

Sharepoint 2013 Quick Reference Guide

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SharePoint 2013 Branding and UI Design eBook and SharePoint-videos.com Bundle Randy Drisgill
2014-03-10

Essential SharePoint® 2013 Scott Jamison 2013-08-16 The Only Book That's 100% Focused on Maximizing the Business Value of SharePoint 2013
Essential SharePoint® 2013 approaches Microsoft SharePoint 2013 from a strict business value perspective, helping you plan and implement solutions that achieve effective business results. Leading SharePoint experts draw on their unsurpassed experience to provide business-focused guidance on strategy, governance, planning, deployment, and more. You'll find in-depth insights for success with collaboration, knowledge and content management, governance, and user adoption. The authors help you choose features, organize information, define security models, and launch your solution. They present best practices for search, workflow, business intelligence, and integrating information from Office 2013 and beyond. Each chapter includes a section introducing new SharePoint 2013 capabilities, from improved site branding to native iPhone mobile apps. Throughout, the authors identify success factors, intangibles, and "gotchas," helping

you reduce risk and time-to-value. Learn how to

- Ask the right questions to craft a plan that maximizes business value
- Efficiently deploy either "green field" solutions or upgrades
- Integrate web, Office, and mobile devices into a comprehensive collaboration solution
- Plan effective governance of content, operations, and applications
- Deliver enterprise content management, integrating documents, data, web content, and rich media
- Use search to help find the right knowledge and people
- Measure and optimize user adoption to increase ROI
- Evaluate the cloud-based SharePoint Online option
- Use social tools to promote deeper user interaction
- Collaborate and communicate with customers, partners, and suppliers
- Quickly create agile solutions with mashups and composites

Whether you're a business leader, IT manager, architect, analyst, developer, or consultant, this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results.

Excel 2013: The Missing Manual Matthew MacDonald 2013-04-18 The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual

comes in. With crystal-clear explanations and hands-on examples, *Excel 2013: The Missing Manual* shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Microsoft SharePoint 2013 Disaster Recovery Guide Peter Ward 2013-09-25 The style and approach of the book is an easy-to-read SharePoint admin guide. This is not a step-by-step instruction book, but rather a guide on how to implement and execute a disaster recovery plan to your SharePoint environment. This book is great for both SharePoint and SQL administrators new to the SharePoint 2013 architecture, and who are looking to get a good grounding in how to use implement a solid disaster recovery plan. It's assumed that you have some experience in SharePoint and Windows Server and, as well be familiar with SQL.

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.

Pro SharePoint 2013 Administration Robert Garrett 2013-05-20 A guide to SharePoint 2013 provides information on its features and capabilities for administrators, covering such topics as social computing, metadata management, backup administration, and business intelligence.

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide Beezix 2013-05-15 6-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing changed Office 2003 commands and their Office 2013 equivalents. This guide is suitable

as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New

Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis. **SharePoint 2013 How-To** Ishai Sagi 2013-05-30 SharePoint 2013 How-To Need fast, reliable, easy-to-implement solutions for SharePoint 2013? This book delivers exactly what you're looking for: step-by-step help and guidance with the tasks that users, authors, content managers, and site managers perform most often. Fully updated to reflect SharePoint 2013's latest improvements and fluid new design, it covers everything from lists and views to social networking, workflows, and security. The industry's most focused SharePoint resource, SharePoint 2013 How-To provides all the answers you need—now! Ishai Sagi is a SharePoint developer and architect who provides solutions through his company, Extelligent Design, which is Canberra, Australia's leading SharePoint consultancy. Sagi has worked with SharePoint since it was introduced in 2001. Honored four times by Microsoft as a Microsoft Office SharePoint Server MVP, he has trained many end users, administrators, and developers in using SharePoint or developing solutions for it. He leads Canberra's SharePoint user group and has spoken at Microsoft conferences around the world. He hosts the popular blog Sharepoint Tips and Tricks (www.sharepoint-tips.com), and authored SharePoint 2010 How-To. Fast, Accurate, and Easy-to-Use! *¿* Quickly review essential SharePoint terminology and concepts *¿* Master SharePoint 2013's revamped interface for Windows PCs, Surface, and

