SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform

By Tony Smith

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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.

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Editorial Review

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About the Author
Tony Smith is the Global Tower Lead of Web Technologies at HARMAN International. Tony authored *SharePoint 2013 User's Guide: Learning Microsoft's Business Collaboration Platform* and coauthored *SharePoint 2010 User's Guide: Learning Microsoft's Business Collaboration Platform, SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform*, and *SharePoint 2003 User's Guide.* He has worked with SharePoint technologies since they were originally introduced in 2001 and with SharePoint 2016 since its initial beta release. He also has experience designing and deploying SharePoint solutions in a wide range of organizations across many industries. With a background that includes solution analysis and design, network engineering, and application development, Tony has more than 20 years' experience engineering business solutions.

Users Review

From reader reviews:

Anthony Harrison:

This SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform book is not ordinary book, you have after that it the world is in your hands. The benefit you have by reading this book is usually information inside this guide incredible fresh, you will get data which is getting deeper you read a lot of information you will get. This kind of SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform without we understand teach the one who reading through it become critical in considering and analyzing. Don't end up being worry SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform can bring once you are and not make your handbag space or bookshelves' turn out to be full because you can have it within your lovely laptop even cellphone. This SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform having fine arrangement in word as well

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Joan Morris:

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