

SharePoint For Dummies

Become a SharePoint power user with this quick-and-easy guide to its many features. SharePoint For Dummies is your trusted instruction manual as you learn to create sites, upload and manage documents, collaborate with coworkers, and streamline workflows. Updated to include new AI functionality with Copilot, this edition walks you through the steps you'll need to take to customize SharePoint and take advantage of all it has to offer. You'll also learn how to integrate SharePoint with the tools you already use, so it's easy and seamless to make the shift to online file sharing and version control. You can manage who has access to view and edit files, and you can track, automate, and summarize content—all with this powerful Microsoft platform, and SharePoint For Dummies as your guide.

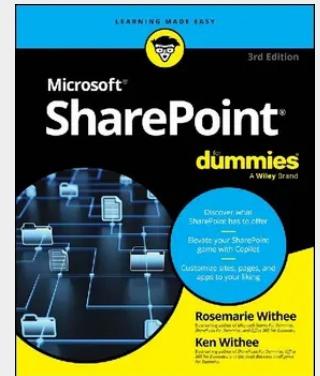
- Learn what SharePoint does and discover features that can improve your processes
- Integrate Microsoft's AI Copilot to do more with Sharepoint
- Customize your SharePoint sites by applying styles and custom layouts
- Improve collaboration and boost efficiency with advanced SharePoint features

This easy-to-follow book is a must for anyone looking for quick answers to SharePoint questions—whether you have experience with SharePoint or are just getting started.

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