page of a site <Click> HOME or choose <HOME> in your tags.
- Use the Top Links area and Quick Launch area to go to subsites, pages, libraries, and other sites.
- Your site content is organized into libraries (for documents, web pages, slides, etc.) To go to all items, <Click> one of the Top links or a Quick Launch area link, or choose SITE CONTENTS, then a library.
- To navigate to a folder <Click> its name or, to move up one folder from the current content, choose <BROWSE>, then a breadcrumb link, or choose <UPLEVEL>, then <Previous link>.
- To open or download a file, <Click> on it in the main content area.
- To see a recent history view, <Click> a link in the Quick Launch area or the heading RECENT.
- To see all documents, in the Quick Launch area <Click> DOCUMENTS.
- If Tree View is enabled, you can see a hierarchy of the entire site in the Quick Launch area. If not:
 1. <Click> GO, then choose SITE SETTINGS.
 2. Under LOOK AND FEEL, <Click> TREE VIEW.
 3. <Check> ENABLE TREE VIEW. <Click> OK.

Subsites

Parent sites are sites with one or more subsites. Subsites allow other users and group permissions from the parent site. To navigate to a subsite from the top navigation, <Click> a shortcut in Top Links or the Quick Launch area, or choose SITE CONTENTS, then under the SUBSITES heading <Click> a subsite.

Expanding the Main Content Area

To hide the Quick Launch area and Top Links to expand the view for a larger main content area, <Click> [X] To return, <Click> [X]

Creating a New List Item

A list is a group of similar items, such as calendar events, tasks, or announcements. To create a new item:

1. Navigate to the desired list.
2. <Click> [New] (list item) in the content area. Or, choose the [New] or [Add New] Ribbon tab, then NEW ITEM/CONTENT.
1. Fill out the form details. <Click> SAVE.

Editing a List Item

1. <Click> [Edit] next to the item, or <Right Click> the item.
2. To edit, <Click> EDIT ITEM, make changes, then <Click> SAVE.
- To delete, <Click> DELETE ITEM, then OK.
- To edit/delete multiple items at once:
 1. Select items by <Clicking> in the [] column next to the items.
 2. To edit, choose FIELDS, EDIT ITEM, make changes, then <Click> SAVE.
 - To delete, choose ITEMS, [X] Delete Item, then <Click> OK.

Assigning a Task

When creating or editing a task:

1. In the ASSIGNED TO field, type in all or part of the name of the person you are assigning the task to.
2. <Click> a suggested name or press <Enter>.
3. For more options such as percentage complete, a description, priority or task status, <Click> SHOW MORE.
4. <Click> SAVE.

Viewing Your Update Stream*

Get updates on sites, files, and people on your Newsfeed. On the global navigation bar <Click> NEWSFEED.

Following a Site*

Followed sites are displayed on the NEWS start page, and updates are displayed on the Newsfeed.

1. Navigate to the site you want to follow.
2. <Click> [Follow] To access followed sites, <Click> SITES, then choose one under the heading SITES I'M FOLLOWING.

Following a Document/File*

1. Select the document/file by <Clicking> in the [] column next to it.
2. Choose FILE, FOLLOW.

Following a Person*

Follow the activities of a colleague to see when they tag content, change their work status, accomplish a task, and more.

1. Search for a person.
2. In the search results, [hover] over their profile.
3. <Click> FOLLOW.
- Or, <Click> a person's name in a list or library, then <Click> FOLLOW.

Engaging in Newsfeed Conversations*

To post a new message:

1. Open your Newsfeed by <Clicking> NEWSFEED.
2. To change who to share with, <Click> the group next to SHARE WITH and choose a group.
3. Type a message into the field below.
4. To add an image, <Click> [Add], then <Browse> to find an image. Choose image, then <Click> OPEN, UPLOAD.
5. <Click> POST.

To respond to a Newsfeed post:

1. <Click> REPLY.
2. Type message and/or attach image, then <Click> POST.

Using @ Mentions*

To include someone in a message: Type "@" then the first letters of their name, then choose a suggested contact. To see the posts/activities of a person mentioned, <Click> @Name.

