SHAREPOINT 2013

TRAINING



ADDING CONTENT TO A SHAREPOINT SITE



Sharepoint 2013 Training Manual

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Sharepoint 2013 Training Manual:

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 architecture consultants 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 across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS 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 <u>Practical SharePoint 2013 Governance</u> 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 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

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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 SOL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS Inside Microsoft SharePoint 2013 Scot Hillier,Ted Pattison, Mirjam van Olst, Andrew Connell, 2013-11-15 Build custom Share Point solutions with architectural insights from the experts Take a deep dive into SharePoint 2013 and master the intricacies for designing and implementing robust apps and other business solutions for your organization Led by an author team with in depth knowledge of SharePoint architecture you ll thoroughly explore the SharePoint 2013 development platform and new app model through hands on tasks and extensive code samples Discover how to Create SharePoint hosted provider hosted and autohosted apps Master the new app security model with OAuth and Certificates Develop workflows with the SharePoint 2013 workflow model Design a custom search experience and create search based apps Leverage the client side object model and REST APIs Produce catalog driven web sites with Web Content Management capabilities Get cloud based data sources with Business Connectivity Services Create and utilize remote event receivers for lists and libraries Generate new social networking apps and solutions **Beginning** SharePoint 2013 Building Business Solutions eBook and SharePoint-videos.com Bundle Amanda Perran, Shane Perran, Jennifer Mason, Laura Rogers, Asif Rehmani, 2014-03-10 Learn to build business solutions with SharePoint 2013 Now in its third edition this perennial bestseller features a complete overhaul for the latest version of SharePoint A must have for building business solutions in SharePoint real world scenarios address critical information management problems and detailed descriptions explain how to efficiently and successfully handle these challenges Plus best practices for configuration and customization round out the coverage of getting started with SharePoint 2013 so that you can confidently make this platform work for your business Essential SharePoint 2013 Scott Jamison, Susan Hanley, Chris Bortlik, 2014 With 85% new and revamped content from a team of long time enterprise SharePoint consultants this book will help the reader focus on the SharePoint features capabilities and applications that offer the most real world value The authors give practical advice for succeeding with content management business intelligence and process improvement and for deriving value from SharePoint

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Training Guide Administering Windows Server 2012 R2 (MCSA) Orin Thomas, 2014-05-12 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on core infrastructure administration for 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 Focuses on job role specific expertise for core infrastructure administration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 411 Topics include Deploying and updating Windows Server 2012 R2 Managing account policies and service accounts Configuring name resolution Administering Active Directory Managing Group Policy application and infrastructure Configuring Group Policy settings and preferences Administering network policies Administering remote access Managing file services Monitoring and auditing SharePoint 2013 on Demand Steve Johnson, 2013 Need answers guickly SharePoint 2013 on Windows Server 2012 R2 Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Take a tour of SharePoint to see what you do Create a SharePoint site from built in templates Use Newsfeed and My Site to stay connected with social networking Create a blog and community site to collaborate and share ideas Create lists and libraries to store data and documents on a site Add built in apps or ones from the SharePoint Store to a site for extended functionality Synchronize documents to a SkyDrive on SharePoint Work with Office programs and documents on SharePoint Upload and use documents and media files on pages Customize pages with web and app parts Change site permissions for enhanced security Illustrations with matching steps Tasks are presented on one or two pages Numbered Steps guide you through each task Did You Know alerts you to tips and techniques See Also points you to related information in the book Bonus Online Content Register your book at queondemand com to gain access to Example files Keyboard shortcuts Visit the author site perspection com Microsoft SharePoint 2013 App Development Scot Hillier, Ted Pattison, 2013-01-15 Your guide to designing apps that extend the capabilities of your SharePoint site Take advantage of the most important new concept in Microsoft SharePoint 2013 the app Led by two SharePoint experts you ll learn development techniques such as building app lists creating event handlers and the major classes in the object model that provide access to content stored in SharePoint Get expert guidance on how to Best design an app Develop a SharePoint hosted app Develop a developer hosted app Create and use lists Support notifications Program a client side app with JavaScript Establish user security and SharePoint application security Get code samples on the Web

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Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Microsoft SharePoint 2013 Plain & Simple Johnathan Lightfoot, Michelle Editing Managing and Deleting Groups Lopez, Scott Metker, 2013-05-15 Get the full color visual guide that makes learning Microsoft SharePoint 2013 plain and simple Follow the book s easy steps and screenshots and clear concise language to learn the simplest ways to get things done Here s WHAT you ll learn Create libraries for all kinds of media Share information in one location Organize people and processes Connect SharePoint to Microsoft Office with no fuss Find things fast with the Search Center Expand your community with social networking Here's HOW you ll learn it Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS exercises to apply what you learn right away Professional SharePoint 2013 Development eBook and SharePoint-videos.com Bundle

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