

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 tream 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 Store using both the client versions of Microsoft Word, Powerfoint 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.



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 projects 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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Sharepoint 20end User Quick Guide

James Freitag

Sharepoint 20end User Quick Guide:

Essential SharePoint 2007 Scott Jamison, Mauro Cardarelli, Susan Hanley, 2007-05-25 Essential SharePoint 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision making streamline processes and solve real world business problems Three leading SharePoint consultants systematically address the crucial success factors intangibles and gotchas in SharePoint deployment showing exactly how to maximize business value and reduce project risk Drawing on their unsurpassed experience the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business Next they address the operational support and end user functionality needed to make SharePoint 2007 work with special attention given to the organizational and political issues that can make or break your project Learn how to Define optimal workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance reliability and value Provide your customers with state of the art sites blogs and wikis Use SharePoint content management to integrate documents records and Web content and make it all searchable Implement forms based workflow to optimize virtually any business process Quickly build business intelligence solutions using Web base dashboards and server based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you re a project manager consultant analyst line of business executive or developer this book helps you align your SharePoint project with your business strategy and deliver quantifiable results fast Preface Chapter 1 Your Collaboration Strategy Ensuring Success Chapter 2 Office SharePoint Server 2007 High Impact Collaboration Across the Extended Enterprise Chapter 3 Introduction to the 2007 Office System as a Collaboration and Solutions Platform Chapter 4 SharePoint Architecture Fundamentals Chapter 5 Planning Your Information Architecture Chapter 6 Planning Your Move from SharePoint 2003 to 2007 Upgrade or Rebuild Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management Documents Records and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work Workflow and Forms Chapter 12 Office 2007 Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS Browser Office Compatibility Index 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

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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 2017: An Easy Guide to the Best Features Michael Galesso, 2017-03-02 Microsoft SharePoint is a powerful web based software that integrates with Microsoft Office It was originally launched in 2001 and it is marketed as a Document Management System It is a useful application that is highly configurable and can vary based on the organization it is being used in At this point the software is believed to be used by over 160 million users than spans over 75 000 organizations It is important to note that there are different versions and the organization must select the edition that will suit them best The usage of SharePoint will vary from organisation to organisation with its variety of capabilities which require much configuration and governance This book will seek to cover many of the features of the software to educate the reader on the capabilities of the application *My SharePoint Help:* User Edition James Freitag, 2013-03-03 SharePoint can improve productivity collaboration and serve as a powerful toolbox This book is designed to help users become comfortable with those tools and leverage them effectively The key to a successful SharePoint implementation isn t just having the tools available The real key is getting users to employ the tools and adopt the solutions This book focuses on two elements of SharePoint How to perform standard functions and how to employ SharePoint functionality to get the most out of the tools There are step by step instructions that show the various ways to perform functions for all types of SharePoint lists libraries and custom solutions This resource is sure to be a valuable and easy to use quick reference guide It is designed to help all levels of SharePoint users to include Non Users SharePoint Office Pocket Guide Jeff Webb, 2005-06-21 SharePoint Office Pocket Guide is the Users and Power Users quick path to sharing documents and building lists Written specifically for users of Microsoft Word Excel and Outlook it covers the ins and outs of SharePoint clearly and concisely Within minutes you ll understand how to Create team sites document libraries and shared workspaces Add web parts to create custom pages Build searchable libraries of PDF files Link local copies of Word and Excel files to SharePoint workspace copies Reconcile changes from multiple authors Review document history Use the Explorer Views to drag and drop files into SharePoint quickly Create data lists that look up values from other lists look up tables Group total and filter list items using views Use InfoPath form libraries to collect data You get the how and why of the top tasks without the tedious menu by menu walkthroughs that take hundreds of pages but add little

value SharePoint Office Pocket Guide also includes a guide to online resources that expand your knowledge of specific topics 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 SharePoint 2003 User's Guide Seth Bates, Tony Smith, 2006-11-08 Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services address a variety of information sharing and collaboration needs providing an innovative way for you to manage information In order to get the most out of SharePoint you need to understand its capabilities to create materials collaborate with others and share enterprise information Whether you re a beginner or an experienced SharePoint user SharePoint 2003 User s Guide is designed to provide you with the information you need to effectively use these tools The authors who are experienced SharePoint consultants take a real world look at the best practices for Microsoft SharePoint 2003 and include many detailed examples you can build on The first section of the book describes the basic and advanced building blocks in both of the SharePoint technologies With step by step examples the authors explain features like portals sites lists and libraries Advanced topics include targeting content managing security and integrating with Microsoft Office 2003 The second section expands on these features by showing you how to build the most commonly used SharePoint solutions The book describes the challenges these solutions are designed to address and the benefits that are realized by using a SharePoint based solution The authors provide specific instruction and examples that will allow you to effectively configure SharePoint

for document collaboration information centers and other detailed scenarios SharePoint 2007 User's Guide Tony Smith, Seth Bates, 2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3 0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions SharePoint 2007 Users Guide Learning Microsoft's Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity My SharePoint Help: User Edition James Freitag, 2013-03-03 SharePoint can improve productivity collaboration and serve as a powerful toolbox This book is designed to help users become comfortable with those tools and leverage them effectively The key to a successful SharePoint implementation isn t just having the tools available The real key is getting users to employ the tools and adopt the solutions This book focuses on two elements of SharePoint How to perform standard functions and how to employ SharePoint functionality to get the most out of the tools There are step by step instructions that show the various ways to perform functions for all types of SharePoint lists libraries and custom solutions This resource is sure to be a valuable and easy to use guick reference guide It is designed to help all levels of SharePoint users to include Non Users Users and Power Users Microsoft Office SharePoint 2010 Quick Reference Guide Beezix, Inc Staff, 2010-10-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2010 The following topics are covered Accessing a SharePoint Site Signing Out Navigating to a Parent Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Assigning a Task Liking Tagging and Adding Notes Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Creating a Meeting Workspace Using Document Libraries Adding an Existing File to a Document Library Creating a Document Workspace Checking Files Out In List and Library Functions Sorting Filtering Changing View Accessing SharePoint Lists and Libraries in Outlook Using Email Alerts Using Datasheet View Creating a List or Library Deleting a List or Library Using the Recycle Bin This guide is suitable as a training handout or simply an easy to use reference guide for any type of user SharePoint 2013 - First Look for Power Users Asif Rehmani, 2012-11 This book is designed to be a practical guide to jump start your learning about the specifics of Share Point 2013 The focus is on Team Sites and MySite not Publishing Sites and specifically the visual elements of the sites Topics covered are Overview of SharePoint 2013 Team Site Security access management Branding sites using Themes Understanding SharePoint Apps Managing documents in Team Sites and MySite List management Searching within site collection Social features of SharePoint 2013 This book s target audience is the Power User of SharePoint End users

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