To follow a person mentioned: On a post that includes the tag, <Click> FOLLOW @Name, or <Click> [Follow] from FOLLOW @Name. Or, <Click> a tag, then <Click> @Name.

Using # Tags*

To tag a message with a theme or category: type "#" then a keyword(s), e.g., #HSE. To tag can be used in a post. To see all posts tagged with a keyword: <Click> the #tag.

To follow a tag: On a post that includes the tag, <Click> FOLLOW #tag, or <Click> [Follow] then FOLLOW #tag. Or, <Click> a tag, then <Click> #tag.

Liking a Newsfeed Update*

Using a Newsfeed Update shows you appreciate the item or comment.

1. <Click> NEWSFEED.
2. At the bottom of the post, <Click> LIKE. To see your liked posts, <Click> [Like], then LIKES.

Tagging, and Adding Notes to Documents and Pages

Add tags and notes to documents and pages to remember, categorize, and leave comments for yourself and others.

1. Select a document or navigate to a page.
2. Choose FILE or LIBRARY, TAGS & NOTES.
2. To add a tag: <Click> the TAGS tab. Start typing a tag. Select from the SUGGESTED list, finish typing, or <Click> CREATE NEW. Add more tags if desired, then <Click> SAVE.
- To add notes: <Click> the NOTE BOARD tab, type a note, then <Click> POST. When done, <Click> [X].

Sharing Files with People

You can share files in SharePoint with people inside and outside your organization.

1. Make a selection, then choose FILE, SHARE or <Click> [Share]. Or to share a single item, <Click> [Share], or <Right Click> then choose SHARE.
2. Enter names and email addresses to share with. Include a personal message. Choose CAN VIEW or CAN EDIT. For more options, <Click> SHOW.
3. <Click> SHARE.

Viewing Tags and Notes*

- To view the tags and notes for a document or page:
1. Select a document or navigate to a page.
 2. Choose FILE or LIBRARY, TAGS & NOTES.
 3. To view all documents and pages tagged by a keyword, <Click> one of the SUGGESTED TAGS, then GO TO TAG PROFILE FOR.

To view your tags and notes <Click> [My Tags]

*Not available with SharePoint Foundation. Available with SharePoint Server only. For tagging and notes, the web browsers must be configured and activated.

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Microsoft Sharepoint 2013 Quick Reference Guide

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Microsoft Sharepoint 2013 Quick Reference Guide:

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 [Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet \(Instructions and Tips\)](#) TeachUcomp Inc, 2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version [Microsoft Office SharePoint 2013 Quick Reference Guide](#) Beezix, 2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey

SharePoint 2013 Field Guide Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In *SharePoint 2013 Field Guide* top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud *SharePoint 2013 Field Guide* will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid

architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Practical SharePoint 2013 Governance Steve Goodyear, 2013-04-26

Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real world examples that apply each governance concept to an actual scenario What you ll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for development standards and testing processes Who this book is for *Practical SharePoint 2013 Governance* is for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance It is an excellent choice for people who like action focused concepts or who want to go beyond documentation and theory This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront

Table of Contents

Part I Orientating SharePoint Governance

- 1 Understanding SharePoint Governance

Part II Defining the SharePoint Service

- 2 Defining Your SharePoint Service and Service Tiers
- 3 Determining Your SharePoint Features and Functionality
- 4 Establishing Your Team s Roles and Responsibilities
- 5 Shaping Your User Readiness and Training
- 6 Measuring and Reporting on Your SharePoint Service Performance