smartphones & Run SharePoint in the cloud with Microsoft Office 365 and SkyDrive & Find, log on to, and navigate SharePoint sites & Create, manage, and use list items, documents, and forms & Alert yourself to new or changed content & Use views to work with content more efficiently & Leverage SharePoint 2013's revamped search capabilities & Organize content with lists, document libraries, and templates & Use powerful social networking features, including tagging, NewsFeed updates, and microblogging & Author and edit each type of SharePoint page & Build flexible navigation hierarchies with Managed Metadata & Systematically manage site security and content access & Control permissions more effectively with the Permissions Page & Create and track workflows, and integrate them with lists or libraries & Customize a site's appearance, settings, and behavior & Create new Office 365 private and public site collections

Practical SharePoint 2013 Enterprise Content Management Steve Goodyear 2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements. Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint, collaborating on transitory content, and capturing and controlling your records. You'll get practical advice and best practice instruction for

each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution. You learn how to: Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM.

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

SharePoint Online Development, Configuration, and Administration

Mark Beckner

Quick Start Guide to Azure Data Factory, Azure Data Lake Server, and Azure Data Warehouse Mark Beckner

2018-12-17 With constantly expanding options such as Azure Data Lake Server (ADLS) and Azure SQL Data Warehouse (ADW), how can developers learn the process and components required to successfully move this data? Quick Start Guide to Azure Data Factory, Azure Data Lake Server, and Azure Data Warehouse teaches you the basics of moving data between Azure SQL solutions using Azure Data Factory. Discover how to build and deploy each of the components needed to integrate data in the cloud with local SQL databases. Mark Beckner's step by step instructions on how to build each component, how to test processes and debug, and how to track and audit the movement of data, will help you to build your own solutions instantly and efficiently. This book includes information on configuration, development, and administration of a fully functional solution and outlines all of the components required for moving data from a local SQL instance through to a fully functional data warehouse with facts and dimensions.

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 Search Queries Explained** Mikael Svenson 2015-01-04 SharePoint 2013/Online bring lots of search functionality to the table and in

this book search specialist Mikael Svenson will via examples show the ins and outs of: Keyword Query Language (KQL) Query Variables Result Sources Query Rules Search Orchestration You will also get a brief introduction to the FAST Query Language (FQL) and a comparison of the Search Result Web Part vs. the Content Search Web Part. This book does not cover search schemas, custom full-text indexes or rank profiles, but focuses on the query part of SharePoint and how to use craft search queries for search driven solutions. The book is based on Mikael's blog series by the same name, and provides an easy access reference and guide to search queries in SharePoint.

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 **Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc 2017-07-29 New to Microsoft Office 2016 or 2013? Upgrading from a

previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

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 and restore

What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions) Beezix 2013-03-22 4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for

each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New

Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis: Creating a Power View Sheet, Adding a Visualization to Power View; New Functions; Other New or Changed Features; Features No Longer Available.

Microsoft SharePoint 2013

Administration Inside Out Randy Williams 2014-01-15 Conquer Microsoft SharePoint 2013 administration—from the inside out! Dive into SharePoint 2013 administration—and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts deploy, configure, and manage SharePoint—and challenge yourself to new levels of mastery. Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms, web apps, content databases, and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals

Professional SharePoint 2013

Administration Shane Young 2013-04-08 SharePoint admin author gurus return to prepare you for working with the new features of SharePoint 2013! The new iteration of SharePoint boasts

exciting new features. However, any new version also comes with its fair share of challenges and that's where this book comes in. The team of SharePoint admin gurus returns to presents a fully updated resource that prepares you for making all the new SharePoint 2013 features work right. They cover all of the administration components of SharePoint 2013 in detail, and present a clear understanding of how they affect the role of the administrator. Compares and contrasts SharePoint 2013 to earlier versions Helps make your SharePoint 2013 installation smooth and successful Addresses managing customizations Looks at SharePoint 2013 for Internet sites Includes an introduction to SQL Server 2012 Professional SharePoint 2013 Administration enhances your SharePoint skill set and immerses you in the new content of the platform.

