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# How to Create Document Sets in SharePoint



# Sharepoint 20how To Create Document Sets

**Julia Schneider**



## **Sharepoint 20how To Create Document Sets:**

SharePoint Online Power User Playbook Deviprasad Panda, 2020-07-14 Manage and administrate your SharePoint Online site with ease KEY FEATURES Explore next generation sites libraries lists for better collaboration Configure SharePoint features Permission management a modern approach to secure and share Design modify site with next generation webparts Next generation approach to monitor and analyze reports DESCRIPTION This book is a one stop guide for everyone who wants to learn how to administer SharePoint online sites This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next generation SharePoint Site templates You will learn how to select the right template for your business You will get familiar with Site contents and all the upgraded features of lists and libraries Furthermore the book focuses on features such as Information Management Policy Permissions Content Approval Concept Document ID Service Managing metadata and Server Publishing You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site Towards the end you will organize and monitor site content and usage WHAT WILL YOU LEARN Configure features like Information Management Policy Document ID Content Organizer Managed Metadata and Server Publishing etc Improved Permission Management for better quick navigation and sharing Configure and Integrate external content types with site Designing configuring modern web parts and site New approach of Monitoring and analyzing site s reports WHO THIS BOOK IS FOR This book is a must read for everybody who uses SharePoint Online users responsible for managing or administrating sites users with roles like owner designer approver contributor TABLE OF CONTENTS 1 Introduction and Site Information 2 Library and List of Smart Management 3 Content Approval Concept 4 Configure Document ID Service 5 Document Sets Feature 6 Content Organizer Feature 7 Manage Permission 8 Managed Metadata Concept 9 SharePoint Server Publishing Infrastructure Feature 10 Application of Business Connectivity Services 11 Site Designing and Enhancement 12 Manage Site Usage 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

**SharePoint Online Modern Experience Practical Guide** Bijay Kumar Sahoo,2019-09-18 Leverage SharePoint Online Modern Experience to create Classy Dynamic and Mobile Ready sites and pages DESCRIPTION Lots of small medium and large organizations or enterprises are using Office 365 for their business And Microsoft is also investing heavily on Office 365 and providing lots of new features in Office 365 and other services in Office 365 like Office application or SharePoint Online Yammer Teams Flow or PowerApps etc SharePoint is one of the popular portal technologies and web based business collaboration and document management system With Office 365 subscription organizations can use SharePoint Online Microsoft has announced the Modern features in SharePoint for a long time Modern Experience is the future of SharePoint Online and on premises also This book is a comprehensive guide that lets you explore the Modern features in SharePoint Online or SharePoint Server 2019 In the book I have covered details on Modern Team sites communication sites how you can customize the team sites according to your business requirement You will also get hands on Experience on how you can customize Modern site pages I have also explained in detail various new features of Modern list and document libraries in SharePoint This book also contains a few SharePoint portal examples you will get in depth knowledge on how to design team sites with various useful web parts Few Organizations are still using SharePoint On premises versions like SharePoint server 2019 I have also explained the Modern Experience in SharePoint 2019 Always it is better to know also what are the things which are not possible in SharePoint Modern Experience based on which you can check the impact before moving to the SharePoint Online Modern Experience KEY FEATURES Learn how to use SharePoint Online Modern Experience Modern UI Create a Modern team site and communication site for your organization in SharePoint Online or SharePoint Server 2019 Effectively use Modern list and Libraries in SharePoint Online or SharePoint 2019 Learn about various Modern SharePoint web parts Create attractive and responsive portals in SharePoint Online or SharePoint 2019 WHAT WILL YOU LEARN In this book you will learn what are Modern Experiences in SharePoint How we can handle at the organizational level What are the things which are not possible in SharePoint Online Modern Experience Various new features of SharePoint Online Modern list and document libraries You will also learn various web parts and how we can use those web parts while designing pages for your sites Various examples of SharePoint Modern portal designs How we can create and customize Modern site pages

