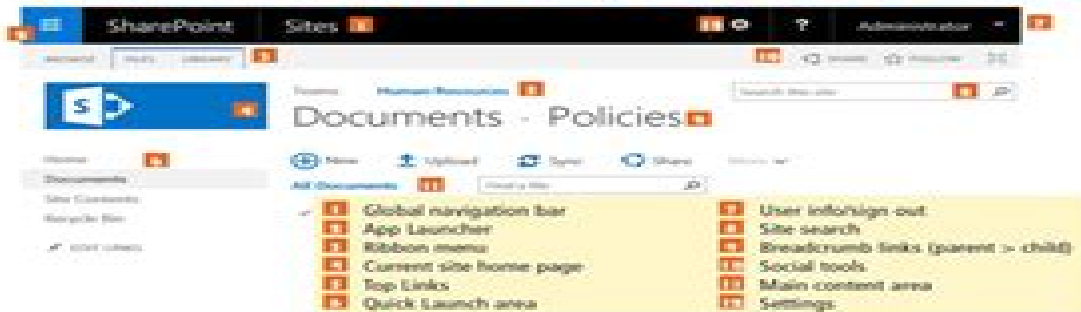


SharePoint 2016 Introduction



Adding Pages to Expand Content

1. From the main site [Click] then select **ADD A PAGE**.
2. Type a page name and [Click] **CREATE**.
3. Enter page text, using the **FORMAT TEXT** Ribbon tab controls to format it.
4. Insert non-text content by positioning the cursor then choosing an appropriate icon from the **INSERT** Ribbon tab.
5. From the **PAGE** Ribbon tab [Click] then choose **SAVE AND KEEP EDITING** routinely as you work.
6. [Click] when finished.

Editing Pages to Add or Modify Content

1. Navigate to the page then [Click] and choose **EDIT PAGE**.

2. [Click] when finished.

Deleting Pages

1. Navigate to the page, [Click] , choose **EDIT PAGE**.
2. From the **PAGE** Ribbon tab [Click] **OK, Delete Page** then [Click] **OK**.

Managing and Sharing Documents

OneDrive for Business vs. SharePoint

- SharePoint document libraries allow you to manage and share documents, spreadsheets, and presentations. Files stored in OneDrive are private except for those stored in the **SHARED WITH EVERYONE** folder.
- Use SharePoint to carefully control the editing of collaborative work. SharePoint also offers workflow control and the ability to follow a document.
- Store copies of OneDrive and SharePoint documents on your local computer for offline access. Use the OneDrive for Business app to keep online and offline documents synchronized. You easily can move files between SharePoint and OneDrive using this offline storage setup then resign to copy these changes online.

SharePoint Document Libraries

In the Quick Launch area [Click] a Document Library (e.g., **DOCUMENTS**). Also, [Click] the **SITE CONTENTS** Quick Link then [Click] a Document Library link.

To open in Windows Explorer, choose the **LIBRARY** Ribbon tab then [Click] **OPEN WITH EXPLORER** .

Sorting and Filtering a Library List

[Hover] over a column title, [Click] then choose a sort order and/or a filter. Select or deselect filters as required. [Click] **CLEAR FILTER** to remove all filters. A appears next to the name of a filtered column.

Uploading Documents

1. Navigate to a document library then [Click] **Upload**.
2. [Click] **BROWSE**, select a document from your computer, then [Click] **OPEN**, [Click] **OK**.

Opening Documents

[Click] the filename, enter a password if requested then [Click] **OK**. This will only work if the desktop Microsoft Office app (Word, Excel, etc.) is installed on your computer. You can also open the file from your desktop app:

1. [Click] **FILE**, **OPEN**.
2. [Click] **BROWSE**. For FILENAME, type the address of your SharePoint server (e.g., <http://intranet.abccompany.com>).
3. [Click] **OPEN**, find then [Double Click] the document. Enter a password if requested then [Click] **OK**.

Creating a New Document or Folder

- To create a new document, choose from the **FILES** Ribbon tab, enter password and [Click] **OK**. When finished [Click] **FILE**, **SAVE**, **BROWSE** then type the new FILENAME, select a site/library, [Click] **SAVE**.
- To create a subfolder, choose **NEW FOLDER** from the **FILES** Ribbon tab, type folder NAME and [Click] **CREATE**.
- [Drag] a file to move it into a subfolder.

Accessing a SharePoint Site

1. Type the site address in your browser. Press <Enter>.
2. If prompted, type your USER NAME and PASSWORD. [Click] **OK**.

Signing Out

1. [Click] on your name in the top right, then **SIGN OUT**.
2. Close all open browser windows.

Some SharePoint Terms Defined

Website - A collection of pages, lists, and libraries related to a specific team or project. Inherits settings from its parent site.