Part III Expanding the SharePoint Service

- 7 Creating Your SharePoint Roadmap
- 8 Promoting a Feedback

Process 9 Managing Your SharePoint Demand Funnel 10 Growing Your SharePoint Service 11 Preparing for SharePoint Upgrades and Patches Part IV Customizing the SharePoint Service 12 Committing Sponsorship and Ownership of Customizations 13 Facilitating and Isolating End User Customizations 14 Designing Your Development Standards and Testing Processes 15 Framing Your Information Architecture and UI Standards 16 Coordinating Your Code Promotion and Release Processes 17 Rapid Concepts *Microsoft SharePoint 2013 Planning for Adoption and Governance* Geoff Evelyn, 2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support **Ace the PMI-ACP® exam** Sumanta Boral, 2016-12-26 Prepare for the Project Management Institute s PMI Agile Certified Practitioner ACP exam Augment your professional experience with the necessary knowledge of the skills tools and techniques that are required for passing the examination This is a comprehensive and one stop guide with 100% coverage of the exam topics detailed in the PMI ACP Exam content outline Rehearse and test your knowledge and understanding of the subject using the practice quizzes after each chapter three full length mock exams and practical tips and advice You will be able to understand the Agile manifesto its principles and many facets of Agile project management such as planning prioritization estimation releases retrospectives risk management and continuous improvement The book covers Agile metrics and means of demonstrating progress People management aspects such as behavioral traits servant leadership negotiation conflict management team building and Agile coaching are explained Whether you are a beginner or a seasoned practitioner this book also serves as a practical reference for key concepts in Agile and Agile methodologies such as Scrum XP Lean and Kanban What you will learn The necessary knowledge of the skills tools and techniques that are required for passing the PMI ACP examination To understand the scope and objectives of the PMI ACP exam and gain confidence by taking practice quizzes provided in each chapter and three full length mock exams To gain exposure to Agile methodologies such as Scrum XP Lean and Kanban plus various tools and techniques required to conduct Agile projects The focus is to Be Agile rather than Do Agile Who this book is for The audience for this book primarily includes IT professionals who wish to prepare for and pass the Agile Certified Professional ACP exam from the Project Management Institute PMI The book also is a practical reference

book for Agile Practitioners div **Exam Ref 70-342 Advanced Solutions of Microsoft Exchange Server 2013 (MCSE)** Brian Reid, Steve Goodman, 2015-01-22 Prepare for Microsoft Exam 70 342 and demonstrate your real world mastery of advanced Microsoft Exchange Server 2013 solution design configuration implementation management and support Designed for experienced IT professionals ready to advance Exam Ref focuses on critical thinking and decision making acumen needed for success at the MCSE level Focus on the expertise measured by these objectives Configure manage and migrate Unified Messaging Design configure and manage site resiliency Design configure and manage advanced security Configure and manage compliance archiving and discovery solutions Implement and manage coexistence hybrid scenarios migration and federation This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Provides exam preparation tips written by two Exchange Server MVPs Assumes you have at least three years of experience managing Exchange Servers and have responsibilities for an enterprise Exchange messaging environment About the Exam Exam 70 342 is one of two exams focused on Microsoft Exchange Server 2013 skills and knowledge for moving to the cloud increasing user productivity and flexibility reducing data loss and improving data security About Microsoft Certification Passing this exam earns you credit toward a Microsoft Certified Solutions Expert MCSE certification that proves your ability to build innovative solutions across multiple technologies both on premises and in the cloud Exam 70 341 and Exam 70 342 are required for MCSE Messaging Solutions Expert certification See full details at microsoft.com learning *Exam Ref 70-332 Advanced Solutions of Microsoft SharePoint Server 2013 (MCSE)* Michael Doyle, 2013-05-15 Prepare for Exam 70 332 and help demonstrate your real world mastery of Microsoft SharePoint Server 2013 Designed for experienced IT Professionals ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSE level Focus on the expertise measured by these objectives Plan Business Continuity Management Plan a SharePoint Environment Upgrade and Migrate a SharePoint Environment Create and Configure Service Applications Manage SharePoint Solutions BI and Systems Integration **SharePoint 2016 User's Guide** Tony Smith, 2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs 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 search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of

