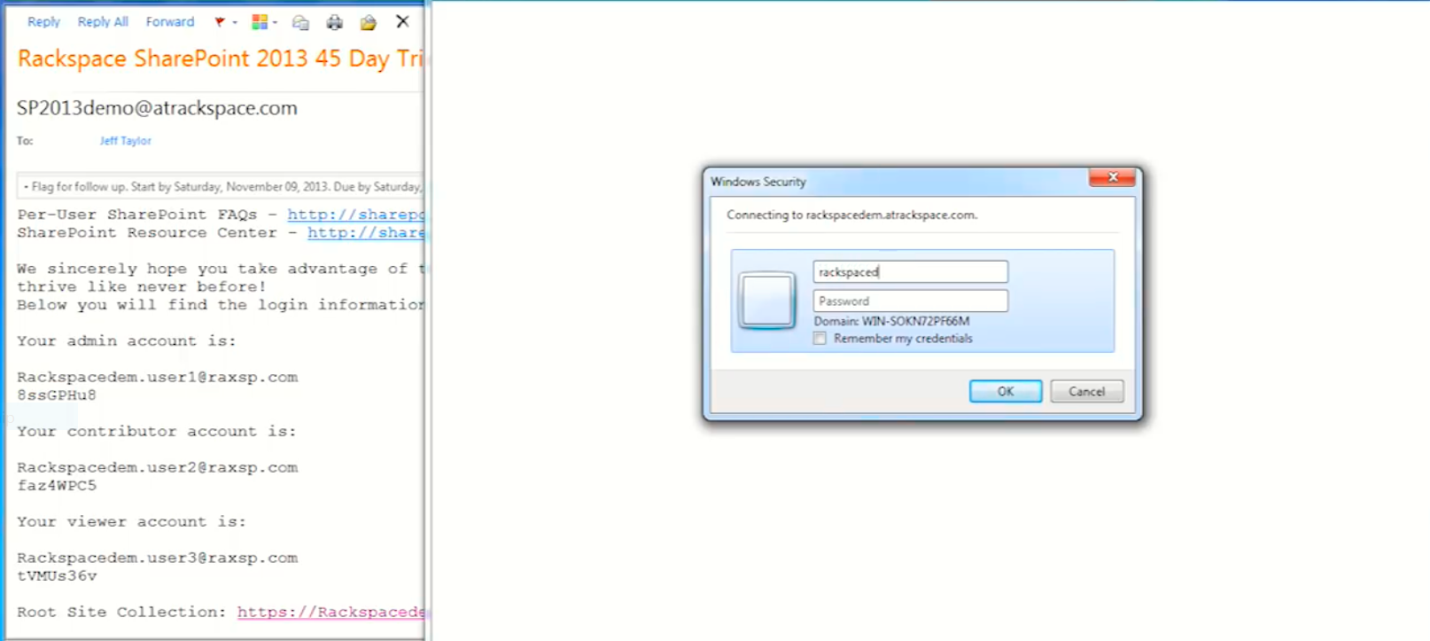
**1.**[**SharePoint 2013: Getting Started**](https://www.youtube.com/watch?v=FO7oq4bzuo8)

**Three types of Account**

1. **Admin Account**: Site collection Administrator and has for information situation SharePoint site
2. **Contributer Account**: Can Add all existing on SharePoint
3. **Viewer Account**: Read only Access

* To **log in** use URL: <https://eyos2011.sharepoint.com/sites/Demo/SitePages/Home.aspx>

**For user1**

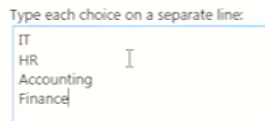
****

1. **Creating/uploading Documnt**

* Docmunt
* + New /Uploaded document
* Browese
* Select file
* Open
* Ok

1. **Add An Account Called Dept.**

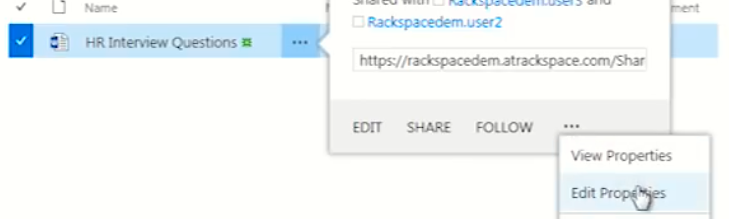
* Library
* Column Name(Dept.)
* Select “Choice”
* In choice box (write the choice dept.)

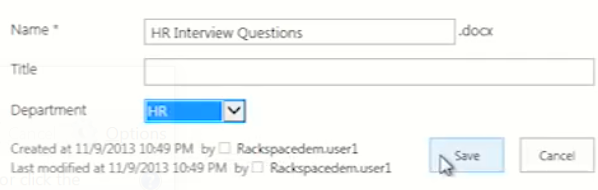


* Default value = null

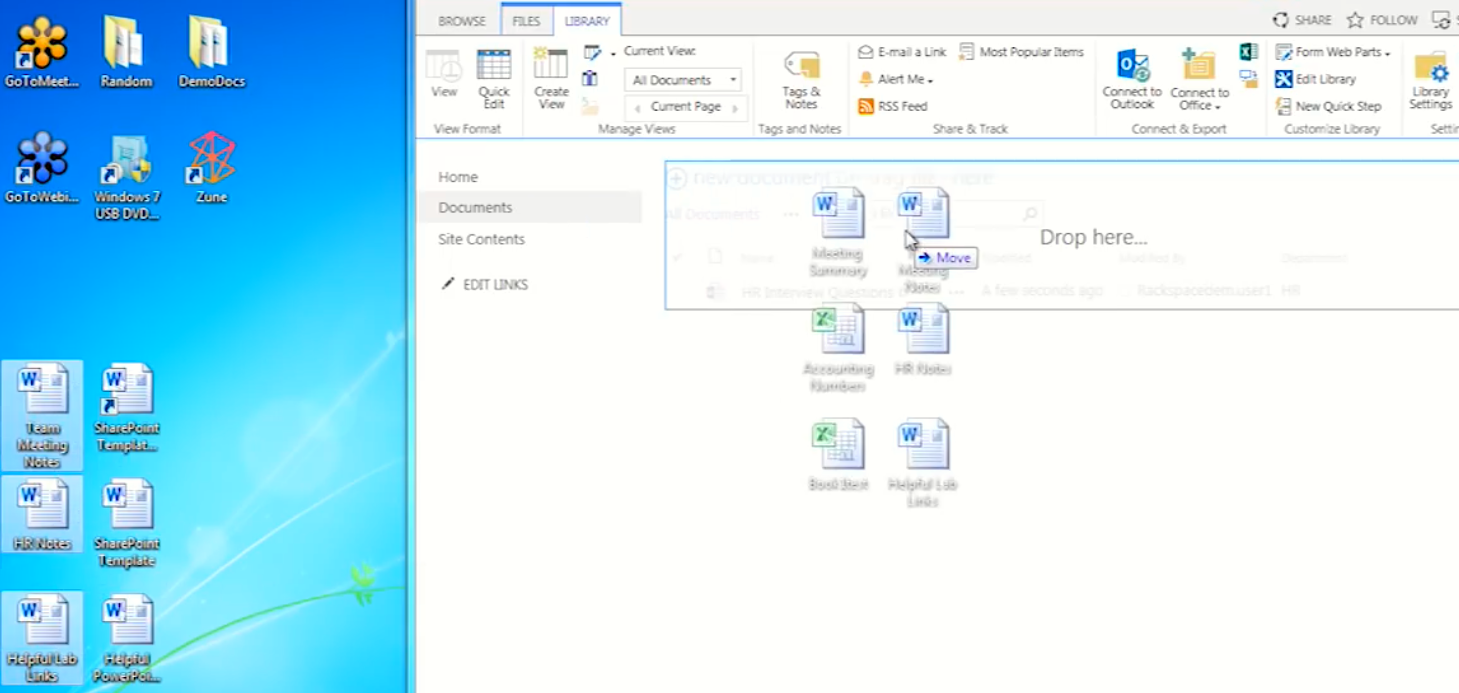
**Tag stackment**

* Ellipse next to our uploaded file
* Ellipse-> Ellipse->Edit properties

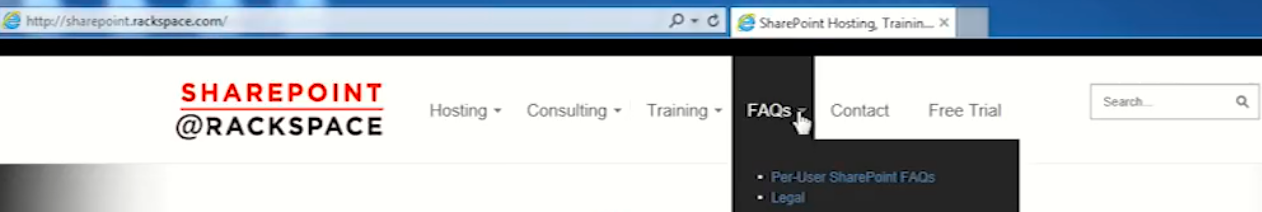




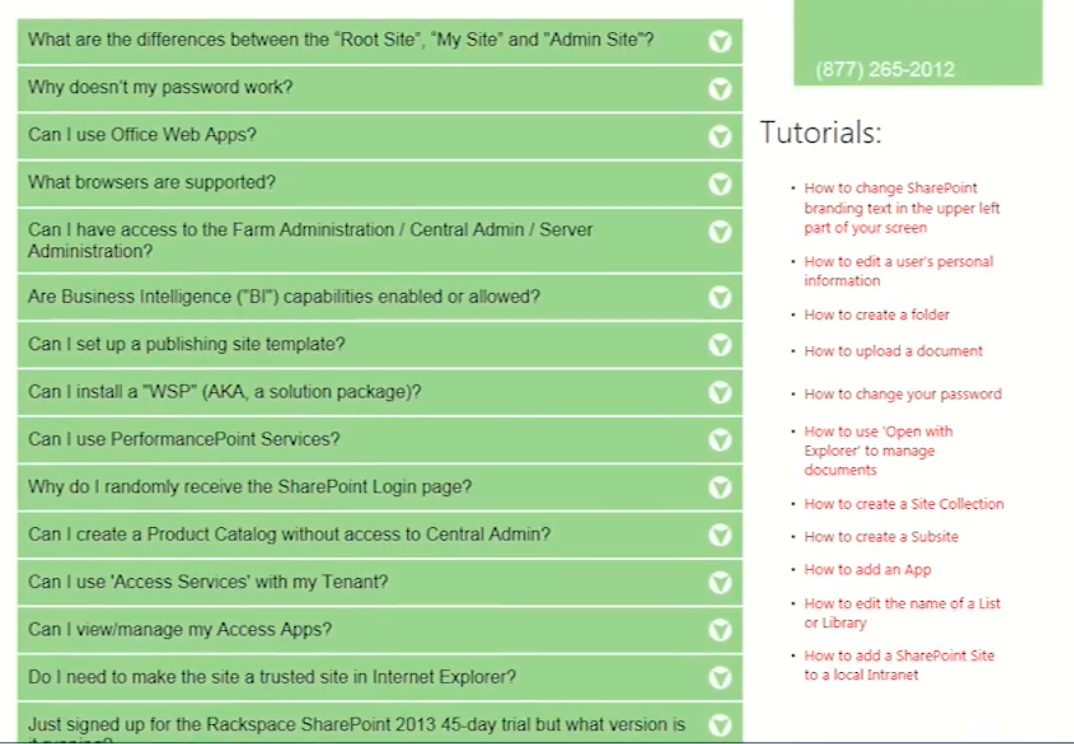
1. **Uploaded by drag and drop**



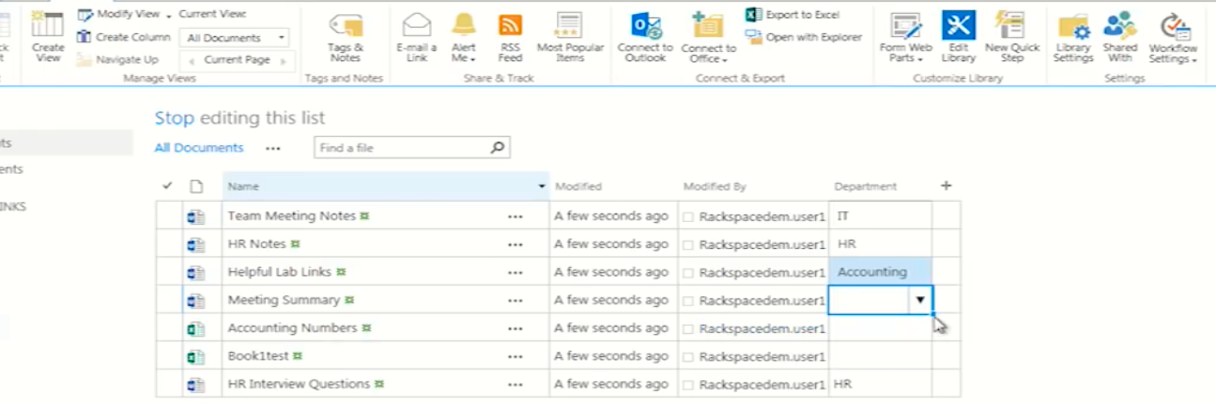
