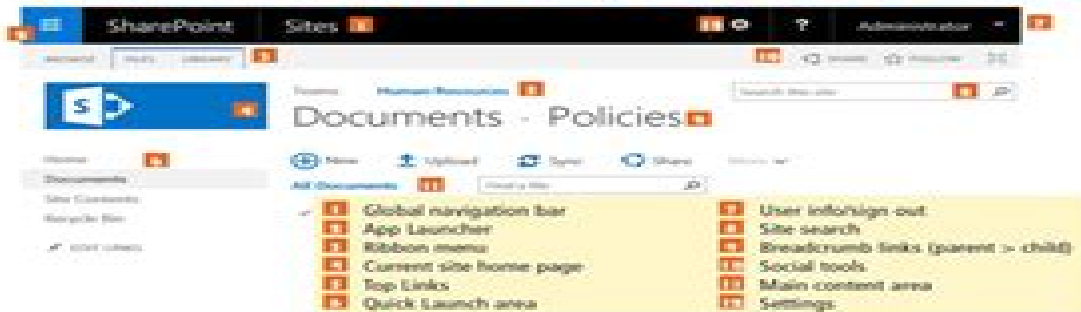


SharePoint 2016 Introduction



Adding Pages to Expand Content

1. From the main site [Click] then select **ADD A PAGE**.
2. Type a page name and [Click] **CREATE**.
3. Enter page text, using the **FORMAT TEXT** Ribbon tab controls to format it.
4. Insert non-text content by positioning the cursor then choosing an appropriate icon from the **INSERT** Ribbon tab.
5. From the **PAGE** Ribbon tab [Click] then choose **SAVE AND KEEP EDITING** routinely as you work.
6. [Click] when finished.

Editing Pages to Add or Modify Content

1. Navigate to the page then [Click] and choose **EDIT PAGE**.

2. [Click] when finished.

Deleting Pages

1. Navigate to the page, [Click] , choose **EDIT PAGE**.
2. From the **PAGE** Ribbon tab [Click] **OK, Delete Page** then [Click] **OK**.

Managing and Sharing Documents

OneDrive for Business vs. SharePoint

- SharePoint document libraries allow you to manage and share documents, spreadsheets, and presentations. Files stored in OneDrive are private except for those stored in the **SHARED WITH EVERYONE** folder.
- Use SharePoint to carefully control the editing of collaborative work. SharePoint also offers workflow control and the ability to follow a document.
- Store copies of OneDrive and SharePoint documents on your local computer for offline access. Use the OneDrive for Business app to keep online and offline documents synchronized. You easily can move files between SharePoint and OneDrive using this offline storage setup then resign to copy these changes online.

SharePoint Document Libraries

In the Quick Launch area [Click] a Document Library (e.g., **DOCUMENTS**). Also, [Click] the **SITE CONTENTS** Quick Link then [Click] a Document Library link.

To open in Windows Explorer, choose the **LIBRARY** Ribbon tab then [Click] **OPEN WITH EXPLORER** .

Sorting and Filtering a Library List

[Hover] over a column title, [Click] then choose a sort order and/or a filter. Select or deselect filters as required. [Click] **CLEAR FILTER** to remove all filters. A appears next to the name of a filtered column.

Uploading Documents

1. Navigate to a document library then [Click] **Upload**.
2. [Click] **BROWSE**, select a document from your computer, then [Click] **OPEN**, [Click] **OK**.

Opening Documents

[Click] the filename, enter a password if requested then [Click] **OK**. This will only work if the desktop Microsoft Office app (Word, Excel, etc.) is installed on your computer. You can also open the file from your desktop app:

1. [Click] **FILE**, **OPEN**.
2. [Click] **BROWSE**. For FILENAME, type the address of your SharePoint server (e.g., <http://intranet.abccompany.com>).
3. [Click] **OPEN**, find then [Double Click] the document. Enter a password if requested then [Click] **OK**.