social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides SharePoint 2013 How-To Ishai Sagi,2013-05-30 SharePoint 2013 How To Need fast reliable easy to implement solutions for SharePoint 2013 This book delivers exactly what you re looking for step by step help and guidance with the tasks that users authors content managers and site managers perform most often Fully updated to reflect SharePoint 2013 s latest improvements and fluid new design it covers everything from lists and views to social networking workflows and security The industry s most focused SharePoint resource SharePoint 2013 How To provides all the answers you need now Ishai Sagi is a SharePoint developer and architect who provides solutions through his company Extelligent Design which is Canberra Australia s leading SharePoint consultancy Sagi has worked with SharePoint since it was introduced in 2001 Honored four times by Microsoft as a Microsoft Office SharePoint Server MVP he has trained many end users administrators and developers in using SharePoint or developing solutions for it He leads Canberra s SharePoint user group and has spoken at Microsoft conferences around the world He hosts the popular blog Sharepoint Tips and Tricks www.sharepointtips.com and authored SharePoint 2010 How To Fast Accurate and Easy to Use Quickly review essential SharePoint terminology and concepts Master SharePoint 2013 s revamped interface for Windows PCs Surface and smartphones Run SharePoint in the cloud with Microsoft Office 365 and SkyDrive Find log on to and navigate SharePoint sites Create manage and use list items documents and forms Alert yourself to new or changed content Use views to work with content more efficiently Leverage SharePoint 2013 s revamped search capabilities Organize content with lists document libraries and templates Use powerful social networking features including tagging NewsFeed updates and microblogging Author and edit each type of SharePoint page Build flexible navigation hierarchies with Managed Metadata Systematically manage site security and content access Control permissions more effectively with the Permissions Page Create and track workflows and integrate them with lists or libraries Customize a site s appearance settings and behavior Create new Office 365 private and public site collections *Beginning PowerShell for SharePoint 2013* Nikolas Charlebois-Laprade,2014-02-25 Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell Microsoft s vastly flexible and versatile object oriented scripting language PowerShell is the future of Microsoft administration and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts This book helps bridge the gap introducing PowerShell fundamentals and operations in the context of deploying migrating managing and monitoring SharePoint 2013 Author Nik Charlebois Laprade begins by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform For SharePoint administrators wanting to do more with the

technology or for SharePoint developers trying to build their skills on the administration side Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey What you ll learnManage on premises and Office 365 SharePoint instances using PowerShellWrite reusable PowerShell scriptsUnderstand the architecture of PowerShellPerform operations on a wide variety of SharePoint components using PowerShellPlan prepare and execute a SharePoint 2010 to 2013 migration using PowerShellProactively monitor SharePoint farms for issues using PowerShellWho this book is for Beginning PowerShell for SharePoint 2013 is for both SharePoint administrators and developers who want to extend their knowledge of the technology It s an excellent book for technical users who would appreciate a quick at hand reference Table of ContentsChapter 1 Introduction Chapter 2 What s New in PowerShell for SharePoint 2013 Chapter 3 Configuring Your Environment for PowerShell Chapter 4 PowerShell Basics Chapter 5 Automating SharePoint Deployment with PowerShell Chapter 6 Day to Day SharePoint Administration with PowerShell Chapter 7 Monitoring and Troubleshooting SharePoint with PowerShell Chapter 8 Automating SharePoint 2010 Migrations with PowerShell Chapter 9 Managing SharePoint Online in Office 365 with PowerShell Chapter 10 Upgrading from SharePoint 2010 to 2013 Using PowerShell Appendix A Common Cmdlets

Microsoft SharePoint 2013 Pocket Guide Ben Curry,2013-08-16 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No obscure settings abstract theory or hype just help you can really trust and really use Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools including microblogging Back up and restore

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 the product

Altova® XMLSpy® 2013 User & Reference Manual , **SharePoint 2013 on Demand** Steve Johnson, Perspection Inc., 2013-10-25 Need answers quickly SharePoint 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Take a tour of SharePoint to see what you do Create a SharePoint site from built in templates Use Newsfeed and My Site to stay connected with social networking Create a blog and community site to collaborate and share ideas Create lists and libraries to store data and documents on a site Add built in apps or ones from the SharePoint Store to a site for extended functionality Synchronize documents to a SkyDrive on SharePoint Work with Office programs and documents on SharePoint Upload and use documents and media files on pages Customize pages with web and app parts Change site permissions for enhanced security Illustrations with matching steps Tasks are presented on one or two pages Numbered Steps guide you through each task Did You Know alerts you to tips and techniques See Also points you to related information in the book Bonus Online Content Register your book at queondemand.com to gain access to Example files Keyboard shortcuts Visit the author site perspection.com

