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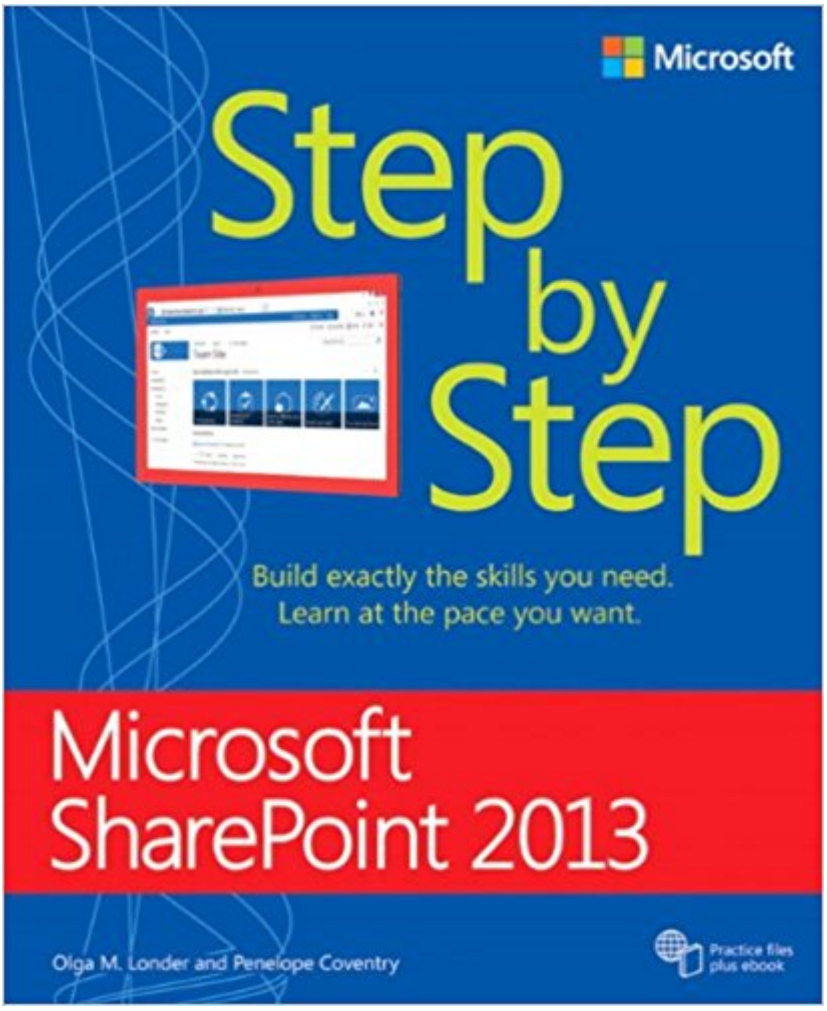
Microsoft SharePoint 2013 Step By Step



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Synopsis

The smart way to learn Microsoft SharePoint 2013â ”one step at a time! Experience learning made easyâ ”and quickly teach yourself how to boost team collaboration with SharePoint 2013. With Step by Step, you set the paceâ ”building and practicing the skills you need, just when you need them! Customize your team siteâ ™s layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and collaborate Publish content using enhanced web content management

Book Information

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Customer Reviews

As an author myself, I could write quite a bit about why I gave this book five stars. Let me try to keep it concise. The book introduces SharePoint 2013 in Microsoft’s Step By Step Format (which walks you through common tasks from start to finish). It’s definitely geared toward end users (as opposed to developers or administrators) although it’s probably right at home on any SharePoint user’s desk irrespective of their role. It seems targeted more toward new users and beginners however there’s plenty of substance and even experienced users will find this a useful reference. I do a good bit of SharePoint development and a bit of administration so I was already pretty well versed in 2013 by the time i got this book. Development wise, I didn’t pick up much (although the book doesn’t pretend to be a developer’s reference or administrator’s guide) but I learned to do several common tasks

much quicker and more directly than I otherwise would have. Outside of that, this book would serve any MS Office Power User well b/c it highlights most all of the key features provided by SharePoint 2013.With that said, I rated this 5 stars and few books in my recent recollection deserve the five stars more than this. If you are going to use SharePoint 2013, buy this book first and save yourself a ton of time and hassle (and drastically reduce your learning curve while you're at it).1-It's relevant - The authors did a superb job focusing on items that most end users care about most while paying less attention to more minor features.2-It's very well structured. SharePoint 2013 is a lot different than 2010 (or any of the previous versions) particularly for end users.

This is the perfect book for the SharePoint beginner. The authors start off with the basics and then move through a ton end use SharePoint features.They did an awesome job with the structure of the book. Each chapter begins with a visual "Chapter at a glance", and then they provide a detailed list of what you can expect to learn from the chapter.Here is an example of a typical list of what you can expect to learn. This is from Chapter 5:â–ª Create a site.â–ª Share a site.â–ª Manage site users and permissions.â–ª Create a personal site.â–ª Change a site theme.â–ª Save and use a site template.â–ª Manage site features.â–ª Manage site content syndication.â–ª Delete a site.Some lists are much larger and others are slightly smaller.I have list the chapters below to give you an idea of what is covered at high level.1. Introducing SharePoint 20132. Navigating a SharePoint Site3. Working with Documents and Information in Lists and Libraries4. Working with Webpages5. Creating and Managing Sites6. Making Lists and Libraries Work for you7. Getting Social8. Working with Wikis and Blogs9. Searching for Information and People10. Managing Work Tasks11. Working with Workflows12. Using SharePoint with Excel and Access13. Working with Business Intelligence14. Using SharePoint with Outlook and Lync15. Working with Content ManagementA. SharePoint 2013 User Permissions and Permission LevelsB. SharePoint 2013 FeaturesC. SharePoint 2013 Solutions Required to Complete the Exercises in this BookGlossaryOne very cool thing about this book is that a free eBook is available for download.

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