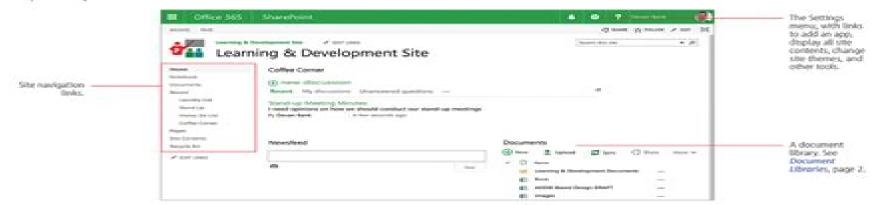


# SharePoint



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, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an internet connection, which is helpful when you don't have access to the client version of Office.



#### 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.



#### TABLE OF CONTENTS

Sites, Adding Content, & Libraries

Changing Site Appearance Adding Contient to a Site Working with Web Parts Document Ubranies Working with Documents Versions, Alerts, & Community Sites Version History

Version History Setting Alerts Community Sites Lists, Tasks, & Collaboration

> Adding Community Features to an Existing Site Creating & Managing tists

Creating & Managing tists Creating & Viewing Tasks

### Sharing, Project Sites & Workflows

Sharing & Collaboration in Sites Creating a Project Site Setting Up a Site Mailbox WorkSows

#### Calendar & MS Office Integration

Working with Calendars Displaying Additional Calendars Saving Rises from Office Opening Documents with Office Saving Documents from Office

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#### **Table of Contents Sharepoint 20quick Reference Guide**

- 1. Understanding the eBook Sharepoint 20quick Reference Guide
  - o The Rise of Digital Reading Sharepoint 20quick Reference Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Sharepoint 20quick 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 Sharepoint 20quick Reference Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sharepoint 20quick Reference Guide
  - Personalized Recommendations
  - $\circ\,$  Sharepoint 20quick Reference Guide User Reviews and Ratings
  - Sharepoint 20quick Reference Guide and Bestseller Lists
- 5. Accessing Sharepoint 20quick Reference Guide Free and Paid eBooks
  - Sharepoint 20quick Reference Guide Public Domain eBooks
  - Sharepoint 20quick Reference Guide eBook Subscription Services
  - Sharepoint 20quick Reference Guide Budget-Friendly Options
- 6. Navigating Sharepoint 20quick Reference Guide eBook Formats

- ∘ ePub, PDF, MOBI, and More
- Sharepoint 20quick Reference Guide Compatibility with Devices
- Sharepoint 20quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - o Adjustable Fonts and Text Sizes of Sharepoint 20quick Reference Guide
  - Highlighting and Note-Taking Sharepoint 20quick Reference Guide
  - Interactive Elements Sharepoint 20quick Reference Guide
- 8. Staying Engaged with Sharepoint 20quick Reference Guide
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sharepoint 20quick Reference Guide
- 9. Balancing eBooks and Physical Books Sharepoint 20quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sharepoint 20quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sharepoint 20quick Reference Guide
  - Setting Reading Goals Sharepoint 20quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sharepoint 20quick Reference Guide
  - Fact-Checking eBook Content of Sharepoint 20quick 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

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