Creating a New Document or Folder

- To create a new document, choose from the **FILES** Ribbon tab, enter password and [Click] **OK**. When finished [Click] **FILE**, **SAVE**, **BROWSE** then type the new FILENAME, select a site/library, [Click] **SAVE**.
- To create a subfolder, choose **NEW FOLDER** from the **FILES** Ribbon tab, type folder NAME and [Click] **CREATE**.
- [Drag] a file to move it into a subfolder.

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.

Some SharePoint Terms Defined

Website - A collection of pages, lists, and libraries related to a specific team or project. Inherits settings from its parent site.

Page - Editable webpage containing one or more text boxes, web parts or SharePoint apps.

Library - File storage container with enhanced document control (check in/check out, major/minor versioning, etc.)

Using the App Launcher

[Click] the top left corner to access one of three apps:

NEWSFEED Save your team's discussion about current projects for later review. See what other team members are discussing.

ONEDRIVE Store, sync, and share private work documents.

SITES Access a list of SharePoint sites you are following.

Navigating SharePoint

- To go to the home page of a site [Click] **HOME** or choose **BROWSE** then [Click] or your logo.
- Use the **Links** area and **Quick Launch** area to go to subsites, pages, libraries (e.g., documents) and apps.
- 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 **LIBRARY**, then .
- [Click] the Ribbon tabs to access tasks specific to the displayed page. [Click] the **BROWSE** Ribbon tab to close the Ribbon.
- To see a recent list/library/etc. [Click] a link in the Quick Launch area under the heading **RECENT**.

Subsites

To navigate to a subsite from the top navigation, [Click] a shortcut in Top menu links or the Quick Launch area or choose **SITE CONTENTS** , then under the **SUBSITES** heading [Click] a subsite.

Expanding the Main Content Area

To display more of the main content area [Click] in the top right corner.

This hides both the Quick Launch and Top menu links . To return [Click] .

Adding Content

SharePoint is a repository of knowledge that can be shared. Subsites, document libraries and pages are key organizing tools for this content. Libraries and pages are grouped into subsites around projects or common themes. For example, a Human Resources subsite might house a policies and procedures document library, together with a page listing best practices.

Creating a Subsite

1. [Click] **SITE CONTENTS**, then **NEW SUBSITE** **new subsite**.
2. Fill in **TITLE**, **DESCRIPTION**, and **URL NAME**.
3. Choose a site template. Different templates automatically install different apps relevant to the template's purpose.
4. To create unique settings for who can read, contribute to, or manage the subsite, select **USE UNIQUE PERMISSIONS**. To use the current permissions, choose **USE SAME PERMISSIONS AS PARENT SITE**.
5. Choose **NAVIGATION** options and enable **NAVIGATION INHERITANCE** to show a link to navigate up to the parent site.
6. [Click] **CREATE**.
7. If you selected to **USE UNIQUE PERMISSIONS**, indicate who are **VISITORS** (read only), **MEMBERS** (can contribute), and **OWNERS** (have full control). For each, [Click] then choose names from the address book. [Click] **OK** to load the names.

Or, type names of users separated by a semi-colon ";". When done, [Click] **OK**. Names with no exact match have a red underline. [Click] the name for options.

Community Sites

A community site is focused on building discussions around a subject area to organize conversations and encourage participation. Activity such as posting topics, replying, and liking is rewarded with reputation points that can earn badges such as "Expert" and "Professional".

Making a Site a Community Site

1. [Click] , then choose **SITE SETTINGS**.
2. Under **SITE ACTIONS**, [Click] **MANAGE SITE FEATURES**.
3. For **COMMUNITY SITE FEATURE**, [Click] **ACTIVATE**.
- When posting on a Community Site discussion board, you can make your post a question. When creating the post, enable the **QUESTION** check box.
- To mark a reply as the best and display it first among responses: On the reply, [Click] , then **BEST REPLY**.
- To remove, [Click] , then **REMOVE BEST REPLY**.

