

# SHAREPOINT OVERVIEW

Features and Applications





## INTRODUCTION TO SHAREPOINT

SharePoint Course provides basic and advanced concepts of SharePoint. Our SharePoint Course is designed for beginners as well as for professionals.

SharePoint is a web-based platform that provides the powerful tools for organizing content of sites, sharing knowledge, provides collaboration, managing documents, and finding information.

The social functionality of SharePoint is that it is accessible anywhere in the world via an internet connection, which helps users to easily access data, documents, and information that they need.



## WHAT IS SHAREPOINT?

SharePoint is a web-based platform developed by Microsoft and first launched in the year 2001. It provides an enterprise collaboration and content management portal, which enables users to connect with each other and share the information across the organization. Since it is a content management portal, so it also allows the non-technical users to easily create and manage their own web sites.

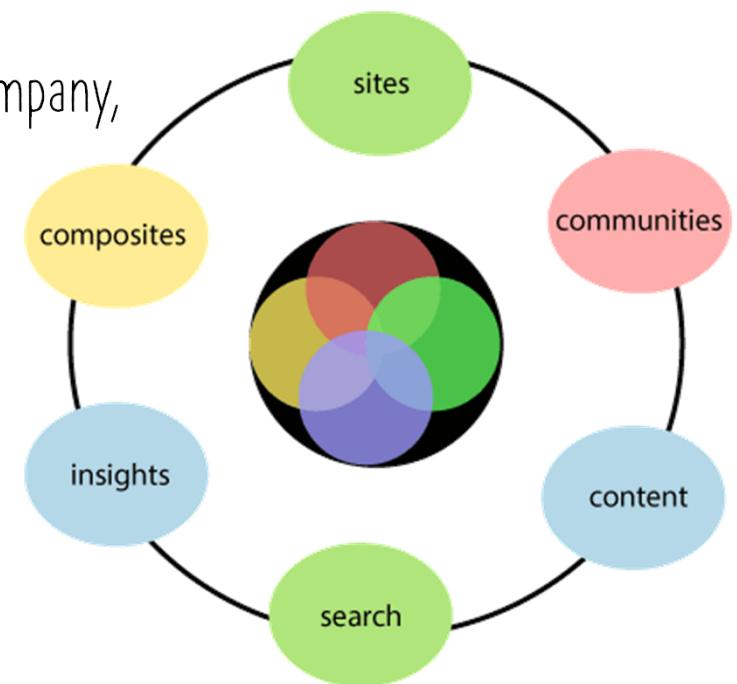
SharePoint provides sufficient space to store and share data, information, and documents.



## 6 DIFFERENT AREAS OF SHAREPOINT

### 1) Sites: Building and managing Websites

SharePoint sites provide a set of tools that helps you to create your own websites, which can be your personal site, a website for your company, and the website for the world.

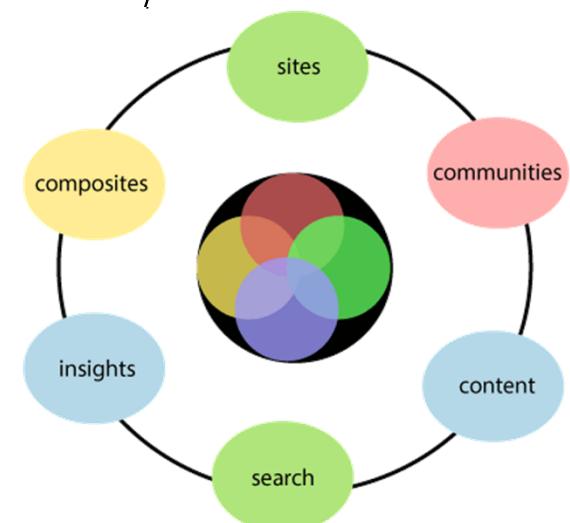




## 6 DIFFERENT AREAS OF SHAREPOINT (CONTD.)

### 2) Communities: Creating a social Collaboration Environment

SharePoint Online provides modern approaches that help you to work, collaborate, organize, and communicate with multiple people at the same time. SharePoint 2013 and the above versions have an ability to create detailed user profiles, shared calendars, document libraries, and discussion boards.