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**Microsoft SharePoint 2016 Step by Step** Olga M. Londer, Penelope Coventry, 2016-11-14 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book This is learning made easy Get productive fast with SharePoint 2016 and jump in wherever you need answers brisk lessons and colorful screen shots show you exactly what to do step by step and practice files help you build your skills Fully updated for today s powerful new version of SharePoint Microsoft SharePoint 2016 Step by Step shows you how to do all this Customize your team site s layout features and apps Manage and share ideas documents and data Capture and organize content into lists and libraries Automate business processes with built in workflows Use social features to communicate and collaborate Work with SharePoint s business intelligence features Publish content using enhanced web content management Use SharePoint with Excel Access Outlook and Lync And much more

**Essential SharePoint** Jeff Webb, 2005-05-17 Want to work more efficiently and effectively Want to improve productivity Microsoft is betting that you do That s why it created Windows SharePoint Services a set of collaboration tools that helps organizations increase individual and team productivity by enabling them to create web sites for information sharing and document collaboration Through these team oriented web sites users capture and share ideas and work together on documents tasks contacts etc either among themselves or with partners and customers And if you have Windows 2003 Server then you already have SharePoint since it s built right in But before you can enjoy the benefits of SharePoint you need to know how to turn it on set it up and get your applications working with it Essential Sharepoint will help you do just that It s not only the most complete guide for setting up and using these increasingly popular sites but it also explains in detail the integration that makes SharePoint exciting Everything you need to know about SharePoint is covered including hosting choices administration customization integration with Microsoft Office developing new SharePoint functionality when to use SharePoint portal server Essential Sharepoint covers all the key topics for getting up and running with this powerful and popular set of collaboration tools And it s not just for members of the IT staff This comprehensive guide is for anyone in an organization who wants to explore Microsoft SharePoint in order to foster collaboration with other users

**SharePoint For Dummies** Rosemarie Withee, Ken Withee, 2021-12-29 Unlock the potential of Microsoft s powerful web based collaborative platform that comes standard with Microsoft 365 Microsoft SharePoint unlocks millions of collaborative and remote working capabilities and possibilities And using it doesn t require a degree in computer science With SharePoint For Dummies you ll

be creating sites working with lists and integrating with Microsoft Teams in no time at all This book offers fully illustrated step by step instructions to adapt and customize SharePoint for your own organization Perfect for complete SharePoint novices as well as veterans of previous versions you ll learn to manage and work with enterprise content and use the SharePoint mobile app This handy guide also walks you through Creating integrated online portals from scratch for everyone in your organization to use How to navigate the SharePoint interface like a pro without any prior knowledge Using SharePoint alongside Microsoft Office 365 s other powerful tools like Teams Ideal for anyone who wants to or has to use SharePoint at work or school SharePoint For Dummies is your irreplaceable companion to getting up to speed with SharePoint in a hurry

**SharePoint Office Pocket Guide** Jeff Webb,2005-06-21 SharePoint Office Pocket Guide is the 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 For Dummies®** Vanessa L. Williams,2010-04-15 Learn the nuts and bolts of SharePoint 2010 the fun and easy way Microsoft SharePoint the powerful collaboration tool sometimes blurs the line between technical and non technical users Whether you re an administrator who needs to install and configure SharePoint or a non techie who s been charged with managing content on a SharePoint portal this book will make your job easier You ll find the nuts and bolts information that enables you to install and configure a SharePoint portal plus specific solutions for SharePoint issues and the knowledge you need to design populate and maintain portal areas SharePoint is Microsoft s complex but powerful tool for enabling collaboration through a portal site Both technical and non technical people may be called upon to work with SharePoint in some capacity this guide addresses the needs of both Focuses on making a confusing topic clearer by walking you through real world scenarios for getting a SharePoint portal up and running Provides essential information for administrators solutions for specific problems and a guide for those in non technical positions who are responsible for sections of a SharePoint portal Microsoft SharePoint 2010 For Dummies breaks a complex topic into understandable pieces so you can succeed with SharePoint Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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*Microsoft SharePoint 2013 Step by Step* Olga M. Londer, Penelope Coventry, 2013-08-15 The smart way to learn Microsoft SharePoint 2013, one step at a time. Experience learning made easy and quickly teach yourself how to boost team collaboration with SharePoint 2013. With Step by Step, you set the pace, building and practicing the skills you need just when you need them. Customize your team site's layout, features, and apps. Manage and share ideas, documents, and data. Capture and organize content into lists and libraries. Automate business processes with built-in workflows. Use social features to communicate and collaborate. Publish content using enhanced web content management.