Beginning PowerShell for SharePoint

2016 Nikolas Charlebois-Laprade 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 2016 using PowerShell Who This Book Is For Administrators, developers, and DevOps engineers working with SharePoint 2016. No experience with PowerShell is required.

Beginning SharePoint 2013 Building Business Solutions eBook and SharePoint-videos.com Bundle Amanda Perran 2014-03-10 Beginning SharePoint 2013 Building Business Solutions eBook and SharePoint-videos.com Bundle

Altova® XMLSpy® 2013 User & Reference Manual

Microsoft Office SharePoint 2013 Quick Reference Guide Beezix

2013-05-06 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office SharePoint 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document/File Following a Person Engaging in Newsfeed Conversations Using @ Mentions Using # Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions: Sorting, Filtering, Changing View, Using Email Alerts, Creating a List or Library, Deleting a List or Library. Checking Files Out/In Using the Recycle Bin Creating a Survey

Beginning SharePoint 2013 Amanda Perran 2013-02-26 Provides information on using SharePoint 2013 for successful collaboration and communication in a business setting. **Beginning PowerShell for SharePoint 2013** Nikolas Charlebois-Laprade 2014-03-05 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. *SharePoint 2013 on Demand* Steve Johnson 2013-10-25 Need answers quickly? *SharePoint 2013 on 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: • Workshops and related files • Keyboard shortcuts Visit the author site: perspection.com

Illustrated Course Guide: Microsoft Access 2013 Advanced Lisa

Friedrichsen 2014-02-24 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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)

Professional SharePoint 2013

Administration eBook And SharePoint-videos.com Bundle Shane Young
2014-03-10 Professional SharePoint 2013 Administration eBook And SharePoint-videos.com Bundle
SharePoint Online Development, Configuration, and Administration

Mark Beckner 2018-12-03 For those new to SharePoint Online, as well as those who have worked with previous versions of the SharePoint platform, this guide is intended to give concrete steps to rapidly understand how to configure, develop, and administrate solutions in this new environment. *SharePoint Online Development, Configuration, and Administration* puts forth the most efficient way to get up to speed on the platform. This book, packed with value, provides clear, concise information about all of the common portions of SharePoint that you would

need to work with - including WebParts, reporting, site management, administration and licensing with 0365, and workflows using Microsoft Flow. These tips from a seasoned developer will teach you how to Work with Sites, Lists, Permissions, Access, and other core functionality Make customizations to the look and feel of SharePoint Online Understand Web Part development and deployment Develop Microsoft Flow processes for business process automation Utilize Reporting functionality available in 0365 Look at the many options for administrating SharePoint components

Office 2013: The Missing Manual Nancy Conner 2013-05-22 Microsoft Office is the most widely used productivity software in the world, but most people just know the basics. This helpful guide gets you started with the programs in Office 2013, and provides lots of power-user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes, touchscreen features, and other advances, including Excel's Quick Analysis tool. The important stuff you need to know: Create professional-looking documents. Use Word to craft reports, newsletters, and brochures for the Web and desktop. Stay organized. Set up Outlook to track your email, contacts, appointments, and tasks. Work faster with Excel. Determine the best way to present your data with the new Quick Analysis tool. Make inspiring presentations. Build PowerPoint slideshows with video and audio clips, charts and graphs, and animations. Share your Access database. Design a custom database and let other people view it in their web browsers. Get to know the whole suite. Use other handy Office tools: Publisher, OneNote, and a full range of Office Web Apps. Create and share documents in the cloud. Upload and work with your Office files in

Microsoft's SkyDrive.