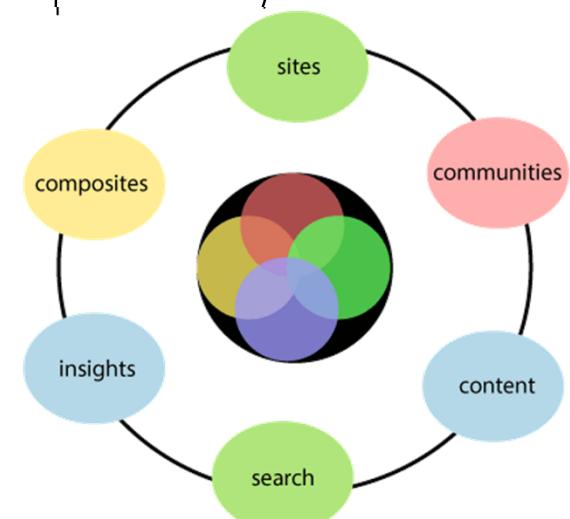




## 6 DIFFERENT AREAS OF SHAREPOINT (CONTD.)

### 3) Content: Managing your Documents, Information, and Records

SharePoint provides a place to store your content on the SharePoint rather than saving it in the local folder or network share device. SharePoint also provides a tool for managing all your organization's documents, information including that who can read and update them, and make content lock for further changes.





## 6 DIFFERENT AREAS OF SHAREPOINT (CONTD.)

### 4) Search: The Google for your Organization's Private Info

SharePoint provides a complex search engine that allows you to search your content and people in a very easy and secure way.

Search in SharePoint includes the ability to:

- Enhance the search results with filters like the site, Author, Result Type, and more.
- Previews of the content within the result set
- Enhance search results based on the metadata.





## 6 DIFFERENT AREAS OF SHAREPOINT (CONTD.)

### 5) Insights: Digging for Business intelligence

SharePoint allows you to bring all your information together, understand it, organize the content into different places such as spreadsheets, blogs, business intelligence systems, and present it in a way to make sense. It is also used to create dashboards, Visio diagrams, and scorecards.

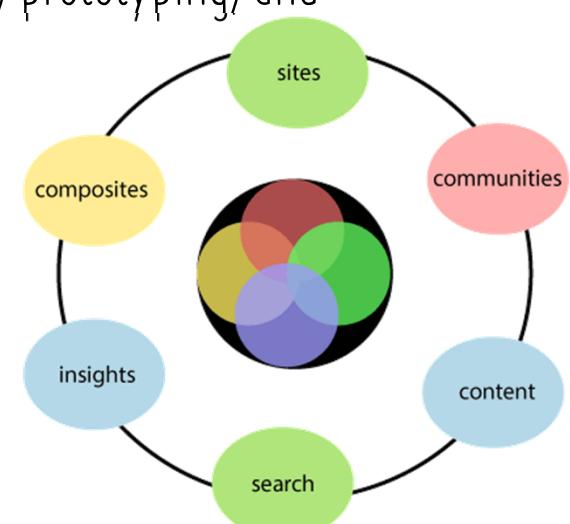




## 6 DIFFERENT AREAS OF SHAREPOINT (CONTD.)

### 6) Composites: Integrating your Business System

Composites in SharePoint combines data, documents, and business process in a "do-it-yourself" business solution. The main advantages of composites are that it provides better utilization of investment, Solutions do not depend on the coding, Rapid deployment, prototyping, and modifications.





## SHAREPOINT COLLABORATION

The word Collaboration means "Working Together." It enables individual people to work together for a common purpose i.e., achieve business benefits.

A good collaboration includes the following:

- A shared sense of purpose
- A sense of shared responsibility
- Mutual trust





## CONTENT MANAGEMENT SYSTEM (CMS)

Content Management System (CMS) is a software application that helps users to create, manage, and modify a website's content without the need of any technical knowledge.

Content Management is divided into four types:

1. Enterprise Content Management System
2. Web Content Management System
3. Web group Content Management System
4. Component Content Management System





## WHY SHAREPOINT?

- Most of the organizations use SharePoint to improve employee collaboration and interaction. With SharePoint, you can instantly access the information such as project tasks, calendars, data, documents, and more.
- SharePoint is used to store documents in a shared place instead of one location, such as a hard drive.
- SharePoint is also used to create and manage external and internal websites for your company.
- SharePoint is used to enhance employee interaction and communication using social networking tools.
- SharePoint offers better document management capability like adding the permissions such as who can access the particular document and who can't access these documents.