Microsoft Sharepoint 2015 Quick Reference Guide

Bruce Johnson



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 the product [Visio Services Quick Guide](#) Sahil Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide **SharePoint 2013 Branding and User Interface Design** Randy Drisgill,John Ross,Paul Stubbs,2013-08-01 Plan design and launch a brand in SharePoint If you are planning designing and launching your brand using SharePoint this book and author trio will walk you through everything you need to know in an understandable and approachable way From specific technologies such as master pages page layouts and CSS to offering best practices and real world experience for creating successful branding projects through SharePoint 2013 you will learn how to approach your branding project in

effective new ways This visual book provides step by step instructions in a simple and striking format that focuses on each of the tasks you will face in your own branding project Explains the various approaches to SharePoint branding and methodologies for creating an engaging UI Guides you through planning for branding and using the Design Manager to start a design Addresses implementing modern web techniques such as HT ML5 jQuery and mobile responsive design into SharePoint Explores creating SharePoint branding for public facing websites as well as internal intranets including a deep dive into how custom SharePoint branding is created from scratch Provides coverage on designing apps for SharePoint

Microsoft Powerpoint 2016 for Mac: An Easy Beginner's Guide Philip Tranton,2015-10-15 The 2016 version of Microsoft PowerPoint is one of the products included in the new Microsoft Office 2016 now referred to as Office 16 The Office was designed as an improvement to the earlier Office 2013 and Office for Mac 2011 versions The initial release came in July of 2015 in the OS X software for Office 365 users with the licensed version following in September of 2015 Microsoft PowerPoint has received rave reviews for its improvements The improvements include more modern themes introduced in greater quantity for a more enhanced user experience The new version also boasts new animation panes for editing or changing effects as desired Earlier versions of the PowerPoint software had animation ribbons placed at inconvenient areas or in the Toolbox The more modern panes are now located in the open making the editing process easier for users

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 **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

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 Dynamics CRM is the most trusted name in enterprise level customer relationship management The latest version of Dynamics CRM 2016 comes with some exciting extra features guaranteed to make your life easier with Dynamics CRM This book provides a comprehensive coverage of Dynamics CRM 2016 and helps you make your tasks much simpler while elevating you to the level of an expert The book starts with a brief overview of the functional features and then introduces the latest features of Dynamics CRM 2016 You will learn to create Word and Excel templates using CRM data that will enable you to provide customized data analysis for your organization You will understand how to utilize Dynamics CRM as an XRM Framework gain a deep understanding about client side scripting in Dynamics CRM and learn creating client side applications using JavaScript and Web API We then introduce visual control frameworks for Dynamics CRM 2016 mobile and tablet applications Business Process Flows Business Rules and their enhancements are

introduced By the end of this book you will have mastered utilizing Dynamics CRM 2016 features through real world scenarios Style and approach This book takes a practical step by step approach providing real world case studies that enable readers to leverage the latest and most advanced features of Dynamics CRM *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 **Manager's Guide to SharePoint Server 2016** Heiko Angermann, 2017-12-14 Close the gap between introductory and advanced resources available on SharePoint 2016 with this guide and identify the core benefits of specific techniques in a real world context including best practice scenarios You will find this book to be a comprehensive collection of tutorials and solutions for all of the most widely used techniques e g intranet Internet formal metadata management informal metadata management document management social media project management To overcome the high volume velocity and variety of data content management systems usually focus on different sub tasks namely document management web content management digital asset management and enterprise records management As a leading enterprise CMS and all around solution SharePoint Server handles all of these sub tasks using one system however the opportunities and limits of SharePoint are often unknown at the management level Many managers who decide to use SharePoint donot know how SharePoint can concretely help to improve their business and day to day operations They are often overwhelmed with its functionalities In addition daily users are often overwhelmed with the complexity and extensive features and possibilities of the system Both SharePoint administrators and users need a clear explanation of when SharePoint can be used where it can help and how to use it Manager s Guide to SharePoint Server 2016

is that solution The book provides coverage of SharePoint technology including the core technologies of SharePoint and the MySite technology as well as SharePoint administration levels Template technology including the most widely used collaboration enterprise and publishing site templates Hands on tutorials and solutions for users and administrators including use cases in a real world context Best practice scenarios of SharePoint governance template usage and additional tools to improve SharePoint What You ll Learn Discern how and where SharePoint can help improve a company s success Understand the core elements of SharePoint for customization and how to improve the site s functionalities Know how SharePoint can be used as a collaboration and management platform Discover what to do within SharePoint and how to more effectively manage SharePoint in daily business across teams Who This Book Is For Content managers systems managers and software engineering professionals SharePoint managers end users and site administrators will also find this book useful