Professional SharePoint 2013

Development eBook and SharePoint-

videos.com Bundle Reza Alirezaei

2014-03-10 *Beginning SharePoint 2013*

Development eBook and SharePoint-

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Ace the PMI-ACP® exam Sumanta Boral

2016-12-26 Prepare for the Project

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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 quizzes 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 Practitioners.

Visio Services Quick Guide Sahil

Malik 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.

Designing and Developing Library

Intranets Nina McHale 2013-09-13 For

the past decade, e-mail has been the

preferred method of internal

communication in libraries. However,

relying on email for organizational

knowledge management seems a bit like

storing birth certificates, car

titles, and deeds in a pile of junk

mail: the important documents are

lost amongst other items of only minimal or fleeting importance. A successful intranet can provide a secure place for information exchange and storage; however, in order to be successful, a library intranet must be easy to use, have the functionality desired by its users, and be integrated into the daily workflows of all library staff. Accomplishing this can be challenging for web librarians. The book covers, among other topics, third-party hosting; the use of freely available blog and wiki software for internal staff communication; and developing library intranets in ColdFusion, Microsoft SharePoint, and the open source Drupal content management system (CMS). More importantly, the authors examine in detail the human factors, which, when not thoroughly addressed, are more often the cause for a failed intranet than the technology platform. This book was published as a special issue of the Journal of Web Librarianship.

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.

SharePoint 2013 User's Guide Anthony 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.

Microsoft Office 2016: The Complete Guide Stewart Melart 2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word, PowerPoint, Access, and Excel are here to give you the best experience ever. In addition to all the cool new features that are packed into this software you can have the entire suite cloud-connected, so you can have all your documents at your disposal anytime and place. You will enjoy the comfort ease of locating important information anywhere you are. You will also be able to capitalize on the great opportunity of sharing your documents with your friends, family or colleagues as you get your most important tasks done with easy and great new features. What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide Beezix 2013-07-24 4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference for each

product, showing changed Office 2007 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Customizing the Ribbon; Backstage View (The File Menu); Changes to Templates; Using Touch in Office 2013; Opening and Saving; Exiting All Open Windows; New or Changed Picture Features: Cropping a Picture; Integration with Online Services: Switching Online Accounts, Adding a Service Such as Flickr, YouTube, SkyDrive, Office 365 SharePoint; Inviting People to Collaborate; Using Apps for Office; Recovering Unsaved Versions; Other New or Changed Features. Word: Resumed Reading; Read Mode; Quickly Inserting Tables Rows/Columns; Navigate and Organize Using Headings; Search Using the Navigation Pane; Using the Border Painter; Tracking Changes: Locking Track Changes On; Marking Comments as Done; Other New or Changed Features. PowerPoint: Zoom and Pan While Presenting; Jumping to

a Slide While Presenting; Smart Guides and Fixed Guides; Merging/Comparing Presentations; Organizing Slides with Sections; Changes to Animations; Video Improvements: Linking to a Web Video, Syncing Animation/Text Overlays With Audio/Video, Fading In/Out and Trimming Audio/Video, Create a Video File of a Presentation; Other New or Changed Features; Features No Longer Available. Word & PowerPoint: Presenting Online; Communicating with a Commenter; Replying to a Comment. Excel: Excel Windows; Using Flash Fill; Using Quick Analysis; Inserting a Chart in a Cell (Sparklines); Filtering with Slicers; New Functions; Using Chart Recommendations; Combining Chart Types; Changes to Chart Data Labels; PivotTable and PivotChart Changes: Adding a Timeline, Using a Timeline, Creating a PivotChart with or without a PivotTable; Other New or Changed Features; Features No Longer Available. For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent.