

# **Sharepoint 2013 User Guide**

**Nikkia Carter** 

#### **Sharepoint 2013 User Guide:**

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 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 **SharePoint 2013** ,2013 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 Office 365 User Guide Nikkia Carter, 2019-04-30 Work with the powerful subscription software Office 365 to increase your organization's efficiency by

managing file sharing email exchange and much more Key FeaturesBecome well versed with Office 365 and leverage its capabilities for your businessSpeed up your workflow and effectively collaborate using Office Web AppsLearn to set audio and web conferences and seamlessly access your workspaceBook Description Microsoft Office 365 combines the popular Office suite with next generation cloud computing capabilities With this user guide you ll be able to implement its software features for effective business communication and collaboration This book begins by providing you with a guick introduction to the user interface UI and the most commonly used features of Office 365 After covering the core aspects of this suite you ll learn how to perform various email functions via Exchange Next you will learn how to communicate using Skype for Business and Microsoft Teams To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint By the end of this book you ll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity What you will learnUnderstand the UI of Office 365Perform a variety of email functions through ExchangeCommunicate using Skype for Business and Microsoft TeamsExplore file management using OneDrive for BusinessCollaborate using SharePointUnderstand how to leverage Office 365 in your daily tasksWho this book is for If you are an IT professional who wants to upgrade your traditional Office suite this book is for you Users looking to learn configure manage and maintain an Office 365 environment in their organization will also find this book useful Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial 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 **Health Informatics: Practical Guide for Healthcare and Information Technology Professionals (Sixth Edition)** Robert E. Hoyt, Ann K. Yoshihashi, 2014 Health Informatics HI focuses on the application of Information Technology IT to the field of medicine to improve individual and population healthcare delivery education and research This extensively updated fifth edition reflects the current knowledge in Health Informatics and provides learning objectives key points case studies and references Ace the PMI-ACP® exam Sumanta Boral, 2016-12-26 Prepare for the Project Management Institute's PMI Agile Certified Practitioner ACP exam Augment your professional experience with the necessary knowledge of the skills tools and techniques that are required for passing the examination This is a comprehensive and one stop guide with 100% coverage of the exam topics detailed in the PMI ACP Exam content outline Rehearse and test your knowledge and understanding of the subject using the practice guizzes after each chapter three full length mock exams and practical tips and advice You will be able to understand the Agile manifesto its principles and many facets of Agile project management such as planning prioritization estimation releases retrospectives risk management and continuous improvement The book covers Agile metrics and means of demonstrating progress People management aspects such as behavioral traits servant leadership negotiation conflict management team building and Agile coaching are explained Whether you are a beginner or a seasoned practitioner this book also serves as a practical reference for key concepts in Agile

and Agile methodologies such as Scrum XP Lean and Kanban What you will learn The necessary knowledge of the skills tools and techniques that are required for passing the PMI ACP examination To understand the scope and objectives of the PMI ACP exam and gain confidence by taking practice guizzes provided in each chapter and three full length mock exams To gain exposure to Agile methodologies such as Scrum XP Lean and Kanban plus various tools and techniques required to conduct Agile projects The focus is to Be Agile rather than Do Agile Who this book is for The audience for this book primarily includes IT professionals who wish to prepare for and pass the Agile Certified Professional ACP exam from the Project Management Institute PMI The book also is a practical reference book for Agile Practioners div Beginning PowerShell for SharePoint 2016 Nikolas Charlebois-Laprade, John Edward Naguib, 2017-05-23 Use the latest tools to manage and automate tasks on Microsoft's SharePoint platform You will achieve time and cost savings increase reliability of deployments and learn how to safely and efficiently migrate from a previous version all while gaining valuable skills in PowerShell scripting Authors Nik Charlebois Laprade and John Edward Naguib begin by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts they introduce PowerShell operations in the context of deploying migrating managing and monitoring SharePoint 2016 What You ll Learn What's New in this Edition Learn about the new SharePoint 2016 capabilities and min role Extend the default set of available PowerShell cmdlets for SharePoint 2016 by creating your own reusable Cmdlet functions with PowerShell 5 0 Upgrade your on premises SharePoint 2013 environment to SharePoint 2016using PowerShell Who This Book Is For Administrators developers and DevOps engineers working with SharePoint 2016 No experience with PowerShell is required Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson, 2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program **Mastering Office 365 Administration** Thomas Carpe, Nikkia Carter, Alara Rogers, 2018-05-22 Leverage Office 365 to increase your organization s efficiency Key Features Perform common to advanced level management and administrative tasks for your organization with Office 365 Become an Office 365 generalist who can work with the entire stack not just specific products An advanced level guide that will teach you to implement enterprise level services into your organization no matter the size of the business Book Description In today s world every organization aims to migrate to the cloud in order to become more efficient by