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 *SharePoint Online Development, Configuration, and Administration* Mark Beckner,2018 For those new to SharePoint Online as well as those who have worked with previous versions of the SharePoint platform this guide is intended to give concrete steps to rapidly understand how to configure develop and administrate solutions in this new environment SharePoint Online Development Configuration and Administration puts forth the most efficient way to get up to speed on the platform This book packed with value provides clear concise information about all of the common portions of SharePoint that you would need to work with including WebParts reporting site management administration and licensing with O365 and workflows using Microsoft Flow These tips from a seasoned developer will teach you how to Work with Sites Lists Permissions Access and other core functionality Make customizations to the look and feel of SharePoint Online Understand Web Part development and deployment Develop Microsoft Flow processes for business process automation Utilize Reporting functionality available in O365 Look at the many options for administrating SharePoint components **Exam Ref 70-534 Architecting Microsoft Azure Solutions** Haishi Bai,Steve Maier,Dan Stolts,2015-05-15 Prepare for Microsoft Exam 70 534 and help demonstrate your real world mastery of Microsoft Azure solution design and architecture Designed for experienced IT pros ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the Microsoft Specialist level Focus on the expertise measured by these objectives Describe Microsoft Azure infrastructure and networking Help secure resources Design an application storage and data access strategy Design an advanced application Design websites Design a management monitoring and business continuity strategy This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Assumes you have experience designing

Microsoft Azure cloud or hybrid solutions and supporting application life cycle management **Troubleshooting SharePoint** Stacy Simpkins, 2017-11-24 Utilize a treasure trove of free SharePoint troubleshooting tools and receive insightful guidance about the types of SharePoint issues that can be discovered through their use Chapters in this book contrast solid and least privileged builds in order to help you understand the types of issues that are raised when farms are not built the least privileged way Because SharePoint errors often present themselves one way when an issue is actually something entirely different the process of finding the root cause can feel like going down a rabbit hole Hands on exercises get you comfortable with logs so you can efficiently and effectively explore the rabbit hole Troubleshooting SharePoint also demonstrates how to identify components and settings that enter an environment where access has been restricted The author shares his proven methods for researching an issue based on what appears in the logs with the understanding that often it is not as simple as asking a question but how you ask it that leads to the right answer What You'll Learn Utilize networking tools such as NetMon WireShark and Fiddler for troubleshooting Master SharePoint PAL Webalizer Indihaing Developer Dashboard the Feature Admin tool and more Become proficient using Timer Jobs and Search Diagnostics Understand how various files are accessed by IIS sites and within the server file system Discover how IIS mappings and file permissions affect issues Troubleshoot with ULS Viewer PowerShell and tools such as ProcMon PerfMon and Event Viewer Meet your new best friend the ULS Viewer Use Event Viewer as a troubleshooting source Become conversant in the language of SharePoint from the log's perspective Who This Book Is For SharePoint administrators and developers who want to learn how to quickly diagnose and resolve issues in any SharePoint server in SharePoint farms where admin access is possible

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-27 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there's still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking

concepts digital communication and research fluency The exam includes both multiple choice and performance based questions and this guide provides plenty of both so candidates can get comfortable with both material and format More than just a memorization tool this book helps exam candidates understand the material on a fundamental level giving them a greater chance of success than just going it alone For the IC3 candidate who s serious about certification IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the complete hands on exam prep guide [Moving to Office 365](#) Matthew Katzer,2015-11-27 This book takes a concentrated look at the very latest best practices for Office 365 migration with a focus on the needs of senior managers IT managers and others involved in key decisions when moving their business to the cloud Based on popular chapters in his first book Office 365 Migrating and Managing Your Business in the Cloud Apress Open co authored with Don Crawford author Matt Katzer revises and expands on his original material to bring you the latest guidance on planning methods management best practices personnel decisions and migration and maintenance costs along with brand new material on some of the most important and cutting edge considerations when moving your business to the cloud securing company data and driving collaboration in the workplace Topics covered include The Office 365 cloud security model and best practices to apply when securing your business in the cloud Microsoft Office 365 operation and usage options for any size enterprise Proven methods for planning and minimizing disruption A step by step migration plan How to improve employee collaboration and productivity through use of Office 365 s collaborative apps including Excel Outlook Web Access OneDrive and Skype for Business Office 365 site management advice for IT administrators and business owners Moving to Office 365 provides practical and planning guidance for business owners and CIO CTOs and IT managers who have responsibility for the IT needs of their business [Knowledge Management for Libraries](#) Valerie Forrestal,2015-08-14 Libraries are creating dynamic knowledge bases to capture both tacit and explicit knowledge and subject expertise for use within and beyond their organizations In this book readers will learn to move policies and procedures manuals online using a wiki get the most out of Microsoft SharePoint with custom portals and Web Parts and build an FAQ knowledge base from reference management applications such as LibAnswers Knowledge Management for Libraries guides readers through the process of planning developing and launching their own library knowledge base This A Z guidebook will teach you how to implement tools that will help your colleagues communicate collaborate share documents and files and greatly clarify and simplify workflows through projects such as How to Create a Document Management System with Google DriveHow to Construct a Web Based Knowledge Base Using Wiki SoftwareHow to Set Up a Private Social Network for Your Staff with YammerHow to Create an Organizational Commons with WordPressHow to Build a Library Intranet Site in Microsoft SharePointHow to Create a Dynamic FAQ with Springshare s LibAnswers **Professional Visual Studio 2015** Bruce Johnson,2015-08-19 In depth coverage of the major Visual Studio 2015 revamp Professional Visual Studio 2015 is the leading pro s guide to new and upgraded features of Microsoft Visual

Studio With a unique IDE centric approach and deep dive into the software s many nooks and crannies this book will bring you up to speed quickly on everything Visual Studio 2015 has to offer Whether you re new to Visual Studio or just upgrading you ll appreciate in depth professional explanation of updates features and support Visual Studio 2015 is packed with improvements that increase productivity and this book walks you through each one in succession to help you smooth your workflow and get more accomplished From customization and the interface to code snippets and debugging the Visual Studio upgrade expands your options and this book is your fast track guide to getting on board quickly The Visual Studios 2015 release fixes a number of issues that deterred many professionals from adopting VS 2013 Old products have been retooled and new features are aimed at productivity enhancement and fixes to UI Fully aligned with VS 2015 this guide walks you through the changes and helps you incorporate helpful new features into the way you work Discover new options for themes displays and settings Learn the new workflow and shortcuts to ASP NET code Master improved debugging and unit testing support capabilities Exploit changes to Windows STORE apps phone apps Azure and SharePoint

IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide Ciprian Adrian Rusen,2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence

Excel 2016 All-in-One For Dummies Greg Harvey,2015-10-30 Your one stop guide to all things Excel 2016 Excel 2016 All in One For Dummies the most comprehensive Excel reference on the market is completely updated to reflect Microsoft s changes in the popular spreadsheet tool It offers you everything you need to grasp basic Excel functions such as creating and editing worksheets setting up formulas importing data performing statistical functions editing macros with Visual Basic and beyond In no time your Excel skills will go from meh to excellent Written by expert Greg Harvey who has sold more than 4 5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel this all encompassing guide offers everything you need to get started with Excel From generating pivot tables and performing financial functions to performing error trapping and building and running macros and everything in between this hands on friendly guide makes working with Excel easier than

ever before Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream this will be the dog eared dust free reference you ll turn to again and again **Windows IT Pro/RE No03/2015** Открытые системы,2022-05-07 Windows IT Pro RE Windows Microsoft Windows Server 2003 SharePoint 2013 Office 365IT SharePoint USB Microsoft Band Windows 8

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