

Sharepoint 2013 Quick Reference Guide

Deliver world-class collaboration capabilities through the cloud Use SharePoint Online to provide today's most advanced collaboration capabilities—without managing your own infrastructure! This concise reference will help you configure and manage SharePoint Online to meet your requirements for functionality, performance, and compliance. Bill English covers user profiles, security, search, records management, App Catalogs, metrics, and more—to derive maximum value from SharePoint Online. Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles, properties, audiences, permissions, policies, and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search, indexing, and records and document management Create and manage security and App Catalogs Solve the core issues of governance, risk, compliance, taxonomies, and training

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 What you'll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for development standards and testing processes Who this book is for Practical SharePoint 2013 Governance is for SharePoint consultants, administrators, architects, and anyone else looking for actual hands-on governance guidance. It is an excellent choice for people who like action-focused concepts or who want to go beyond documentation and theory. This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront. Table of ContentsPart I: Orientating SharePoint Governance 1. Understanding SharePoint Governance Part II: Defining the SharePoint Service 2. Defining Your SharePoint Service and Service Tiers 3. Determining Your SharePoint Features and Functionality 4. Establishing Your Team's Roles and Responsibilities 5. Shaping Your User Readiness and Training 6. Measuring and Reporting on Your SharePoint Service Performance Part III: Expanding the SharePoint Service 7. Creating Your SharePoint Roadmap 8. Promoting a Feedback Process 9. Managing Your SharePoint Demand Funnel 10. Growing Your SharePoint Service 11. Preparing for SharePoint Upgrades and Patches Part IV: Customizing the SharePoint Service 12. Committing Sponsorship and Ownership of Customizations 13. Facilitating and Isolating End-User Customizations 14. Designing Your Development Standards and Testing Processes 15. Framing Your Information Architecture and UI Standards 16. Coordinating Your Code Promotion and Release Processes 17. Rapid Concepts

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 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; 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/Collapsing 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 Task; 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; Paving 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.

Microsoft SharePoint 2013 provides 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 2013, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. The SharePoint 2013 User's Guide 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 search, workflow, and social) that make up these environments. In the fourth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These real-world 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. Pick up a copy of the SharePoint 2013 User's Guide today.

A Guide for Administrators, Developers, and DevOps Engineers
SharePoint Online Development, Configuration, and Administration
What's New in Microsoft Office 2013 (from 2007) Quick Reference Guide
A Practical Guide to SharePoint 2013
Microsoft SharePoint 2013 Plain & Simple
Business Intelligence in Microsoft SharePoint 2013

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 beginning SharePoint eBook and SharePoint-videos.com Bundle

Apps have taken the world by storm, and now they're taking SharePoint well. The biggest new thing in SharePoint 2013, apps are the solution to creating custom code that runs on not just your own SharePoint deployment, but also on others' implementations as well. Pro SharePoint 2013 App Development is your must-have guide to developing app solutions that run on the SharePoint 2013 platform. Using step-by-step tutorials, author Steve Wright creates a sample SharePoint app throughout the course of the book, and you can walk with him through the entire lifecycle of a SharePoint app. Get expert guidance and advice on creating an app, provisioning it for use in SharePoint, securing it from unauthorized use and from other applications, integrating your app with SharePoint search and other platform features, and much more. You'll even discover how to present your app to users on mobile devices like Pads, smartphones, and Microsoft Surface tablets. Apps in SharePoint are here to stay. Don't miss out - pick up a copy of Pro SharePoint 2013 App Development and get started on your own custom apps today. Introduces the architecture for creating and hosting SharePoint apps. Leads the reader through the creation and deployment of a complete solution. Provides an understanding of the security features in the SharePoint app model. Helps the organization leverage internal data securely over the network. Leverages SharePoint search and other services to create rich SharePoint solutions. Introduces the techniques for delivering data on a multitude of web and mobile platforms.

Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and really put your business collaboration platform to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate information sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using business social features Connect SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control SharePoint enterprise search

Planning for Adoption and Governance
Learning Microsoft's Business Collaboration Platform
SharePoint 2013 For Dummies
Microsoft SharePoint 2013 Administration Inside Out
Visio Services Quick Guide
SharePoint 2013 Unleashed
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

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.

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.

Get started with the new Access 2013 with this impressive all-in-one reference! Microsoft Access allows you to store, organize, view, analyze, and share data; the new release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. This compilation of nine indispensable minibooks is exactly what you need to get up to speed on the latest changes to Access. This easy-to-understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server, manipulating data locally, getting up to speed on the latest features of Access 2013, creating queries and macros, and much more. From the basics to advanced functions, this book is what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Access 2013 Includes nine minibooks that cover such topics as database design, tables, queries, forms, reports, macros, database administration, securing data, programming with Visual Basic for Applications (VBA), and using Access with the web Helps you build database solutions that integrate with the web and other enterprise data solutions Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide offers you access to all things Access 2013!

