# SharePoint 2013 User's Guide

Learning Microsoft's Business Collaboration Platform

MASTER THE PERCURES AND CHRISCITIES OF THE SHAREPOINT 2012 PLATFORM

**Tony Smith** 

# **Microsoft Sharepoint 2013 Manual**

Reza Alirezaei, Brendon Schwartz, Matt Ranlett, Scot Hillier, Brian Wilson, Jeff Fried, Paul Swider

#### **Microsoft Sharepoint 2013 Manual:**

**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 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 SharePoint 2013 Field Guide Errin O'Connor, 2014-05-27 Covers SharePoint 2013 microblogging Back up and restore 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 Microsoft SharePoint 2013 Designing and Architecting Solutions Shannon Bray, Miguel Wood, Patrick Curran, 2013-07-15 Get the information you need to make good SharePoint design decisions Determine the best design for your SharePoint implementation by gaining a deeper understanding of how the platform works Written by a team of SharePoint experts this practical guide introduces the Microsoft SharePoint 2013 architecture and walks you through design considerations for planning and building a custom SharePoint solution It's ideal for IT professionals whether or not you have experience with previous versions of SharePoint Discover how to Dive deeper into SharePoint 2013 architecture components Gather requirements for a solution that fits your needs Upgrade from Microsoft SharePoint 2010 to 2013 Design service applications for performance and redundancy Provide the right storage plan for a SharePoint farm Map authentication and authorization requirements to your solution Take steps necessary to design a secure implementation Plan your business continuity management strategy Validate your SharePoint Access 2013: The Missing Manual Matthew MacDonald, 2013-04-11 Unlock the secrets architecture to ensure success 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 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 MS SharePoint 2013 Architecture Manual Drew Walker, 2014-10-09 Microsoft SharePoint 2013 architecture and design manual for the developer and practitioner Microsoft SharePoint 2013 Disaster Recovery Guide Peter Ward, Peter Abreu, Pavlo Andrushkiw, Pat Esposito, Jeff Gellman, Joel Plaut, 2013-09-25 The style and approach of the book is an easytoread Share Point admin guide This is not a stepbystep 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 recoveryrecovery plan It's assumed that you have some experience in SharePoint and Windows Server and as well be familiar with SOL Office 2013: The Missing Manual Nancy Conner, Matthew MacDonald, 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 Ouick 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 Microsoft Access 2016 Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9

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Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting

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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 Development Reza Alirezaei, Brendon Schwartz, Matt Ranlett, Scot Hillier, Brian Wilson, Jeff Fried, Paul Swider, 2013-02-22 Thorough coverage of development in SharePoint 2013 A team of well known Microsoft MVPs joins forces in this fully updated resource providing you with in depth coverage of development tools in the latest iteration of the immensely popular SharePoint From building solutions to building custom workflow and content management applications this book shares field tested best practices on all aspect of SharePoint 2013 development Offers a thorough look at Windows Azure and SharePoint 2013 Includes new chapters on Application Life Cycle Management developing apps in SharePoint and building PerformancePoint Dashboards in SharePoint Professional SharePoint 2013 Development is an essential SharePoint developer title Business Intelligence in Microsoft SharePoint 2013 Norm Warren, Mariano Neto, Stacia Misner, Ivan Sanders, Scott A. Helmers, 2013-05-15 Dive into

the business intelligence features in SharePoint 2013 and use the right combination of tools to deliver compelling solutions Take control of business intelligence BI with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012 Led by a group of BI and SharePoint experts you ll get step by step instructions for understanding how to use these technologies best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Discover how to Manage the entire BI lifecycle from determining key performance indicators to building dashboards Use web based Microsoft Excel services and publish workbooks on a SharePoint Server Mash up data from multiple sources and create Data Analysis Expressions DAX using PowerPivot Create data driven diagrams that provide interactive processes and context with Microsoft Visio Services Use dashboards scorecards reports and key performance indicators to monitor and analyze your business Use SharePoint to view BI reports side by side no matter which tools were used to produced them

**Troubleshooting SharePoint** Stacy Simpkins, 2017-11-24 Utilize a treasure trove of free SharePoint troubleshooting tools and receive insightful quidance about the types of SharePoint issues that can be discovered through their use Chapters in this book contrast solid and least privileged builds in order to help you understand the types of issues that are raised when farms are not built the least privileged way Because SharePoint errors often present themselves one way when an issue is actually something entirely different the process of finding the root cause can feel like going down a rabbit hole Hands on exercises get you comfortable with logs so you can efficiently and effectively explore the rabbit hole Troubleshooting SharePoint also demonstrates how to identify components and settings that enter an environment where access has been restricted The author shares his proven methods for researching an issue based on what appears in the logs with the understanding that often it is not as simple as asking aguestion but how you ask it that leads to the right answer What You ll Learn Utilize networking tools such as NetMon WireShark and Fiddler for troubleshooting Master SharePoint PAL Webalizer Indihaing Developer Dashboard the Feature Admin tool and more Become proficient using Timer Jobs and Search Diagnostics Understand how various files are accessed by IIS sites and within the server file system Discover how IIS mappings and file permissions affect issues Troubleshoot with ULS Viewer PowerShell and tools such as ProcMon PerfMon and Event Viewer Meet your new best friend the ULS Viewer Use Event Viewer as a troubleshooting source Become conversant in the language of SharePoint from the log s perspective Who This Book Is For SharePoint administrators and developers who want to learn how to quickly diagnose and resolve issues in any SharePoint server in SharePoint farms where admin access is possible Professional SharePoint 2013 Development eBook and SharePoint-videos.com Bundle Reza Alirezaei, Brendon Schwartz, Matt Ranlett, Scot Hillier, Brian Wilson, Jeff Fried, Paul Swider, Asif Rehmani, 2014-03-10 Beginning SharePoint 2013 Development eBook and SharePoint videos com Bundle 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

#### Microsoft Sharepoint 2013 Manual Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "Microsoft Sharepoint 2013 Manual," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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#### **Microsoft Sharepoint 2013 Manual Introduction**

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