Page - Editable webpage containing one or more text boxes, web parts or SharePoint apps.

Library - File storage container with enhanced document control (check in/check out, major/minor versioning, etc.)

Using the App Launcher

[Click] the top left corner to access one of three apps:

NEWSFEED Save your team's discussion about current projects for later review. See what other team members are discussing.

ONEDRIVE Store, sync, and share private work documents.

SITES Access a list of SharePoint sites you are following.

Navigating SharePoint

- To go to the home page of a site [Click] **HOME** or choose **BROWSE** then [Click] or your logo.
- Use the **Links** area and **Quick Launch** area to go to subsites, pages, libraries (e.g., documents) and apps.
- To navigate to a folder [Click] its name or . To move up one folder from the current content, choose **BROWSE**, then a breadcrumb link or choose **LIBRARY**, then .
- [Click] the Ribbon tabs to access tasks specific to the displayed page. [Click] the **BROWSE** Ribbon tab to close the Ribbon.
- To see a recent list/library/etc. [Click] a link in the Quick Launch area under the heading **RECENT**.

Subsites

To navigate to a subsite from the top navigation, [Click] a shortcut in Top menu links or the Quick Launch area or choose **SITE CONTENTS** , then under the **SUBSITES** heading [Click] a subsite.

Expanding the Main Content Area

To display more of the main content area [Click] in the top right corner.

This hides both the Quick Launch and Top menu links . To return [Click] .

Adding Content

SharePoint is a repository of knowledge that can be shared. Subsites, document libraries and pages are key organizing tools for this content. Libraries and pages are grouped into subsites around projects or common themes. For example, a Human Resources subsite might house a policies and procedures document library, together with a page listing best practices.

Creating a Subsite

1. [Click] **SITE CONTENTS**, then **NEW SUBSITE** **new subsite**.
2. Fill in **TITLE**, **DESCRIPTION**, and **URL NAME**.
3. Choose a site template. Different templates automatically install different apps relevant to the template's purpose.
4. To create unique settings for who can read, contribute to, or manage the subsite, select **USE UNIQUE PERMISSIONS**. To use the current permissions, choose **USE SAME PERMISSIONS AS PARENT SITE**.
5. Choose **NAVIGATION** options and enable **NAVIGATION INHERITANCE** to show a link to navigate up to the parent site.
6. [Click] **CREATE**.
7. If you selected to **USE UNIQUE PERMISSIONS**, indicate who are **VISITORS** (read only), **MEMBERS** (can contribute), and **OWNERS** (have full control). For each, [Click] then choose names from the address book. [Click] **OK** to load the names.

Or, type names of users separated by a semi-colon ";". When done, [Click] **OK**. Names with no exact match have a red underline. [Click] the name for options.

Community Sites

A community site is focused on building discussions around a subject area to organize conversations and encourage participation. Activity such as posting topics, replying, and liking is rewarded with reputation points that can earn badges such as "Expert" and "Professional".

Making a Site a Community Site

1. [Click] , then choose **SITE SETTINGS**.
2. Under **SITE ACTIONS**, [Click] **MANAGE SITE FEATURES**.
3. For **COMMUNITY SITE FEATURE**, [Click] **ACTIVATE**.
- When posting on a Community Site discussion board, you can make your post a question. When creating the post, enable the **QUESTION** check box.
- To mark a reply as the best and display it first among responses: On the reply, [Click] , then **BEST REPLY**.
- To remove, [Click] , then **REMOVE BEST REPLY**.

Sharepoint 2kerberos Guide

Tao Wei

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, positioned to the right of the author's name.

Sharepoint 2kerberos Guide:

The Ultimate SharePoint Performance Guide! Vlad Catrinescu, Gokan Ozciftci, 2018-02-08 We chose to implement SharePoint in our organization because of its awesome speed is something you don't hear often if at all. The truth is that SharePoint is an enterprise platform with numerous advantages and built-in features to make you and your organization more productive but what if it's not correctly configured? Your users are going to painfully stare at the famous working on it page multiple times per day. As a SharePoint IT Professional or SQL Server DBA you have the power to tweak multiple SharePoint and SQL Server settings to increase your SharePoint performance for assuring your users happiness when using SharePoint every day. This is an ultimate guidance on performance for SharePoint Server inspired both by Microsoft's best practices and real-life experiences from countless deployments on the field. In this book you'll learn the following: How to configure the foundation of your platform Windows Server for maximum performance; How to optimize SQL Server for SharePoint Server and what tasks you should do to keep it performing; What configuration mistakes can make your SharePoint Server acting very slow and how you can fix them; How to optimize your user's performance in a SharePoint Online environment; part of Office 365 even if you don't have access to Microsoft's servers; Stop frustrating your users with a slow SharePoint performance and configure SharePoint for maximum performance today. **MCTS Microsoft SharePoint 2010 Configuration Study Guide** James Pyles, 2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam. SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold. IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training. Microsoft SharePoint claims over half the market for collaboration and content management software. IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring. This study guide covers 100 percent of the exam objectives with real-world scenarios, hands-on exercises and challenging review questions. Covers installing, deploying, configuring and upgrading SharePoint Server 2010, managing search, business intelligence and administration, configuring content management and business forms and more. With plenty of practice questions on the companion CD, this guide to exam 70-667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification. SharePoint 2007 Developer's Guide to Business Data Catalog Nick Swan, Brett Lonsdale, 2009-09-08 The data locked in your organization's systems and databases is a precious and sometimes untapped resource. The SharePoint Business Data Catalog makes it easy to gather, analyze and report on data from multiple sources through SharePoint. Using standard web parts, an efficient management console and a simple programming model, you can build sites, dashboards and applications that maximize this business asset. SharePoint 2007 Developer's Guide to Business Data Catalog is a practical, example-rich guide to the features