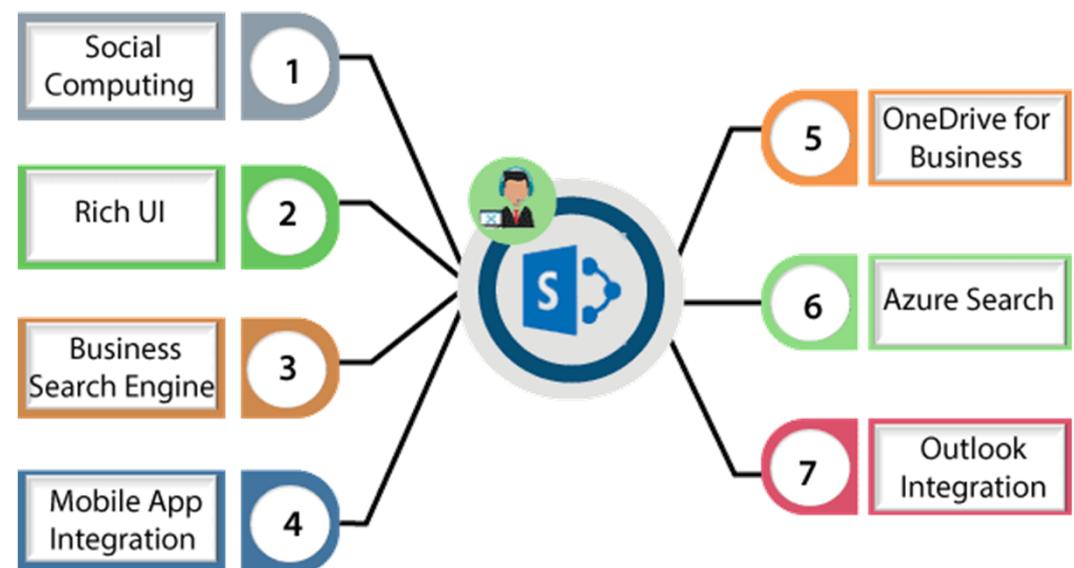
# FEATURES OF SHAREPOINT

## 1. Social Computing

Enables advanced collaboration within the SharePoint environment supports such as wikis, Blogs, Forums, etc. For example, SharePoint integrates with skype, which allows employees to easily communicate with their business partners.

## 2. Rich UI

SharePoint offers automatically built the user interface for your websites in which you can easily edit and customized.





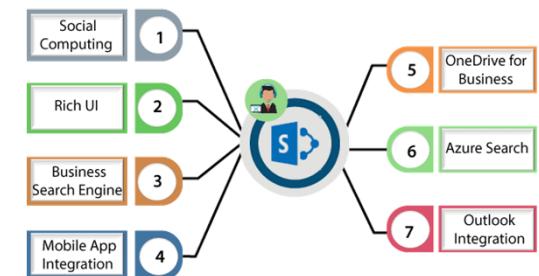
## FEATURES OF SHAREPOINT (CONTD.)

### 3. Business Search Engine

SharePoint provides a Business search engine that helps you to search relevant content based on your query, for example- Google.

### 4. Mobile App Integration

SharePoint integrates with the mobile app to carry your company intranet with you and all this is done by using SharePoint's mobile app. SharePoint mobile app allows you to use a mobile device for quick access to team sites, recent files, and more.





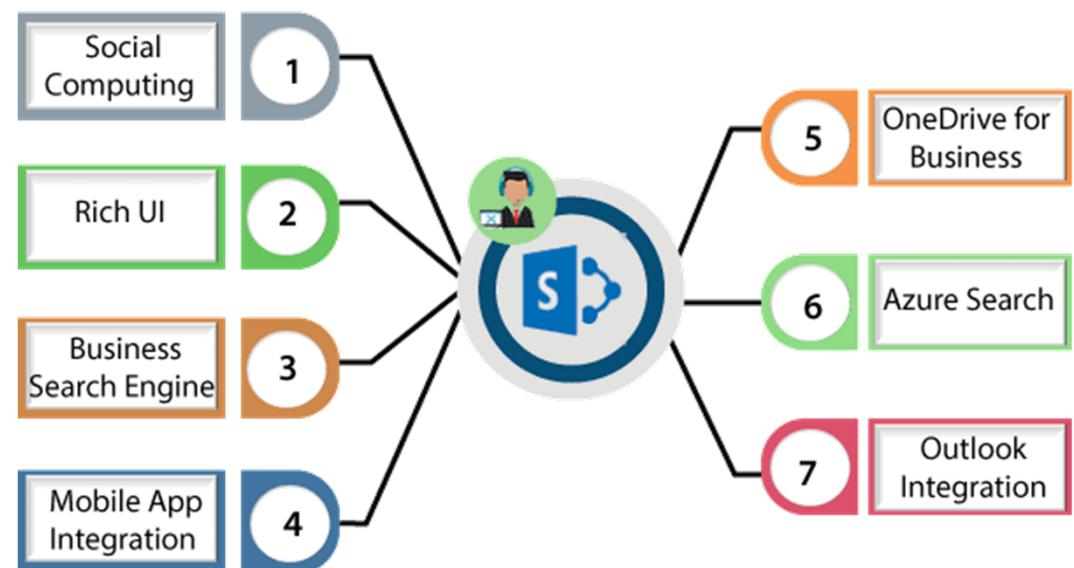
## FEATURES OF SHAREPOINT (CONTD.)