Quick Start Guide to Azure Data Factory, Azure Data Lake Server, and Azure Data Warehouse
Microsoft SharePoint 2013 Disaster Recovery Guide
Microsoft SharePoint 2013 Pocket Guide
Introduction (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)
Advanced Quick Start Guide
Altova® XMLSpy® 2013 User & Reference Manual

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.

The style and approach of the book is an easyto read SharePoint 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 recovery/recovery plan. It's assumed that you have some experience in SharePoint and Windows Server and, as well be familiar with SQL.

Design and develop great solutions using SharePoint 2013 Develop your business collaboration solutions quickly and effectively with the rich set of tools, classes, libraries, and controls available in Microsoft SharePoint 2013. With this practical reference, enterprise-development expert Paolo Pialorsi shows you how to extend and customize the SharePoint environment—and helps you sharpen your development skills. Ideal for ASP.NET developers with Microsoft .NET and C# knowledge. Discover how to: Create custom SharePoint apps and publish them in the Office Store Orchestrate your workflows with the new Workflow Manager 1.0 Access and manage your SharePoint data with the REST APIs Federate SharePoint with Windows Azure Access Control Services Customize your SharePoint 2013 UI for a better user experience Gain a thorough understanding of authentication and authorization New features 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 apps • 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 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: perspective.com

Microsoft SharePoint 2013 Developer Reference
SharePoint 2013 Branding and UI Design eBook and SharePoint-videos.com Bundle
Beginning PowerShell for SharePoint 2016
Beginning SharePoint 2013 Building Business Solutions eBook and SharePoint-videos.com Bundle

What's New in Microsoft Office 2013 (from 2003) Quick Reference Guide
No fluff! Just practical exercises to enhance your SharePoint 2013 learning!
Get the full-color, visual guide that makes learning Microsoft SharePoint 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done. Here's WHAT you'll learn: Create libraries for all kinds of media Share information in one location Organize people and processes Connect SharePoint to Microsoft Office with no fuss Find things fast with the Search Center Expand your community with social networking Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away

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

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. 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: Resuming 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.

InfoPath with SharePoint 2013 How-To
Beginning PowerShell for SharePoint 2013
SharePoint 2016 User's Guide
Administering and configuring for the cloud
Microsoft SharePoint 2013 Planning for Adoption and Governance
(Cheat Sheet of New Features and Instructions - Laminated Guide)

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. Microsoft SharePoint 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.

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. 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 O365, 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 O365 Look at the many options for administering SharePoint components

Learning Microsoft's Business Collaboration Platform
Using Visio with SharePoint 2013 and Office 365
Advice from the Consulting Trenches
Professional SharePoint 2013 Development eBook and SharePoint-videos.com Bundle
A Quick Reference Guide for the Busy Professional
Ace the PMI-ACP® exam

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 architectconsultants by your side, helping you optimize your success from start to finish! Detailed Information on How to... Develop a 24-to-36 month roadmap reflecting initial requirements, longterm strategies, and key knownows 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 Add 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 Integrate SharePoint with other systems: SAP, 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 (ECMRM) to support legal/compliance requirements Efficiently build custom applications, workflows, apps and web parts Leverage Microsoft Azure or Amazon Web Services (AWS)

Beginning SharePoint 2013 Building Business Solutions eBook and SharePoint-videos.com Bundle
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 nothing 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 thing 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 this book is people who are looking to become SharePoint 2013 administrators. Network administrators who want to learn SharePoint administrators 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 Extracts, 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 Extracts 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

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

SharePoint 2013 User's Guide
Microsoft Office SharePoint 2013 Quick Reference Guide
Microsoft SharePoint Online for Office 365
Access 2013 All-in-One For Dummies
Practical Guidance for Meaningful Business Results
Pro SharePoint 2013 App Development

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! Ihsai Sagi is a SharePoint developer and architect who provides solutions for his company, Extlignit 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 other Microsoft Office 365 and SkyDrive 's. 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 developers ' Author and edit each piece 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 new Office 365 private and public site collections

Prepare for the Project Management Institute 's (PMI®) Agile Certified Practitioner (ACP®) exam. Augment your professional experience with the necessary knowledge of the skills, tools, and techniques that are required for passing the examination. This is a comprehensive and one-stop guide with 100% coverage of the exam topics detailed in the PMI-ACP® Exam content outline. Rehearse and test your knowledge and understanding of the subject using the practice quizzes after each chapter, three full-length mock exams, and practical tips and advice. 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, 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 • 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./div

Buy the print SharePoint 2013 Unleashed and get the eBook version for free! See inside the book for access code and details. ' SharePoint 2013 Unleashed is the most complete, practical resource for ' all administrators, business, architects, users, and developers to be most of Microsoft ' s powerful new SharePoint 2013 platform. ' Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Pense focus on what administrators and knowledge workers really need to know to effectively design, implement, configure, and use SharePoint 2013. They fully address key SharePoint 2013 innovations such as PowerShell scripting to automate administration and farm provisioning; better virtualization support; improved security and authentication; new business intelligence tools; social networking improvements; enhanced lists; libraries; metadata; and more. ' Step-by-step, through easy-to-understand examples, they help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document and web content management, and business intelligence. ' Detailed information on how to... ' Optimize your SharePoint 2013 design/deployment plan, right-size your server farm(s), and improve scalability ' Reduce costs by virtualizing your SharePoint environment and automating farm deployment ' Optimize search with metadata, content types, and taxonomies ' Streamline management with PowerShell and the SharePoint Central Administration tool ' Efficiently monitor, back up, and restore SharePoint environments ' Understand new Shredded Storage capabilities and new Services Applications built into the infrastructure layer of SharePoint ' Deploy SharePoint ' s improved social networking features, including microblogging ' Deploy SharePoint as an extranet using various external authentication providers ' Use powerful out-of-the-box workflows—and create your own with SharePoint Designer 2013 and Visual Studio 2013 ' Build Business Intelligence solutions with PerformancePoint and Business Connectivity Services ' 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

Pro SharePoint 2013 Administration
Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)
Essential SharePoint® 2013
SharePoint 2013 Field Guide
SharePoint 2013 How-To
Microsoft SharePoint 2013 Inside Out

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 and Azure Data Warehouse. The book details the components needed to integrate data in the cloud with local SQL databases, Mark Becker'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.

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.

The bestselling guide on running SharePoint, now updated tocover all the new features of SharePoint 2013 SharePoint Portal Server is an essential part of the enterpriseinfrastructure for many businesses. Building on the success ofprevious versions of SharePoint For Dummies, this newedition covers all the latest features of SharePoint 2013 andprovides you with an easy-to-understand resource for making themost of all that this version has to offer. You'll learn how to getis site up and running, branded, and populated with content,workflow, and management. In addition, this new edition includesessential need-to-know information for administrators, techsumers, and page admins who want to leverage the cloud-hosted features center, either as standalone solutions or as part of a SharePoint infrastructure. Walks you through getting a SharePoint site up and runningEffectively and efficiently Explains ongoing site management and offers plenty of advicefor administrators who want to leverage SharePoint and Office 365in various ways Shows how to use SharePoint to leverage data centers andcollaborate with both internal and external customers, includingpartners and clients SharePoint 2013 For Dummies is essential reading if youwant to make the most of this technology.

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)
Practical SharePoint 2013 Governance
SharePoint 2010 User's Guide
SharePoint 2013 on Demand

Need fast, reliable, easy-to-use solutions for using InfoPath® with SharePoint® 2013? This book delivers exactly what you're looking for: step-by-step help and guidance with the tasks you'll perform most often. You'll learn better ways to design and develop intuitive, effective form-based solutions, and then efficiently administer, secure, and troubleshoot them. The industry's most focused resource for solving business problems with SharePoint and InfoPath forms, this book provides all the answers you need—now! Steven Mann is an

Enterprise Applications Engineer for Morgan Lewis and has nearly 20 years of professional experience with collaboration and business intelligence, including a decade working with SharePoint. Formerly Principal Architect for RDA Corporation, his books include InfoPath with SharePoint 2010 How-To, Microsoft SharePoint 2010 Business Intelligence Unleashed, SharePoint 2010 Field Guide, and SharePoint 2010 Managed Metadata Unleashed. Fast, Accurate, and Easy-to-Use! ÷ Discover powerful tips for success with InfoPath Designer 2013 ÷ Efficiently create SharePoint form controls, rules, and functions ÷ Master form page design, views, and list forms ÷ Submit, publish, and use data in SharePoint forms ÷ Streamline business processes by integrating forms into SharePoint workflows ÷ Design more intuitive, easier-to-use forms with InfoPath controls, functionality, and settings ÷ Use template parts to create reusable form components, including controls, fields, and data connections ÷ Leverage Visual Studio 2012 with InfoPath to build solutions and application-level add-ins ÷ Dynamically populate repeating tables in forms ÷ Elegantly track changes in SharePoint forms ÷ Automatically generate new InfoPath form instances ÷ Use SharePoint 2013 Central Administration to manage forms and Forms Services ÷ Automate InfoPath Form Services administration with PowerShell ÷ Manage form permissions to control user access and rights ÷ Troubleshoot form development, deployment, publishing, and form submission

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.