of the BDC and the techniques you need to build solutions for end users The book starts with the basics what the BDC is what you can do with it and how to pull together a BDC solution With the fundamentals in hand it explores the techniques and ideas you need to put BDC into use effectively in your organization Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book Knowledge of SharePoint Server and WSS is required This book is an absolute must have Christina Wheeler SharePoint Consultant Summit 7 Systems from experts who know the BDC inside and out Monty Grusendorf Senior Web Developer Bantrel An excellent guide for working with the BDC Darren Neimke Author of ASP NET 2 0 Web Parts in Action A one stop guide for SharePoint BDC developers Prajwal Khanal Senior Software Engineer D2HawkeyeServices Pvt Ltd

SharePoint 2007: The Definitive Guide James Pyles, Christopher M. Buechler, Bob Fox, Murray Gordon, Michael Lotter, Jason Medero, Niles Mehta, Joris Poelmans, Christopher Pragash, Piotr Prussak, Christopher J. Regan, 2007-09-24 For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people information processes and systems both within and beyond the organizational firewall SharePoint 2007 The Definitive Guide provides a detailed discussion of all Sharepoint features applications and extensions You learn how to build Sharepoint sites and site collections along with ways to administrate secure and extend Sharepoint This book teaches you how to Get up to speed on SharePoint including ways to create lists libraries discussions and surveys Integrate email use web parts track changes with RSS and use database reporting services Customize your personal site create sites and areas and organize site collections Integrate with Office applications including Excel Word Outlook Picture Manager and InfoPath Install deploy maintain and secure SharePoint Brand a portal using your corporate style sheet designing templates and building site definitions Extend SitePoint such as creating client side and server side web parts using the SharePoint class library and SharePoint web services Each chapter starts with a guide that lets you know what it covers before you dive in The book also features a detailed reference section that includes information on compatibility command line utilities services and CSS styles Why wait Get a hold of SharePoint 2007 The Definitive Guide today

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documents and web content Brand your site Deliver social tools including microblogging Back up and restore

Administrator's Guide to Microsoft Office 2007 Servers J. Peter Bruzzese, Ronald Barrett, 2007-12-20 Explore the features the installation and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products Microsoft has released a line up of new servers Exchange Server 2007 and SharePoint Server 2007 are two of the major players but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server This book provides you with the knowledge you need to determine the use of each server the prerequisites and procedures of server installation the post installation configuration options so you can set it and forget it and finally a look at the client side applications that interact with the new servers Detailed information on how to Install each of the seven Office 2007 Servers including both standalone and server farm installation Handle post installation configuration options for each of the seven Office 2007 Servers Create InfoPath forms to post to your InfoPath Forms Server Work with the Groove client once your Groove Servers are in place Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server Understand Business Intelligence BI in order to manage your company's future through PerformancePoint Server Improve your ability to search for content through your SharePoint Server for Search J Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets New Horizons and ONLC com Over the past ten years Peter has worked for with Goldman Sachs CommVault Systems and Microsoft to name a few He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education In the past he specialized in Active Directory and Exchange instruction as well as certification training Peter is a contributor to Redmond Magazine WindowsITPro magazine and several tech sites and a speaker for the MCP TechMentor Conferences Ronald Barrett is the director of information technology for an accounting and financial services firm while also serving as chairman for the Technology Executive Committee for CPANet a national CPA network consisting of 15 000 professionals MCTS *Microsoft Office SharePoint Server 2007 Configuration Study Guide* James Pyles, 2011-01-11 Qualified SharePoint administrators are in demand and what better way to show your expertise in this growing field than with Microsoft's new MCTS Microsoft Office SharePoint Server 2007 Configuration certification Inside find everything you need to prepare for exam 70 630 including full coverage of exam topics such as configuring content management managing business intelligence and more as well as challenging review questions real world scenarios practical exercises and a CD with advanced testing