*SharePoint for Project Management* Dux Raymond Sy, 2008-10-17 If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization, this book is for you. Susan Weese, PgMP, President and Founder, Rhyming Planet. Most companies don't understand SharePoint's power and use it simply to share documents or spreadsheets. This hands-on book demonstrates how SharePoint can also help you organize and manage complex projects. With SharePoint for Project Management, you'll not only understand how to apply common and practical project management concepts in SharePoint, you'll learn how to build a Project Management Information System (PMIS) customized to your project that can efficiently coordinate communication and collaboration among team members. With this book, you will learn to apply key project management techniques by leveraging SharePoint as a PMIS. Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS. Appropriately define access permissions for project stakeholders and team members. Centralize project documents and keep track of

document history with version control Automate project reporting mechanisms and generate on demand status reports Track project schedules control changes and manage project risks Integrate project management tools such as Excel Microsoft Project PowerPoint and Outlook Each chapter includes activities that let you practice what you learn Most SharePoint books are either too introductory for end users or too technical for system administrators SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software

**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

**Professional Workflow in SharePoint 2010** Paul J. Galvin, Udayakumar Ethirajulu, Chris Beckett, Peter Ward, Mark Miller, 2011-11-08 SharePoint MVPs offer practical WF4 guidance for SharePoint 2010 developers With the new Workflow Foundation 4 WF4 toolkit in SharePoint 2010 companies have new ways to build custom solutions for common or frequent business processes This unique book is packed with instructions and tips that show you how You ll use WF4 to create and implement office practical apps such as expense report approvals RFPs sale pipeline management and more The book also covers how to design custom activities with SharePoint Designer 2010 Explains how to build business solutions using the Workflow Foundation 4 toolkit in SharePoint 2010 Shows even non IT readers how to create and implement processes such as sales pipeline management creating and managing RFPs setting up a conference room scheduling solution across a multi national company and more Explores the basics vital to all process design system analysis researching requirements and basic design considerations Includes a SharePoint 2007 template for Training and Scheduling the book walks you through how to upgrade that to 2010 and extend it with new features Create the processes your business needs with SharePoint 2010 s new Workflow 4 and this practical guide *SharePoint Server 2010 Enterprise Content Management* Todd Kitta, Brett Grego, Chris Caplinger, Russ Houberg, 2011-08-24 SharePoint experts focus on SharePoint 2010 as a platform for Enterprise



Content Management SharePoint allows all users in an organization to manage and share their content reliably and securely. If you're interested in building Web sites using the new capabilities of enterprise content management ECM in SharePoint 2010, then this book is for you. You'll discover how SharePoint 2010 spans rich document management, records management, business process management, and web content management in a seamless way to manage and share content. The team of SharePoint experts discusses the ECM capabilities included in SharePoint Server 2010 that will assist with your workflow and content management. They cover Web content management WCM features and discuss accessibility and extensibility as well as scale and compliance. Shows how to use the capabilities of enterprise content management ECM to build Web sites. Covers SharePoint 2010 ECM features and WCM Web Content Management features. Reviews workflow and content management master pages and layouts, scale and compliance, and accessibility and extensibility. Features real world examples and code samples to help with your learning process. Packed with code examples and real world scenarios, this comprehensive book provides you with the information you need to get started using ECM with SharePoint 2010 today.

