



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 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 project and documents.
- When you want a quick newfeed 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.



Problems: 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 2013 Evaluation Guide

Anthony Smith, Tony Smith

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

Sharepoint 2013 Evaluation Guide:

Microsoft SharePoint 2013 Pocket Guide Ben Curry, Benjamin Daniel Curry, Jason Batchelor, Jay Simcox, Shane King (Electronic data processing consultant), 2013 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No obscure settings abstract theory or hype just help you can really trust and really use Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools including microblogging Back up and restore

A Practical Guide to SharePoint 2013 Saifullah Shafiq, 2014-02-06 This book is a complete practical guide It s full of useful tips and exercises to get users started in no time It has no fluff just practical exercises that will provide users the knowledge and know how to implement SharePoint solutions easily and professionally SharePoint has a steep learning curve Without a book like this it will probably take users months to learn SharePoint This book will save users great deal of time because it contains ready to use solutions and expert advice from someone who is a subject matter expert This book has everything that users need to equip themselves to work professionally on SharePoint projects The author is a 7 times awardee of the Microsoft Most Valuable Professional MVP award SharePoint is a huge product Each component or feature deserves a separate book Discussing all great features in detail in one book is not possible Author has tried to include the necessary content that will help users get started straight away For beginners the main problem they face is to setup an environment for SharePoint deployment This book shows how to prepare the environment and then install each piece of software one by one The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators Network administrators who want to learn SharePoint administration will gain lot of useful information from these chapters Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013 These chapters discuss creating web enabled InfoPath forms securing sites with SSL setting up Extranets etc These chapters are for the power users and advanced users The book guides users in a step by step format and explains everything needed to install the software This includes preparing the machine for the installation Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise he can refer to the screenshot to get a better understanding of the step he is stuck on Clear and crisp screenshots make this book unique Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots This book is structured to build logically on the skills you learn as you progress through it After

the initial introduction and deployment chapters the book moves into the more advanced part of the platform Each chapter focuses on a new feature If you are an advanced user you can skip the initial chapters and go directly to the topic that you are interested in Some of the topics discussed in the book are as following SharePoint Deployments Configure Active Directory SQL Server IIS Roles SharePoint Cloud Setup SharePoint in the cloud Office 365 Development Create your first SharePoint app in the cloud SharePoint Modern Apps Modern state of the art applications using HTML5 and SharePoint 2013 Extranets Business Processes Leverage Business Connectivity Services to build Line of Business applications Web Parts Development Understand and learn to develop web parts Electronic Forms Learn to program web enabled electronic forms using InfoPath Public Websites Design a branded public website using SharePoint Online Office 365 SharePoint 2013 Search Learn Search configuration customization Managed Metadata SharePoint 2013 Branding Learn how to brand sites to look elegant classy and professional

SharePoint 2013 User's Guide Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

SharePoint 2013 Field Guide Errin O'Connor,2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architectureconsultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance

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Professionals ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSE level Focus on the expertise measured by these objectives Plan Business Continuity Management Plan a SharePoint Environment Upgrade and Migrate a SharePoint Environment Create and Configure Service Applications Manage SharePoint Solutions BI and Systems Integration *Beginning PowerShell for SharePoint 2013* Nikolas Charlebois-Laprade,2014-02-25 Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell Microsoft's vastly flexible and versatile object oriented scripting language PowerShell is the future of Microsoft administration and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts This book helps bridge the gap introducing PowerShell fundamentals and operations in the context of deploying migrating managing and monitoring SharePoint 2013 Author Nik Charlebois Laprade begins by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform For SharePoint administrators wanting to do more with the technology or for SharePoint developers trying to build their skills on the administration side Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey What you'll learn Manage on premises and Office 365 SharePoint instances using PowerShell Write reusable PowerShell scripts Understand the architecture of PowerShell Perform operations on a wide variety of SharePoint components using PowerShell Plan prepare and execute a SharePoint 2010 to 2013 migration using PowerShell Proactively monitor SharePoint farms for issues using PowerShell Who this book is for Beginning PowerShell for SharePoint 2013 is for both SharePoint administrators and developers who want to extend their knowledge of the technology It's an excellent book for technical users who would appreciate a quick at hand reference Table of Contents Chapter 1 Introduction Chapter 2 What's New in PowerShell for SharePoint 2013 Chapter 3 Configuring Your Environment for PowerShell Chapter 4 PowerShell Basics Chapter 5 Automating SharePoint Deployment with PowerShell Chapter 6 Day to Day SharePoint Administration with PowerShell Chapter 7 Monitoring and Troubleshooting SharePoint with PowerShell Chapter 8 Automating SharePoint 2010 Migrations with PowerShell Chapter 9 Managing SharePoint Online in Office 365 with PowerShell Chapter 10 Upgrading from SharePoint 2010 to 2013 Using PowerShell Appendix A Common Cmdlets Professional SharePoint 2013 Development Reza Alirezaei,Brendon Schwartz,Matt Ranlett,Scot Hillier,Brian Wilson,Jeff Fried,Paul Swider,2013-02-22 Thorough coverage of development in SharePoint 2013 A team of well known Microsoft MVPs joins forces in this fully updated resource providing you with in depth coverage of development tools in the latest iteration of the immensely popular SharePoint From building solutions to building custom workflow and content management applications this book shares field tested best practices on all aspect of SharePoint 2013 development Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management

