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

Ishai Sagi

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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*!

Ishai Sagi is a SharePoint developer and architect who provides solutions through his company, Extelligent 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 developing solutions for it. He leads Canberra'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), and authored *SharePoint 2010 How-To*.

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¿ 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 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
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