**How to Do Everything Microsoft SharePoint 2010** Stephen Cawood, **Beginning SharePoint 2010 Administration** Göran Husman, Christian Ståhl, 2010-08-03. Written by a four time SharePoint MVP, this book examines the differences between SharePoint Foundation SPF and SharePoint Server SPS. Appropriate for consultants and IT professionals who need to understand how to plan, implement, and configure SharePoint administrators and the support team that must know how to manage SharePoint. IT managers and project leaders: it assumes no previous knowledge of SharePoint. The version adds full integration support for Microsoft Office 2010 and Visio 2010. Microsoft's new FAST search and mobile and Groove client support.

*SharePoint 2013 User's Guide* Anthony Smith, 2013-07-27. Microsoft SharePoint 2013 provides 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 2013, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. The SharePoint 2013 User's Guide 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 search, workflow, and social that make up these environments. In the fourth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These real world 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. Pick up a copy of the SharePoint 2013 User's Guide today.

**How to Do Everything Microsoft**

**SharePoint 2010** Stephen Cawood,2010-09-05 Master Microsoft SharePoint 2010 In How to Do Everything Microsoft SharePoint 2010 Stephen Cawood a former member of the SharePoint development team explains how to get the most out of this powerful business collaboration platform Learn how to use document management functions wikis taxonomy blogs My Sites web parts and more Take full advantage of the content management enterprise search collaboration and information sharing capabilities of SharePoint 2010 with help from this practical guide Set up a SharePoint site Add documents use the SharePoint content approval workflow and work with document versioning features Collaborate with others during discussion boards blogs wikis events surveys calendars and workspaces Use social tagging to create a folksonomy of keywords Create a taxonomy hierarchy using Enterprise Managed Metadata Build publishing sites My Sites and public facing websites Show data on pages using web parts Customize lists forms site themes and navigation Use SharePoint with client applications including Microsoft Office Backstage Outlook InfoPath SharePoint Designer and third party applications

*SharePoint for Students* Carey Cole,Steve Fox,David M. Kroenke,2011-11-21 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book In today's online working environment many businesses use Microsoft SharePoint the industry's leading collaboration tool To help readers gain the SharePoint skills that these businesses are looking for from future employees *SharePoint for Students* teaches the fundamental concepts and skills needed to successfully collaborate and solve business problems *SharePoint 2007 How-To* Ishai Sagi,2009-04-29 *SharePoint 2007 How To* Ishai Sagi Real Solutions for SharePoint Users *SharePoint 2007 How To* delivers quick to the point answers to common problems and tasks in SharePoint 2007 You'll find answers to the most common end user tasks as well as some of the more complex problems and tasks faced by content and site managers From the basics of navigating a site to more complex tasks such as customizing a site and managing site security *SharePoint 2007 How To* is a focused resource that provides access to all the answers you need now Fast Accurate and Easy to Use Discover all the core SharePoint components and their practical uses and applications Learn the essentials for navigating a SharePoint site Find fresh ideas for working with the various SharePoint file formats Perform detailed searches within SharePoint Manage personal sites Create organized lists and document libraries that are easy to navigate Modify and customize list views by using filtering grouping and sorting Control user access by managing permissions for lists libraries files and other components Implement and track custom workflows within SharePoint Create subsites for enhanced content management Customize the look and feel of a site using custom settings themes and content types Manage site permissions and settings for a more secure environment Ishai Sagi is a SharePoint expert who has been working in Microsoft SharePoint since its initial release in 2001 Currently Ishai is a SharePoint developer and solutions architect in Canberra Australia He spends his spare time leading the Canberra SharePoint user group Since the Microsoft SharePoint launch in 2001 Ishai has trained numerous end users administrators and developers in using Microsoft SharePoint or developing solutions for the

platform He has spoken at Microsoft conferences in countries around the world including Spain Israel and Australia Ishai was the recipient of the Microsoft Most Valuable Professional MVP award for SharePoint in 2007 2008 and 2009 Ishai also is the author of a popular SharePoint blog for developers at <http://www.sharepointtips.com> and manages the Canberra SharePoint User Group website at <http://www.sharepointusers.org.au/Canberra/default.aspx> Category Microsoft Servers SharePoint User Level Beginner Intermediate

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