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The Microsoft Data Warehouse Toolkit Joy Mundy,Warren Thornthwaite,2011-03-08 Best practices and invaluable advice from world renowned data warehouse experts In this book leading data warehouse experts from the Kimball Group share best practices for using the upcoming Business Intelligence release of SQL Server referred to as SQL Server 2008 R2 In this new edition the authors explain how SQL Server 2008 R2 provides a collection of powerful new tools that extend the power of its BI toolset to Excel and SharePoint users and they show how to use SQL Server to build a successful data warehouse that supports the business intelligence requirements that are common to most organizations Covering the complete suite of data warehousing and BI tools that are part of SQL Server 2008 R2 as well as Microsoft Office the authors walk you through a full project lifecycle including design development deployment and maintenance Features more than 50 percent new and revised material that covers the rich new feature set of the SQL Server 2008 R2 release as well as the Office 2010 release Includes brand new content that focuses on PowerPivot for Excel and SharePoint Master Data Services and discusses updated capabilities of SQL Server Analysis Integration and Reporting Services Shares detailed case examples that clearly illustrate how to best apply the techniques described in the book The accompanying Web site contains all code samples as well as the sample database used throughout the case studies The Microsoft Data Warehouse Toolkit Second Edition provides you with the knowledge of how and when to use BI tools such as Analysis Services and Integration Services to accomplish your most essential data warehousing tasks *Implementing Microsoft SharePoint 2019* Lewin Wanzer,Angel Wood,2020-12-30 Bring on premise and cloud collaboration features to life with Microsoft s enterprise content management platform SharePoint Server Key FeaturesGet up to speed with the latest version of SharePoint and make the most of its

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Visio Services Quick Guide Sahil Malik, Srini Sistla, 2014-12-29 In this fast paced 100 page guide you'll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide

Microsoft SharePoint Scot P. Hillier, 2007-05-02 Microsoft SharePoint Building Office 2007 Solutions in C 2005 is the third edition of Scot Hilliers market leading SharePoint book This book features extensive updates to the previous edition with a complete focus on SharePoint 2007 and its integration with the 2007 Microsoft Office System It also features new approaches for using SharePoint to improve business efficiency as well as new workflow solutions for SharePoint and BizTalk

plus a new chapter on building a SharePoint solution from start to finish With this book you ll gain intermediate level guidance for designing and deploying business solutions based on Microsoft SharePoint 2007 technologies Hillier defines the business cases and scenarios for these technologies He also reviews the installation configuration and administration of business solutions based on Microsoft SharePoint technologies and provides programming instruction guidance and examples for custom web parts and solutions

SharePoint 2010 Six-in-One Chris Geier,Cathy Dew,Becky Bertram,Raymond Mitchell,Wes Preston,Kenneth Schaefer,Andrew Clark,2011-01-14 A team of SharePoint authorities addresses the six most essential areas of SharePoint 2010 SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management This book serves as one stop shopping for concise coverage on six key areas that you need to know in order to get up and running with SharePoint 2010 quickly After an introduction to the new features of SharePoint 2010 the author team of SharePoint experts walk you through branding and customization workflow business connectivity services social networking and tools the search function and development basics so you can get started using SharePoint immediately SharePoint 2010 offers numerous exciting new features including advancements in user interface customization development improvements the benefits of Business Connectivity Services and much more Covers the primary functions of SharePoint as well as enhancements and new features of the latest version Reviews the SharePoint platform branding and customization workflow business connectivity services social networking tools development basics and more SharePoint 2010 Six in One helps you conquer the six key areas of SharePoint 2010 so that you can successfully take advantage of the Microsoft SharePoint platform

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administrators familiar with Syngress existing Microsoft networking and security titles with a complete reference to Microsoft's flagship security products First book to address securing an entire Microsoft network from Web servers all the way back to the desktop Companion Web site provides best practices checklists for securing Microsoft operating systems applications servers and databases Companion Web site provides special chapter on designing and implementing a disaster recover plan for a Microsoft network

The Rational Guide to Microsoft Office Business Scorecard Manager 2005
Nick Barclay, Adrian Downes, 2007 The Rational Guide to Microsoft Office Business Scorecard Manager 2005 clearly and comprehensively describes how to apply the power of BSM to your performance management strategy This book covers all the basics of performance management theory BSM installation deployment and management Key concepts are discussed in depth including BSM Builder Elements KPIs Scorecards Report Views and more Advanced topics include collaboration with Windows SharePoint Services security scoring and customization using MDX Multi Dimensional eXpressions The authors have included a book length case study that illustrates how these concepts work in practice Technical Accuracy is assured by Ian Tien Program Manager Office Business Applications Microsoft Corporation

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