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How To Edit Documents

Dorothy Burke



How To Edit Documents:

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How to Write and Present

Technical Information Charles H. Sides, 2017-09-15 Thoroughly updated to discuss the use of tools such as Skype and social media this concise volume shows how effective communication via written text and spoken presentations can positively impact project management in professional environments Professional communications are the information product of all organizations and businesses Based on that premise this book offers communications strategies that will benefit any organization that disseminates technical information in house and or to customers The popular work provides easy to understand and apply guidelines for designing and writing effective technical documents as well as other related communications What makes this new edition especially valuable is that it maintains the quality of information that distinguished the previous editions but is now updated to encompass current technology and trends including today's prevalent communication tools such as social media The book begins by looking at skills common to all technical writing and offering general advice on designing and writing reports Next is a discussion of specific types of reports along with common problems and issues writers face Finally the work overviews other forms of communications such as professional presentations The updated material also considers the growing importance of interviews and focus groups as information gathering tools the influence of visual rhetoric and the use of technologies such as Skype and webinars

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Need fast reliable easy to implement solutions for SharePoint 2010. 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 2010's latest improvements, this book covers everything from lists and views to social networking, workflows, and security. The industry's most focused SharePoint resource, *SharePoint 2010 How To* provides all the answers you need now. Fast, Accurate, and Easy to Use. Quickly review essential SharePoint terminology and concepts. Find log on to and navigate SharePoint sites. Create, manage, and use list items, documents, and forms. Set up alerts to notify you about new or changed content. Use views to work with content more efficiently. Make the most of search in SharePoint Server and SharePoint Foundation. Organize content with lists, document libraries, and templates. Use powerful new social networking features including tagging, NewsFeed, updates, and blogs. Author and edit each type of SharePoint page. Manage site security and control access to specific content. Create workflows, track them, and link them to lists or libraries. Create Meeting Workspaces for individual projects. Customize a site's appearance, settings, and behavior. Work efficiently with SharePoint 2010's updated interface and new Ribbon. *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.sharepointtips.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

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