**FAQs**

****

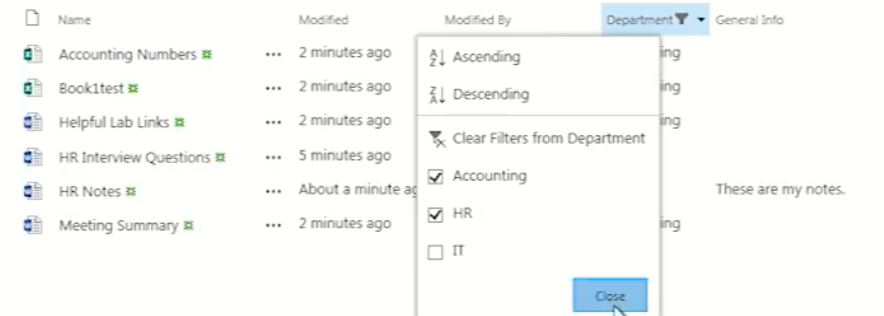
**Some tutorials**

****

**Put the value of Dept.**

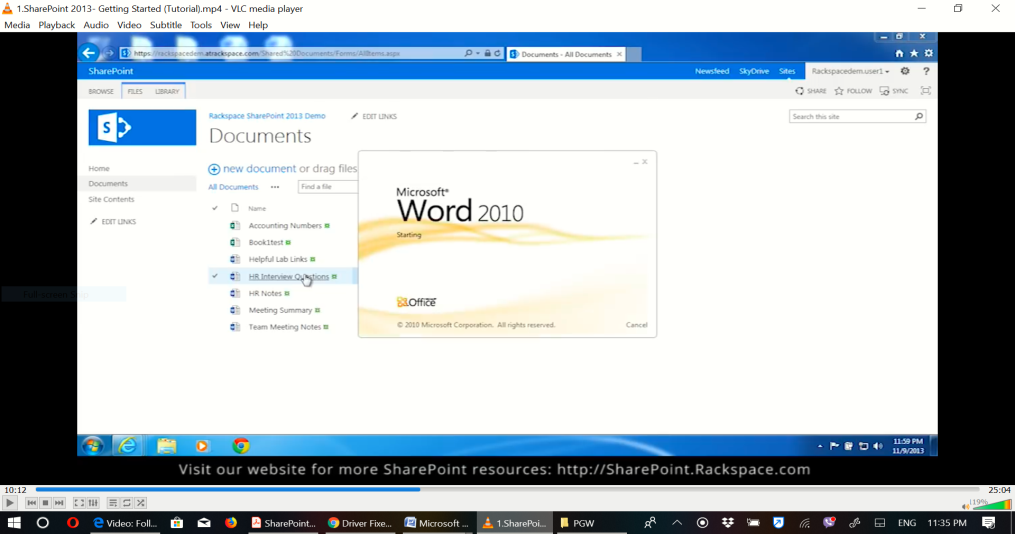
****

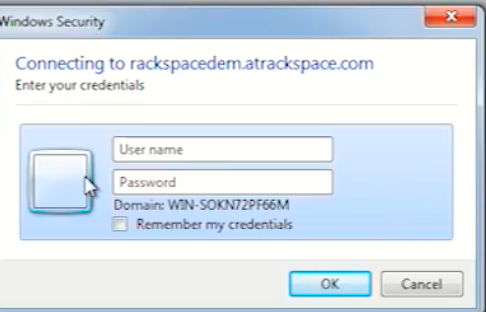
1. **Filtering**

****

1. **Versioning**

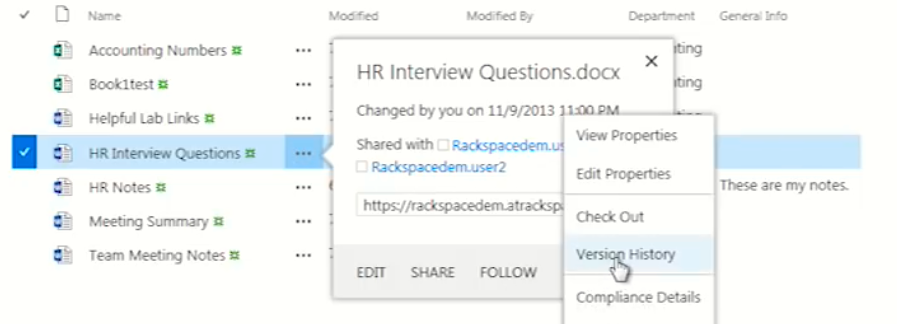
Library->Library settings->Versioning settings->Mejor version->ok

****

****

**Write the note**

Eg.This is my first interview question->Save->refresh

****

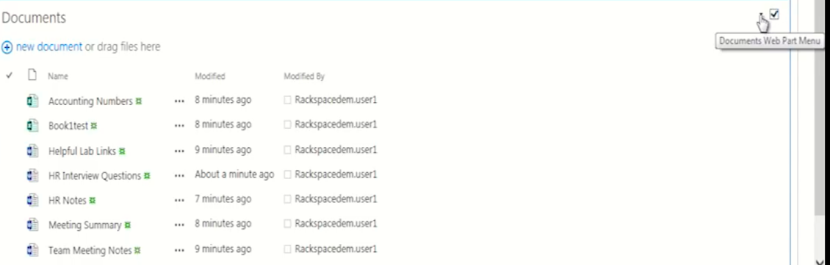
1. **Versioning settings**

Library->library settings->version settings->keep the following num. 5->Ok->document

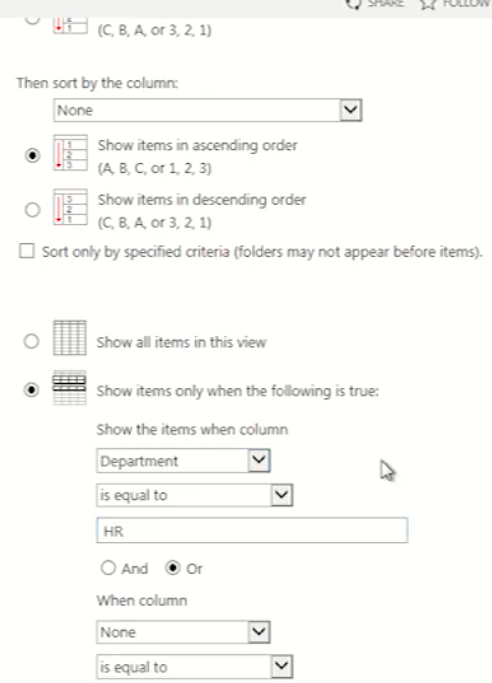
**Edit**

**Document1**

Page->Edite

**..**

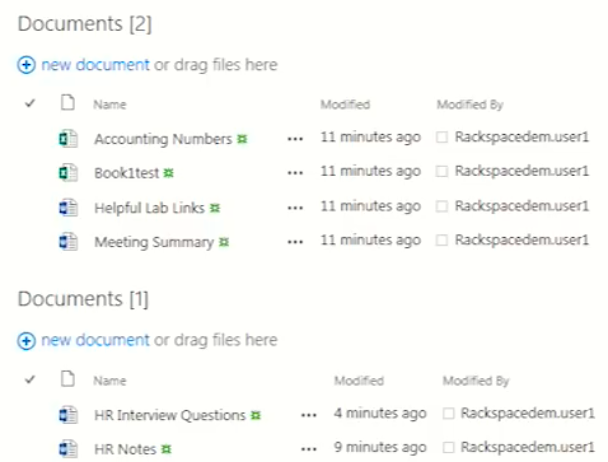
**Edit the current view->**

****

1. **Insert webpart**

Page->edit->Insert webpart->document->Add

Edit it The same to the top

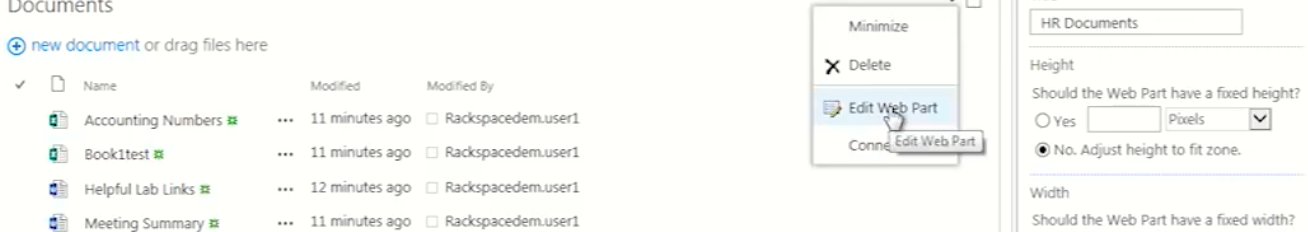


**Edit the first document = HR document**

Page->edit-> C:\Users\Nega\Desktop\paybill\PGW\ww5.png --->web part-> web part properties->Appearance->

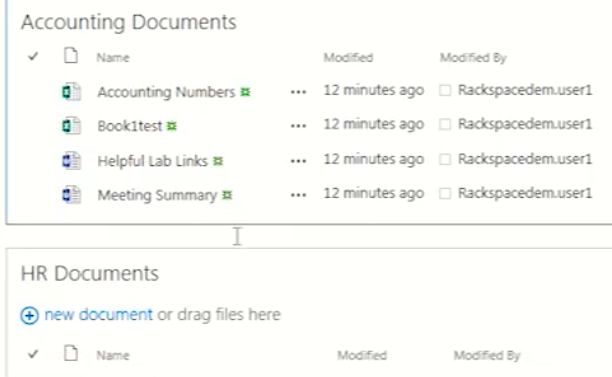
C:\Users\Nega\Desktop\paybill\PGW\ww6.png-->apply

**For the other part**



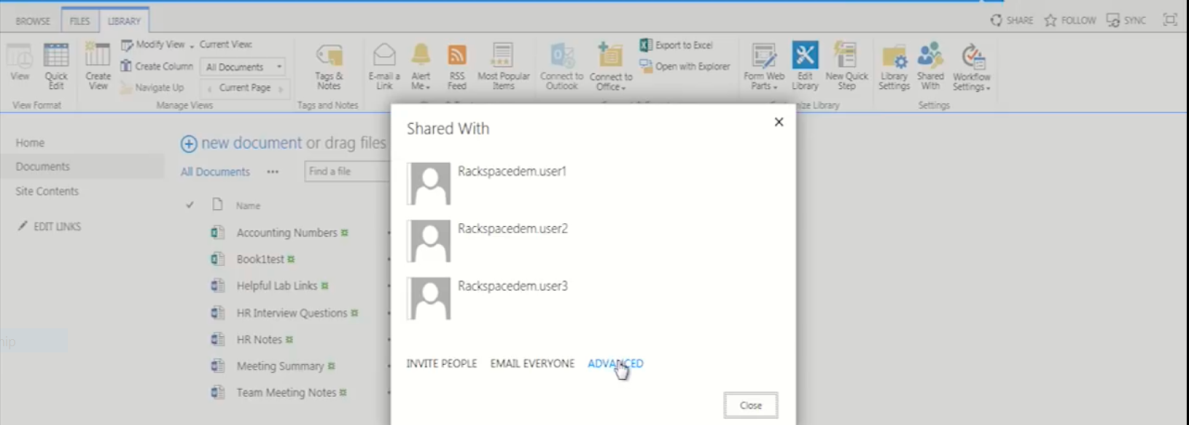
Appearance->…,No toolbar

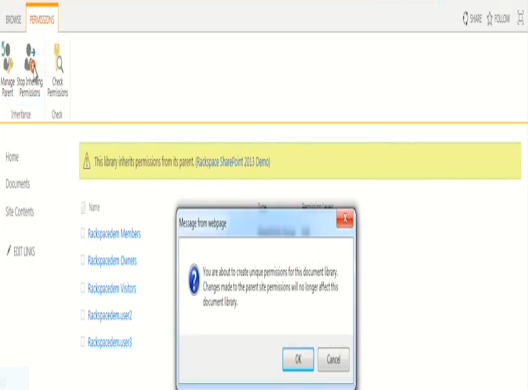
Then the result be



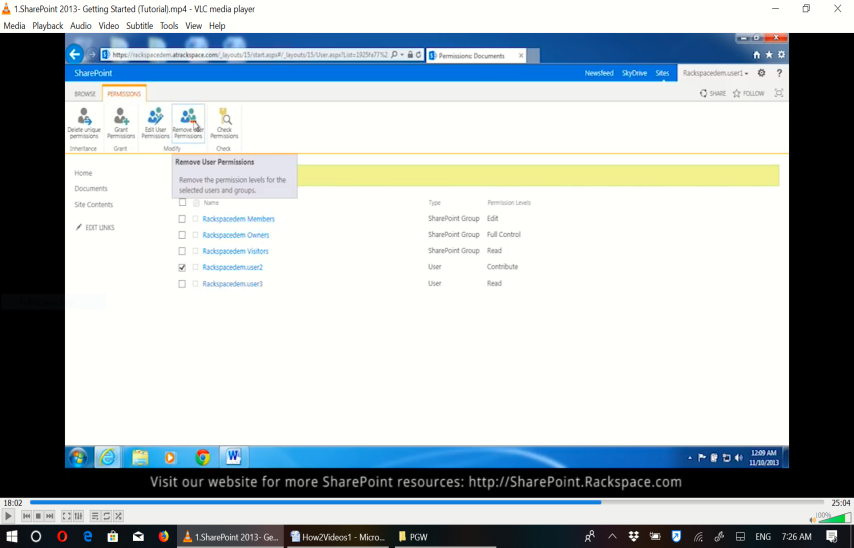
**Share**

Library->SharedWith->

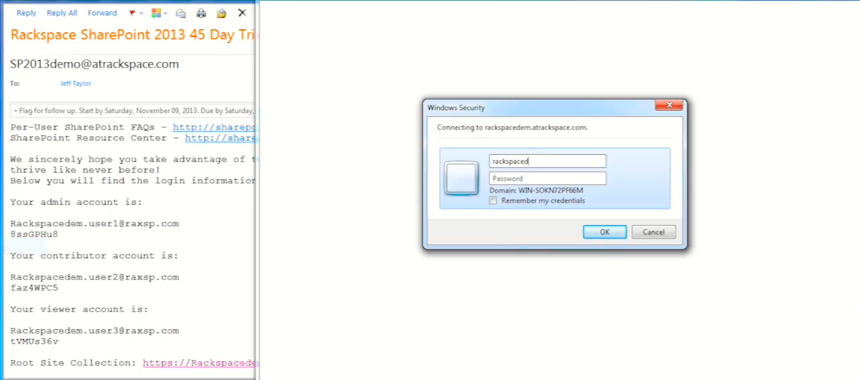


**TO brake information**

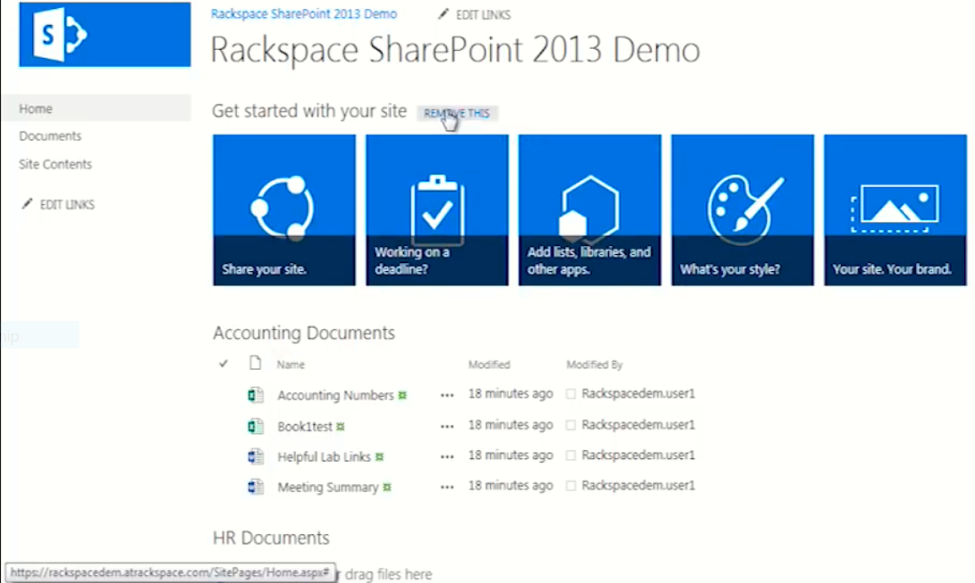
**To delet an access**



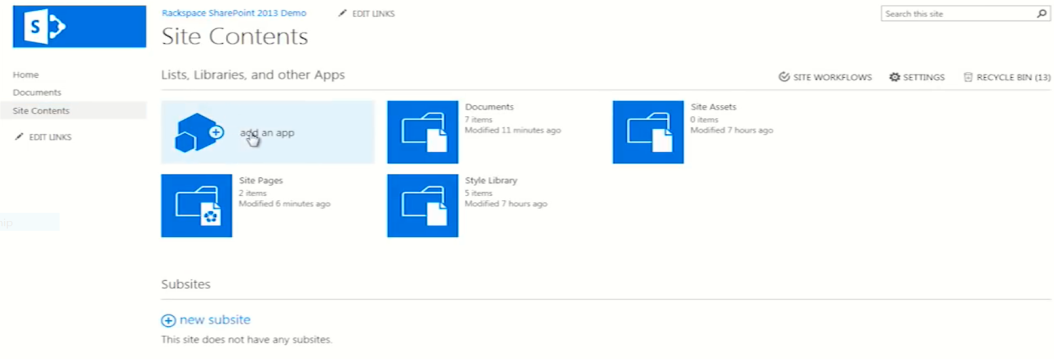
**For user2**

****

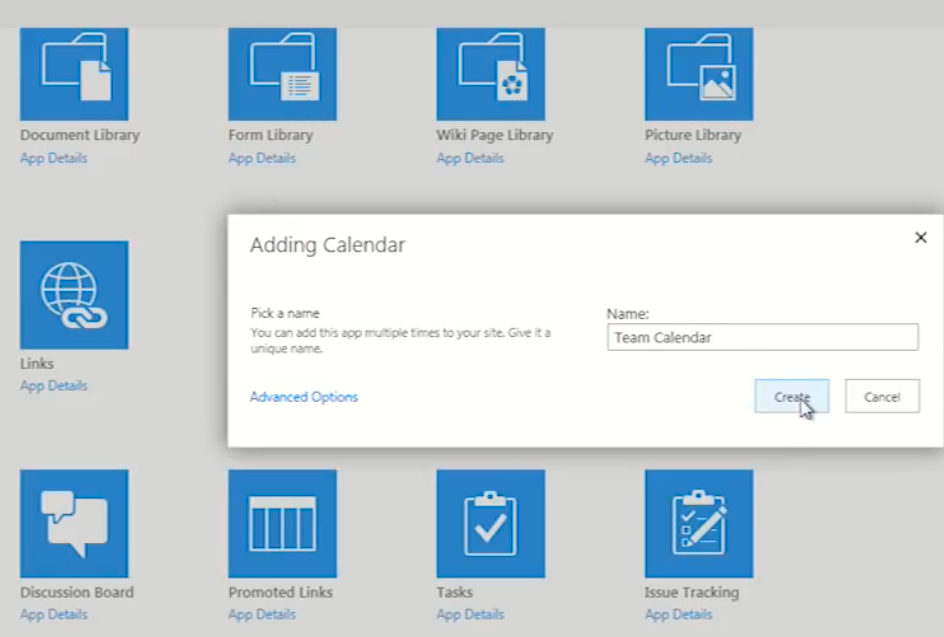
**To get another change**

****

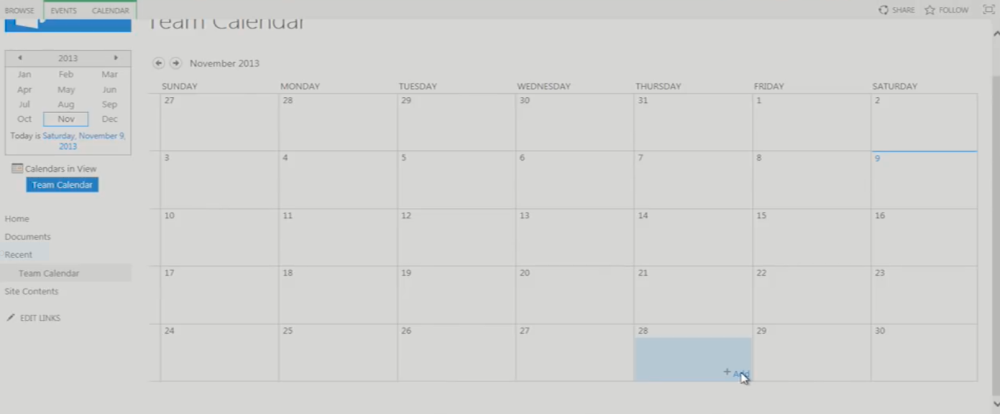
**Add New App**

****

**Example team Calander**

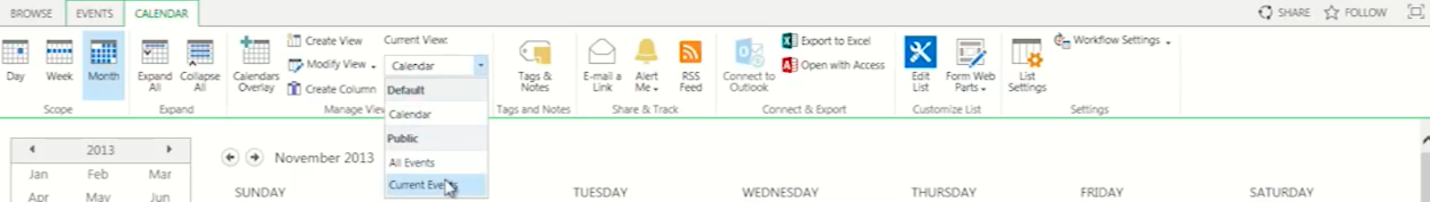
****

**Open it and add an event**

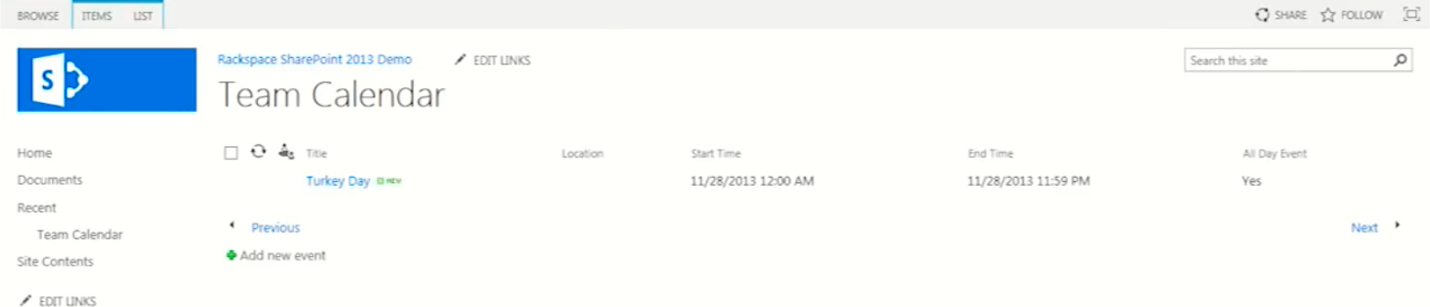
****

****

**To change the calander view**

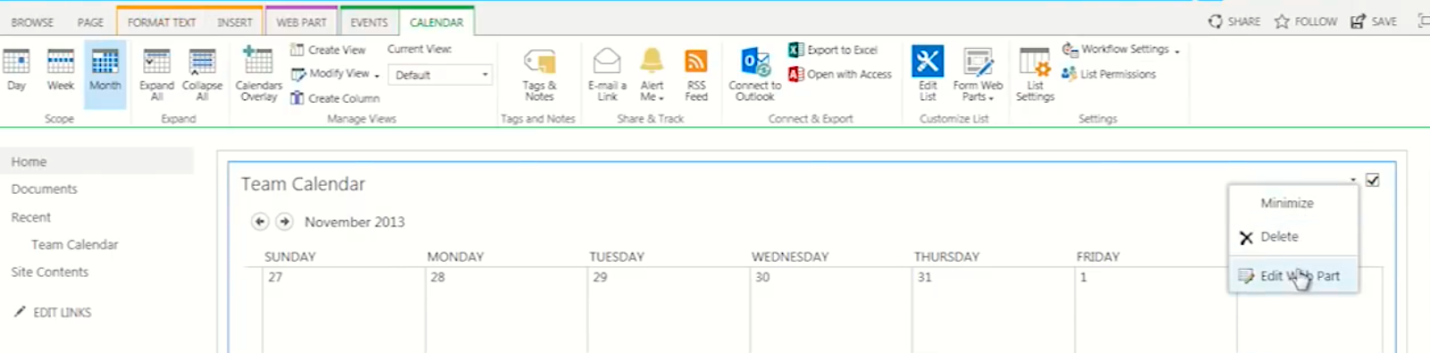
****

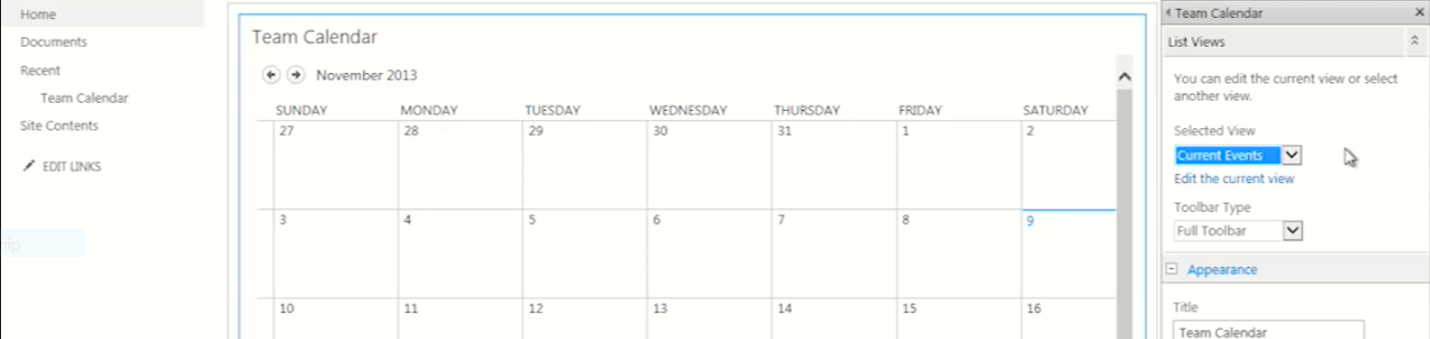
**Then we get**

****

**Add SharePoint in Calander**

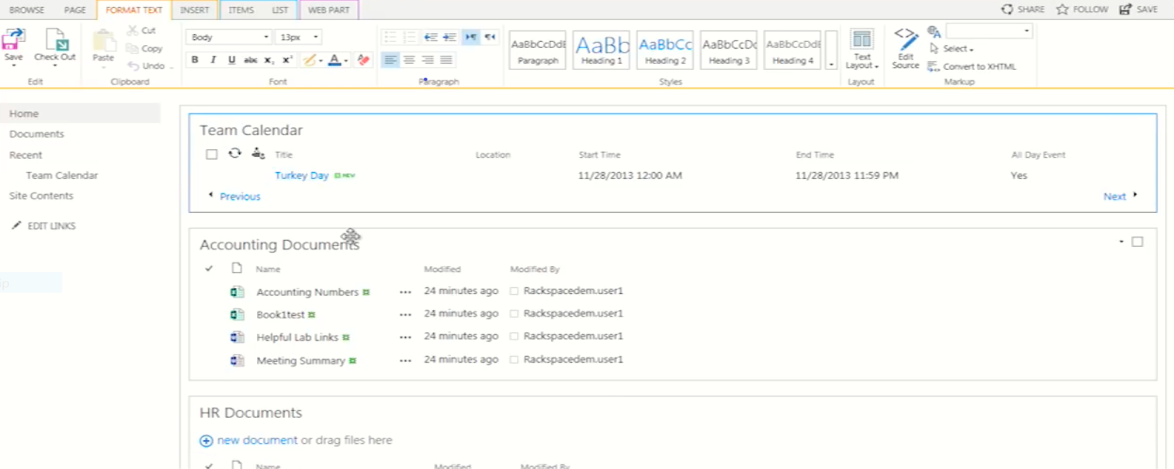
Home->page->Edit->Insert->web part->team Calander->Add->



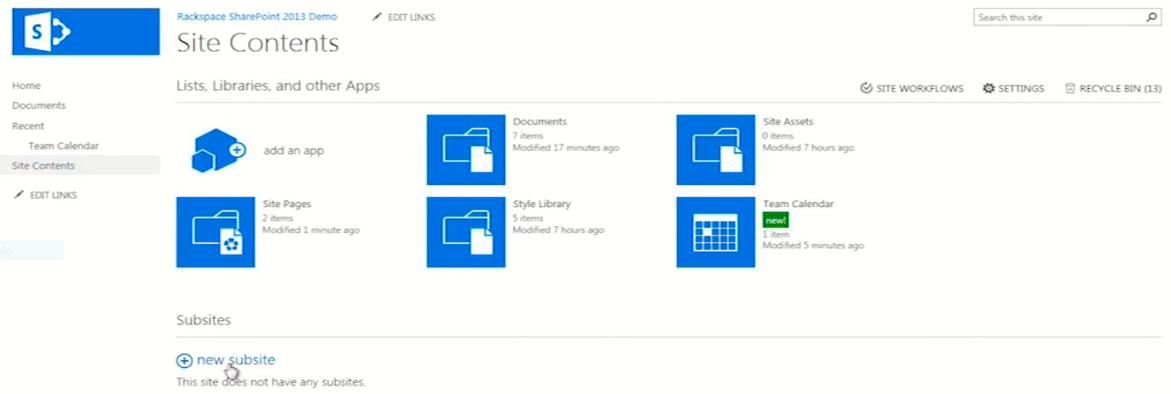


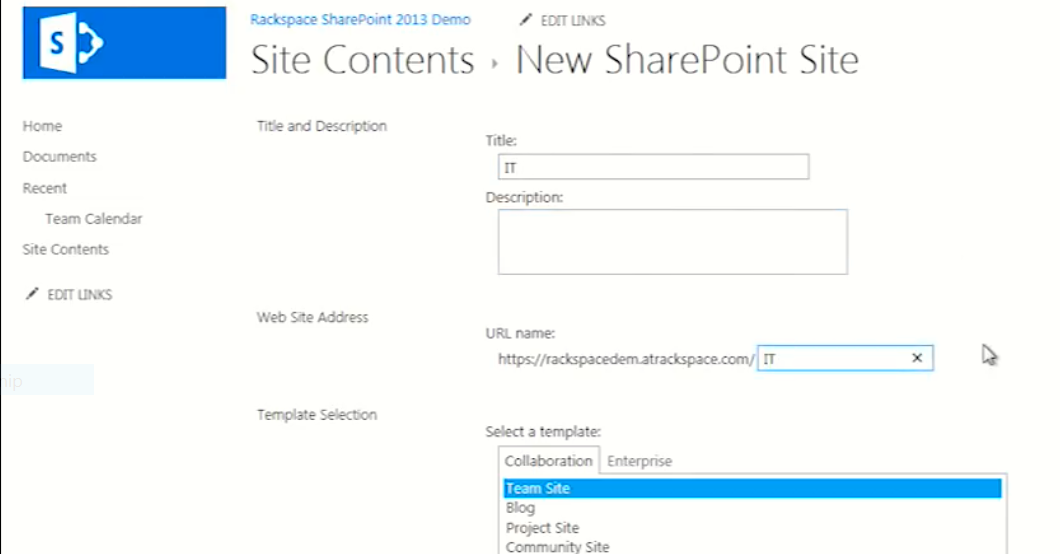


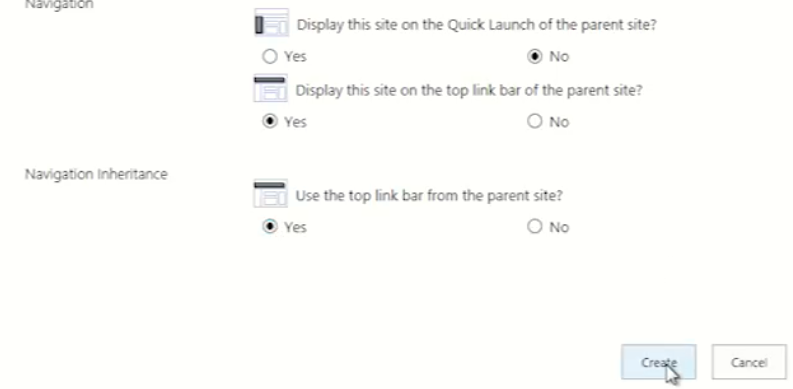
**Then we get the following result**



**Creating SubSite for only one department: eg For IT**







**Then we get**

