SharePoint

Microsoft™ Office 365

nevada *learning series*

SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client versions of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See *Document Libraries*, page 2.

When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.
When you want to formally communicate and discuss projects with team members.
When you want to track task progress related to a projects and documents.
When you want a quick newsfeed on a project's progress.

Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.
So you can build a fully-customizable landing page for a project or team.
So you can keep relevant project-related files organized and accessible.

Which Office Apps Work with SharePoint?

Problem: Team members are located at various offices, making communication and decision making difficult.
Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.
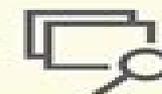
Problem: File versions quickly get mixed up, as multiple people share files back and forth.
Solution: Use Teams SharePoint and to provide real time collaboration and version control.

Problem: Projects require nuanced apps, lists, and timelines in order to keep track of progress.
Solution: Use SharePoint apps to customize your project's landing page or team site.

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Jeff Webb

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efficiently using Office 365 A comprehensive guide covering every aspect of planning and managing this multifaceted collaboration system Book Description Office 365 is suite of advanced collaboration tools used by many well known organizations and their system administrators This book starts with an introduction to Office 365 and its basic fundamentals Then we move towards workload management and deployment You will delve into identities authentications and managing office 365 We also cover concepts such as collaboration with Microsoft teams and tools such as Delve and Skype for collaboration Towards the end of the book you ll master monitoring and security concepts By the end of this book you will have hands on experience working with Office 365 and its collaboration tools and services What you will learn Learn how to implement Office 365 from scratch and how to use best practices to be a successful Office 365 professional Understand Microsoft productivity services to take your organization or business to the next level by increasing productivity Learn how workloads and applications interact and integrate with each other Learn to manage Skype for Business Online Get support and monitor service health with Office 365 Manage and administer identities and groups efficiently Who this book is for If you are working as a system administration or an IT professional and are keen to learn the fundamentals of Office 365 then this book is for you No prior knowledge of office 365 is necessary   The Rational Guide to Building Sharepoint Web Parts Darrin Bishop,2004 Learn how to use manage customize and deploy web parts for Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services 2 0 cover   Microsoft SharePoint Products and Technologies Resource Kit Bill English,2004 This official Microsoft RESOURCE KIT provides in depth technical information and timesaving tools to deploy and support Microsoft Office SharePoint Portal Server 2003 and Microsoft Windows SharePoint Services in medium and large organizations The Adobe Reader format of this title is not suitable for use on the Pocket PC or Palm OS versions of Adobe Reader   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 Office SharePoint 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated C** Beezix, Inc Staff,2007-09-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2007 The following topics are covered Accessing a SharePoint site Signing Out Navigating to a Top Level Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Setting an Automatic Expiry for Announcements Assigning a Task Using the Recycle Bin Creating a Subsite Creating a Meeting Workspace Creating a Document Workspace Using Document Libraries Adding an Existing File to a Document Library Checking Files Out In List and Library Functions Sorting Filtering Changing View Accessing SharePoint Lists and Libraries in Outlook Using Email Alerts Using Datasheet View Creating a List or Library Deleting a List or Library Creating a Survey Adding Questions to an Existing Survey

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