



Microsoft® Office 365

# SharePoint



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

Site navigation links.

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

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

## When Should I use SharePoint?

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

## Why Should I use SharePoint?

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

## Which Office Apps Work with SharePoint?



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



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



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

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

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



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

## TABLE OF CONTENTS

- 2 Sites, Adding Content, & Libraries**  
 Changing Site Appearance  
 Adding Content to a Site  
 Working with Web Parts  
 Document Libraries  
 Working with Documents

- 3 Versions, Alerts, & Community Sites**  
 Version History  
 Setting Alerts  
 Community Sites

- 4 Lists, Tasks, & Collaboration**  
 Adding Community Features to an Existing Site  
 Creating & Managing lists  
 Creating & Viewing Tasks

- 5 Sharing, Project Sites & Workflows**  
 Sharing & Collaboration in Sites  
 Creating a Project Site  
 Setting Up a Site Mailbox  
 Workflows

- 6 Calendar & MS Office Integration**  
 Working with Calendars  
 Displaying Additional Calendars  
 Saving Files from Office  
 Opening Documents with Office  
 Saving Documents from Office

# Sharepoint 20end User Quick Guide

**L Cohen**



## **Sharepoint 20end User Quick Guide:**

## **Sharepoint 20end User Quick Guide** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has are more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Sharepoint 20end User Quick Guide**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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### **Table of Contents Sharepoint 20end User Quick Guide**

1. Understanding the eBook Sharepoint 20end User Quick Guide
  - The Rise of Digital Reading Sharepoint 20end User Quick Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint 20end User Quick 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 20end User Quick Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint 20end User Quick Guide
  - Personalized Recommendations
  - Sharepoint 20end User Quick Guide User Reviews and Ratings
  - Sharepoint 20end User Quick Guide and Bestseller Lists
5. Accessing Sharepoint 20end User Quick Guide Free and Paid eBooks

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