

# MICROSOFT SHAREPOINT USER GUIDE

The Ultimate Handbook for Storing, Organizing,  
Sharing and Accessing Information from any Device



# Microsoft Sharepoint User Guide

**Lingsheng Yao**



## **Microsoft Sharepoint User Guide:**

**SharePoint User's Guide** Infusion Development Corp. (Infusion Development Corporation),2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft s SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User s Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User s Guide will show them how

**SharePoint 2007 User's Guide** Tony Smith,Seth Bates,2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint s information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions SharePoint 2007 Users Guide Learning Microsoft s Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity

*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 2016 User's Guide* Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an

intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them

**What You Will Learn** Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions

**Who This Book Is For** Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides

**SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them

As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

**Microsoft Sharepoint User Guide** Mark O Herbert,2024-06-25 Have you ever felt overwhelmed trying to manage and collaborate on projects wishing for a seamless way to keep everyone on the same page Imagine the frustration of missed deadlines and disorganized workflows simply because you didn t have the right tools at your disposal Whether you re a team leader IT professional or project manager the Microsoft SharePoint User Guide is your

ultimate resource for mastering this powerful platform and transforming your team's productivity This comprehensive guide will take you from SharePoint novice to expert ensuring you can leverage its full potential to enhance collaboration streamline processes and boost efficiency Why This Guide is Essential for SharePoint Users Clear Step by Step Instructions Navigate SharePoint with ease thanks to detailed user friendly directions that simplify complex features Expert Insights and Tips Learn from SharePoint professionals how to maximize the platform's capabilities and avoid common pitfalls Comprehensive Coverage Everything you need to know about Microsoft SharePoint from basic setup to advanced functionalities Troubleshooting Solutions Overcome common challenges with confidence using proven troubleshooting advice and best practices Stay Updated Keep pace with the latest updates and features ensuring your skills and knowledge remain current Don't let inefficiencies and disorganization hold your team back any longer With the Microsoft SharePoint User Guide you'll unlock the full potential of SharePoint to create a more productive and collaborative work environment Transform your team's workflow today buy your copy now and master Microsoft SharePoint

**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](http://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 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

[SharePoint 2003 User's Guide](#) Seth

Bates, Tony Smith, 2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier's books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

Microsoft 365 Identity and Services Exam Guide MS-100 Aaron Guilmette, 2023-06-16 Gain a comprehensive grasp on the key objectives to pass the MS 100 exam reinforced with practice questions throughout the book Purchase of the print or Kindle book includes a free PDF eBook Key Features Plan and implement Azure AD identity including your choice of authentication strategy and securing access Configure core features such as self service password reset and Azure AD identity protection Work with self assessment questions exam tips and practice tests based on the latest exam blueprint Book Description This book serves as a comprehensive guide to prepare you for the Microsoft Identity and Services exam which focuses on the core identity and security aspects of a Microsoft 365 tenant The exam MS 100 tests your proficiency in Azure AD authentication types user management roles access management and workload applications This book follows the published MS 100 blueprint which covers identity and identity synchronization concepts administrative roles and crucial security topics such as self service password reset Azure AD password protection and multifactor authentication You'll gain insights into application and authentication concepts including OAuth application request management enterprise application configuration the benefits of Azure AD Application Proxy and deploying Microsoft 365 apps The book also delves into passwordless sign in methods and provides overviews of configuring Exchange Online Microsoft Teams SharePoint Online and OneDrive for Business in both cloud only and hybrid deployments You'll be able to assess your knowledge retention at the end of each chapter By the end of this MS 100 study guide you'll have built the knowledge and skills to pass the MS 100 exam and be able to ensure thorough preparation with the help of practice exam questions What you will learn Build your knowledge to effectively plan a Microsoft 365 tenant Examine and monitor health metrics in the Microsoft 365 environment Select an authentication model that aligns with both business and security requirements Implement App Proxy enterprise applications and SAML integration Configure Exchange Online and Exchange hybrid scenarios Deploy the Microsoft 365 Apps seamlessly in your organization Explore the core features of SharePoint Online OneDrive and Teams Who this book is for Designed for both intermediate and experienced administrators as well as individuals preparing to take the MS 100 exam this book caters to those pursuing standalone achievement or aspiring to attain the Microsoft 365 Certified Enterprise Administrator Expert certification A foundational understanding of Microsoft 365 services and associated technologies is expected *Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C* Beezix Software Solutions, 2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a

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**Upgrader's Guide to Microsoft Office System 2003** Susan Sales Harkins,Mike Gunderloy,2004-08-10 Microsoft Office 2003 is the sixth version of Microsoft s best selling Office suite As such most of the audience is comprised of people who have used previous versions of Office and are quite familiar with most of the features Upgraders do not need a 800 page book that covers every aspect of every Office application They need a book that s focused only on what s new so that they can move forward with a minimum of fuss That s what this book is all about

**Visio 2013 Absolute Beginner's Guide** Alan Wright,Chris Roth,2013-07-22 Make the most of Visio 2013 without becoming a technical expert This book is the fastest way to master Visio and use it to build powerful useful diagrams org charts and flowcharts of

all kinds Even if you ve never used Visio before you ll learn how to do what you want one incredibly clear and easy step at a time Visio has never ever been this simple Who knew how simple Visio 2013 could be This is the easiest most practical beginner s guide to using Microsoft Visio 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master new tools for creating intuitive visually appealing diagrams Learn high efficiency touch features for Windows 8 and tablets Create business and engineering diagrams flowcharts maps floor plans network diagrams schedules and more Instantly set or change diagram designs with enhanced templates and themes Simplify diagramming with built in shapes and stencils or create your own Craft more sophisticated diagrams with containers callouts screentips and layers Import external images from SVG graphics to AutoCAD drawings Visually present Excel spreadsheet data in Visio drawings Dynamically update diagrams with real time data to support better decision making Share diagrams to improve team collaboration

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