### 5. OneDrive for Business

Previously OneDrive is known as SkyDrive. It allows the employees to store files in one location for easily share and collaboration.

### 6. Azure Search

Azure Search uses the advanced search functionality with a customized application.

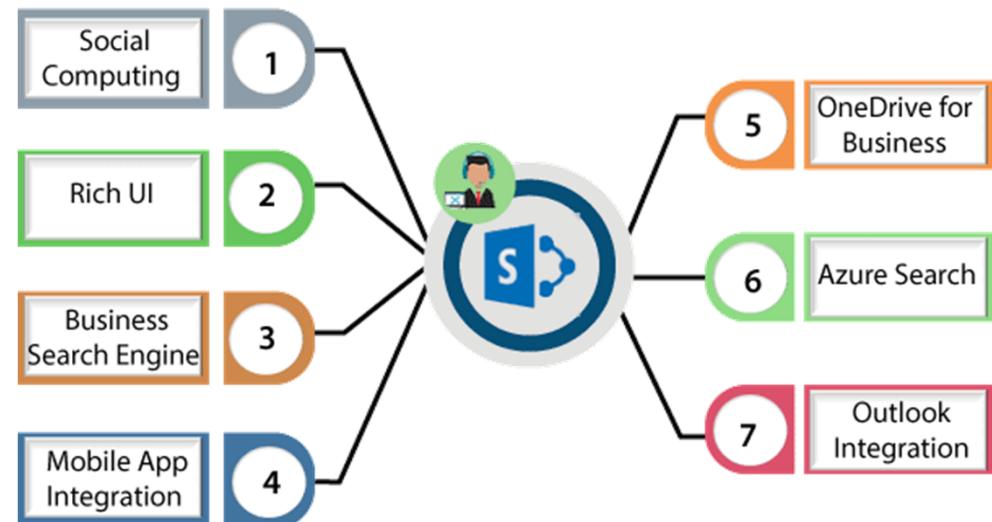




## FEATURES OF SHAREPOINT (CONTD.)

### 7. Outlook Integration

Outlook Integration with SharePoint extend capabilities using a folder hierarchy that can be accessed in both online and offline mode. It helps users to synchronize folders with SharePoint and use drag-drop or copy-paste to move emails to the folder.