Business Intelligence in Microsoft SharePoint 2013 Norm Warren, Mariano Neto, Stacia Misner, Ivan Sanders, Scott A. Helmers, 2013-05-15 Dive into the business intelligence features in SharePoint 2013 and use the right combination of tools to deliver compelling solutions Take control of business intelligence BI with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012 Led by a group of BI and SharePoint experts you ll get step by step instructions for understanding how to use these technologies best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Discover how to Manage the entire BI lifecycle from determining key performance indicators to building dashboards Use web based Microsoft Excel services and publish workbooks on a SharePoint Server Mash up data from multiple sources and create Data Analysis Expressions DAX using PowerPivot Create data driven diagrams that provide interactive processes and context with Microsoft Visio Services Use dashboards scorecards reports and key performance indicators to monitor and analyze your business Use SharePoint to view BI reports side by side no matter which tools were used to produced them

Microsoft SharePoint Online for Office 365 Bill English, 2015-06-11 Deliver world class collaboration capabilities through the cloud Use SharePoint Online to provide today s most advanced collaboration capabilities without managing your own infrastructure This concise reference

will help you configure and manage SharePoint Online to meet your requirements for functionality performance and compliance Bill English covers user profiles security search records management App Catalogs metrics and more to derive maximum value from SharePoint Online Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles properties audiences permissions policies and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search indexing and records and document management Create and manage security and App Catalogs Solve the core issues of governance risk compliance taxonomies and training **SharePoint User's Guide**

Infusion Development Corp. (Infusion Development Corporation),2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft s SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User s Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User s Guide will show them how

Professional SharePoint 2013 Development Reza Alirezai,Brendon Schwartz,Matt Ranlett,Scot Hillier,Brian Wilson,Jeff Fried,Paul Swider,2013-02-22 Thorough coverage of development in SharePoint 2013 A team of well known Microsoft MVPs joins forces in this fully updated resource providing you with in depth coverage of development tools in the latest iteration of the immensely popular SharePoint From building solutions to building custom workflow and content management applications this book shares field tested best practices on all aspect of SharePoint 2013 development Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management developing apps in SharePoint and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an

essential SharePoint developer title

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Table of Contents Microsoft Sharepoint 2013 Quick Reference Guide

1. Understanding the eBook Microsoft Sharepoint 2013 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Sharepoint 2013 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Sharepoint 2013 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Sharepoint 2013 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Sharepoint 2013 Quick Reference Guide

- Personalized Recommendations
- Microsoft Sharepoint 2013 Quick Reference Guide User Reviews and Ratings
- Microsoft Sharepoint 2013 Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Sharepoint 2013 Quick Reference Guide Free and Paid eBooks
 - Microsoft Sharepoint 2013 Quick Reference Guide Public Domain eBooks
 - Microsoft Sharepoint 2013 Quick Reference Guide eBook Subscription Services
 - Microsoft Sharepoint 2013 Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Sharepoint 2013 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Sharepoint 2013 Quick Reference Guide Compatibility with Devices
 - Microsoft Sharepoint 2013 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Sharepoint 2013 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Sharepoint 2013 Quick Reference Guide
 - Interactive Elements Microsoft Sharepoint 2013 Quick Reference Guide
- 8. Staying Engaged with Microsoft Sharepoint 2013 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Sharepoint 2013 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Sharepoint 2013 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Sharepoint 2013 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Sharepoint 2013 Quick Reference Guide
 - Setting Reading Goals Microsoft Sharepoint 2013 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Sharepoint 2013 Quick Reference Guide

- Fact-Checking eBook Content of Microsoft Sharepoint 2013 Quick Reference Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Microsoft Sharepoint 2013 Quick Reference Guide Introduction

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