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# SharePoint 2013 How-To (How-To (Sams))



## Synopsis

SharePoint 2013 How-To Need fast, reliable, easy-to-implement solutions for SharePoint 2013? This book delivers exactly what youâ™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 2013â™s latest improvements and fluid new design, it covers everything from lists and views to social networking, workflows, and security. The industryâ™s most focused SharePoint resource, SharePoint 2013 How-To provides all the answers you needâ™now! Â

Ishai Sagi is a SharePoint developer and architect who provides solutions through his company, Extelligent Design, which is Canberra, Australiaâ™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 Canberraâ™s SharePoint user group and has spoken at Microsoft conferences around the world. He hosts the popular blog Sharepoint Tips and Tricks ([www.sharepoint-tips.com](http://www.sharepoint-tips.com)), and authored SharePoint 2010 How-To. Â

Fast, Accurate, and Easy-to-Use! Â

- Quickly review essential SharePoint terminology and concepts
- Master SharePoint 2013â™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 2013â™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 siteâ™s appearance, settings, and behavior
- Create new Office 365 private and public site collections

## Book Information

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