making full use of the latest technologies Office 365 is your one stop solution to making your organization reliable scalable and fast This book will start with an overview of Office 365 components and help you learn how to use the administration portal and perform basic administration It then goes on to cover common management tasks such as managing users admin roles groups securing Office 365 and enforcing compliance In the next set of chapters you will learn about topics including managing Skype for Business Online Yammer OneDrive for Business and Microsoft Teams In the final section of the book you will learn how to carry out reporting and monitor Office 365 service health By the end of this book you will be able to implement enterprise level services with Office 365 based on your organization s needs What you will learn Understand the vast Office 365 feature set Understand how workloads and applications interact and integrate with each other Connect PowerShell to various Office 365 services and perform tasks Manage Skype for Business Online Get support and monitor Office 365 service health Manage and administer identities and groups efficiently Who this book is for This book targets architects sys admins engineers and administrators who are working with Office 365 and are responsible for configuring implementing and managing Office 365 in their organization A prior knowledge of Office 365 and Exchange servers is mandatory Professional SharePoint 2013 Administration eBook And SharePoint-videos.com Bundle Shane Young, Steve Caravajal, Todd Klindt, Asif Rehmani, 2014-03-10 Professional SharePoint 2013 Administration eBook And SharePoint videos com Bundle Semantic Applications Thomas Hoppe, Bernhard Humm, Anatol Reibold, 2018-04-13 This book describes methodologies for developing semantic applications Semantic applications are software applications which explicitly or implicitly use the semantics i e the meaning of a domain terminology in order to improve usability correctness and completeness An example is semantic search where synonyms and related terms are used for enriching the results of a simple text based search Ontologies thesauri or controlled vocabularies are the centerpiece of semantic applications The book includes technological and architectural best practices for corporate use The authors are experts from industry and academia with experience in developing semantic applications Knowledge Management in the Pharmaceutical Industry Elisabeth Goodman, John Riddell, 2016-04-22 The Pharmaceutical Industry has been undergoing a major transformation since the heady days of big pharma in the 1970s and 80s Patent expiry the rise of generics and the decline of the blockbuster drug have all changed the landscape over the last 10 15 years It s an environment where products can take 10 years or more to come to market billions are spent on research and development jobs are being shed in the western pharma homelands and regulators and the public are more demanding than ever So what part is Knowledge Management playing and going to play in this vital international industry Knowledge Management KM has many facets from providing comprehensive knowledge bases for workers through the sharing of advice and problem solving to providing an environment for innovation and change This book focusing on research and development and manufacturing based companies explores how a range of techniques and approaches have been applied in the unique environment of the Pharmaceutical Industry and examine how it can help

the industry in the 21st century Whilst the book is centered on the Pharmaceutical Industry its objective will be to discuss and demonstrate how Knowledge Management can be applied in a variety of environments and with a range of cultural issues KM practitioners and potential practitioners both within and outside the Pharmaceutical Industry will be able to gain valuable guidance and advice from both the examples of good practice and the lessons learned by the authors and contributors Training Guide Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities **SharePoint 2013 - First Look for Power Users** Asif Rehmani, 2012-11 This book is designed to be a practical guide to jump start your learning about the specifics of SharePoint 2013 The focus is on Team Sites and MySite not Publishing Sites and specifically the visual elements of the sites Topics covered are Overview of SharePoint 2013 Team Site Security access management Branding sites using Themes Understanding SharePoint Apps Managing documents in Team Sites and MySite List management Searching within site collection Social features of SharePoint 2013 This book s target audience is the Power User of SharePoint End users developers and IT professionals can also greatly benefit from the knowledge in this book to prepare themselves for the next version of SharePoint Purchase of this book entitles the purchaser to 1 free month of access to all of the video tutorials at the SharePoint Videos com site Please email books sharepointElearning com with the proof of purchase and you will be setup with your free 1 month access to the Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA) Mitch Tulloch, 2014-05-08 Fully updated site for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities Microsoft SharePoint 2013

**Pocket Guide** Ben Curry, 2013-08-16 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 How to Do Everything Microsoft SharePoint 2013 Stephen Cawood, 2013-03-21 Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team How to Do Everything Microsoft SharePoint 2013 shows you how to get the most out of the latest release of this dynamic business collaboration platform You ll learn to set up SharePoint sites and use document management wikis taxonomy blogs social features and more to organize manage and share content Real world examples help you accomplish tasks quickly and easily Basic information on SharePoint development and administration is also included in this practical guide Work with sites apps lists libraries and items Upload documents manage files with document libraries and use document versioning and content approval features Collaborate via discussion boards blogs wikis events surveys calendars and newsfeeds Use social tagging enable a folksonomy and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites personal sites and websites Display data on pages using web and app parts Customize apps lists forms and navigation Use SharePoint with client applications including Microsoft Office Outlook InfoPath SharePoint Designer and third party applications Learn the basics of SharePoint administration and development The Advanced Practitioner Ian Peate, Sadie Diamond-Fox, Barry Hill, 2023-08-04 The Advanced Practitioner An essential text for Advanced Practitioners In The Advanced Practitioner A Framework for Practice a team of distinguished Advanced Practitioners APs and academics deliver the go to text for trainee APs with a strong focus on the four pillars that underpin advanced practice clinical practice education research and leadership The patient is at the core of this essential resource which offers the knowledge required to care safely for people in a variety of care settings as well as with a range of common and specialised holistic interventions Readers will also find A thorough introduction to the core principles of advanced practice including the AP curriculum and the principles of physiology pharmacology and pathophysiology Comprehensive exploration of the clinical pillar including discussions of clinical history taking and physical examination Practical discussion of the education and research pillars including an exploration of research principles and education and learning Discussion of innovation in practice the leadership pillar and how to deal with difficult situations Perfect for trainee advanced practitioners The Advanced Practitioner A Framework for Practice will also benefit healthcare students and trainee medical associate professionals

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