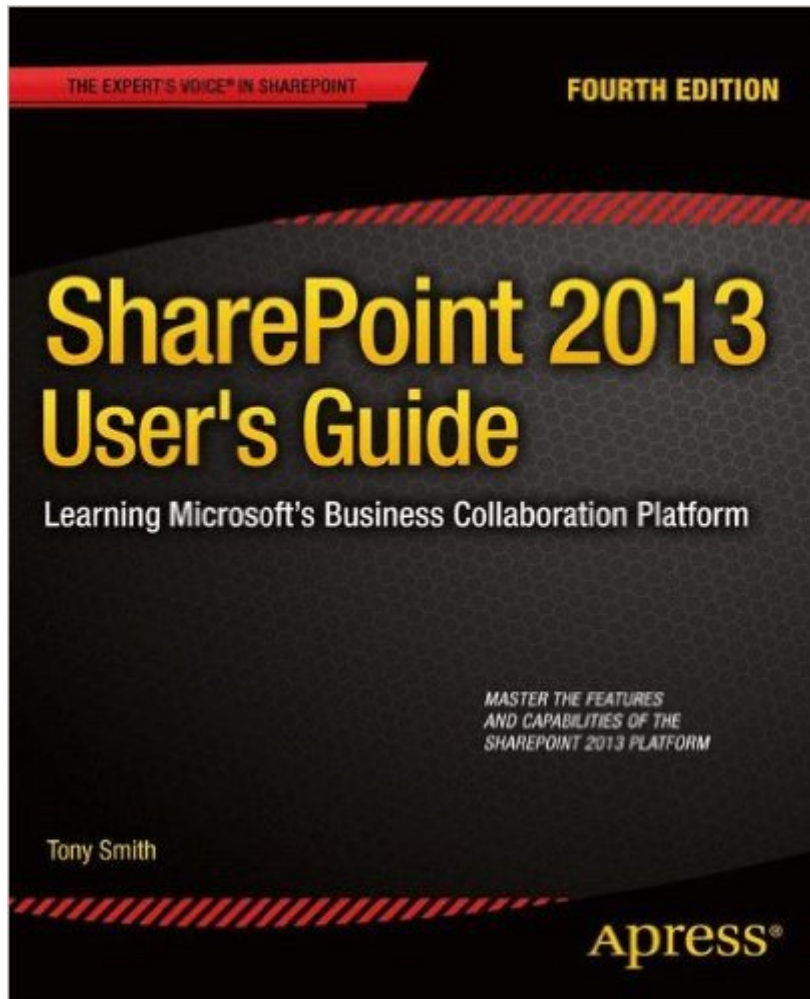


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# SharePoint 2013 User's Guide: Learning Microsoft's Business Collaboration Platform



## Synopsis

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.

## Book Information

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## Customer Reviews

I have been working with SharePoint since version 2003, and I have been using this book since its SharePoint 2010 edition. The book started out with basic SharePoint fundamentals and then dove into details of each feature, what they were for and how to use them. The language was easy to understand and the instructions were very clear. It is one reference book I like to use for step by step instructions as well as getting a better understanding of unfamiliar SharePoint functionalities. I like this book also because it clearly pointed out which SharePoint edition (Foundation, Standard or Enterprise) each feature was available in. It not only saved me time, but also a lot of frustration if something was not available in my environment. I don't find this valuable information in other user guides. Moreover, the author also spent a good chapter listing and explaining all the new features and key improvements in comparison to SharePoint 2010 and listed separately on which edition they were available in. It helped me justify ROI on upgrade very easily. I have recommended it to many of my colleagues and received great feedbacks from them as well. This book is great for both new SharePoint users as well as seasoned power users. Definitely a must have.

This is a great reference guide that I've found invaluable as a new SharePoint user. It provides a clear, concise step-by-step approach on how to configure sites for document management purposes and is the best 2013 guide book I've seen on the market. You can read the chapters in any order and it gets to the point of what you need to know quickly. It's well organized and covers all the topics and tools needed for building out a successful SharePoint 2013 platform. I highly recommend it.

This is strictly a reference book. I'm not sure it offers much more than you can find with online references, though I find the microsoft sharepoint reference pages to be pretty unusable, so this is a step up. What this book does not do is give you strategies on site architecture, governance, taxonomy, etc. It is purely reference. I needed something more.

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