



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.

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# Sharepoint Short Manual

**Karin Nielsen-Saines**

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located on the right side of the light blue bar.

## **Sharepoint Short Manual:**

## Sharepoint Short Manual Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Sharepoint Short Manual**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Published 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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