developing apps in SharePoint and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title **Microsoft SharePoint 2013 Planning for Adoption and Governance** Geoff Evelyn,2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support **Practical SharePoint 2013 Governance** Steve Goodyear,2013-06-25 Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides real world examples that apply each governance concept to an actual scenario

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the Outcome and Impact Evaluation of Global HIV/AIDS Programs Implemented Under the Lantos-Hyde Act of 2008,2013-07-27 The U S government supports programs to combat global HIV AIDS through an initiative that is known as the President s Emergency Plan for AIDS Relief PEPFAR This initiative was originally authorized in the U S Leadership Against HIV AIDS Tuberculosis and Malaria Act of 2003 and focused on an emergency response to the HIV AIDS pandemic to deliver lifesaving care and treatment in low and middle income countries LMICs with the highest burdens of disease It was subsequently reauthorized in the Tom Lantos and Henry J Hyde U S Global Leadership Against HIV AIDS Tuberculosis and Malaria Reauthorization Act of 2008 the Lantos Hyde Act Evaluation of PEPFAR makes recommendations for improving the U S government s bilateral programs as part of the U S response to global HIV AIDS The overall aim of this evaluation is a forward looking approach to track and anticipate the evolution of the U S response to global HIV to be positioned to inform the ability of the U S government to address key issues under consideration at the time of the report release *Microsoft Project 2013: The Missing Manual* Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive **Certified Ethical Hacker (CEH) v12 312-50 Exam Guide** Dale Meredith,2022-07-08 Develop foundational skills in ethical hacking and penetration testing while getting ready to pass the certification exam Key Features Learn how to look at technology from the standpoint of an attacker Understand the methods that attackers use to infiltrate networks Prepare to take and pass the exam in one attempt with the help of hands on examples and mock tests Book DescriptionWith cyber threats continually evolving understanding the trends and using the tools deployed by attackers to determine vulnerabilities in your system can help secure your applications networks and devices To outmatch attacks developing an attacker s mindset is a necessary skill which you can hone with the help of this cybersecurity book This study guide takes a step by step approach to helping you cover all the exam objectives using plenty of examples and hands on activities You ll start by gaining insights into the different elements of InfoSec and a thorough understanding of ethical hacking terms and concepts You ll then learn about various vectors including network based vectors software based vectors mobile devices wireless networks and IoT devices

The book also explores attacks on emerging technologies such as the cloud IoT web apps and servers and examines prominent tools and techniques used by hackers Finally you ll be ready to take mock tests which will help you test your understanding of all the topics covered in the book By the end of this book you ll have obtained the information necessary to take the 312 50 exam and become a CEH v11 certified ethical hacker What you will learn Get to grips with information security and ethical hacking Undertake footprinting and reconnaissance to gain primary information about a potential target Perform vulnerability analysis as a means of gaining visibility of known security weaknesses Become familiar with the tools and techniques used by an attacker to hack into a target system Discover how network sniffing works and ways to keep your information secure Explore the social engineering techniques attackers use to compromise systems Who this book is for This ethical hacking book is for security professionals site admins developers auditors security officers analysts security consultants and network engineers Basic networking knowledge Network and at least two years of experience working within the InfoSec domain are expected Access 2013: The Missing Manual Matthew MacDonald,2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book s easy step by step instructions you ll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you re using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

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