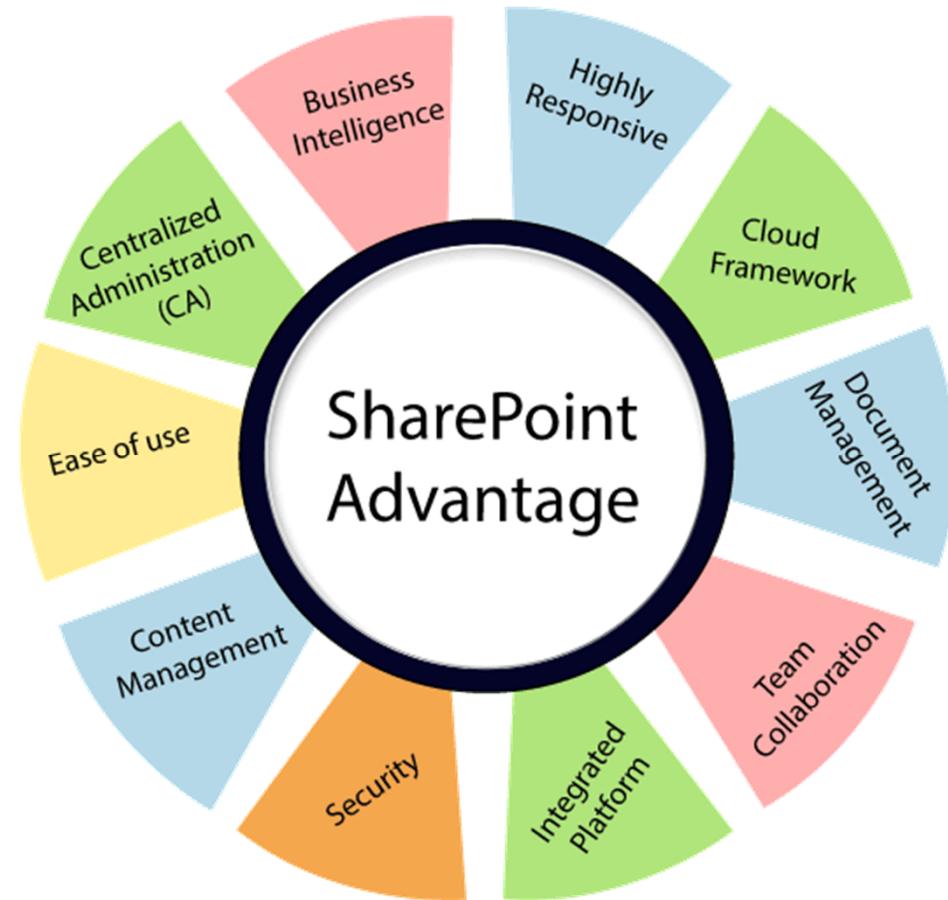




## ADVANTAGES OF SHAREPOINT

### 1) Business Intelligence

SharePoint allows users to collect and publish data that is stored on the portal and accessible by the relevant organization. Depending upon the SharePoint installation, data can be published and pulled from the various sources, including the Excel, OneNote, and Microsoft SQL Server. This optimizes the business process by ensuring the necessary information that the user wants.





## ADVANTAGES OF SHAREPOINT (CONTD.)

### 2) Highly Responsive

SharePoint is highly responsive for all devices and platforms. It performs important tasks such as sharing of documents, storing the records of business reports, answering to customer's queries, etc.

### 3) Cloud Framework

SharePoint is scalable, simple, quick, and easily connect with your project from anywhere, any time through the web.



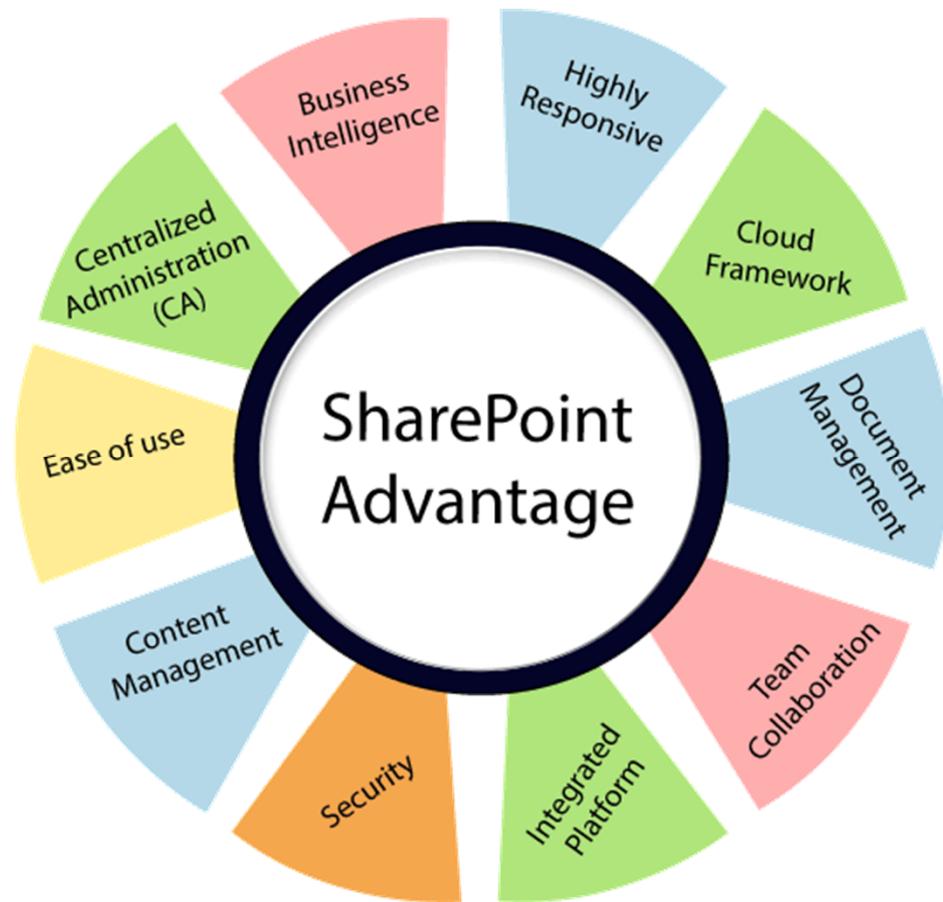


## ADVANTAGES OF SHAREPOINT (CONTD.)

### 4) Document Management

Document Management is the most widely used benefit of SharePoint. It includes many features that help to maintain documents.

Some important features of document management are Version Control, Document Check out & Check-In, Document Search, Permission alerts, Customized Templates Document Workflow, and Document alerts.

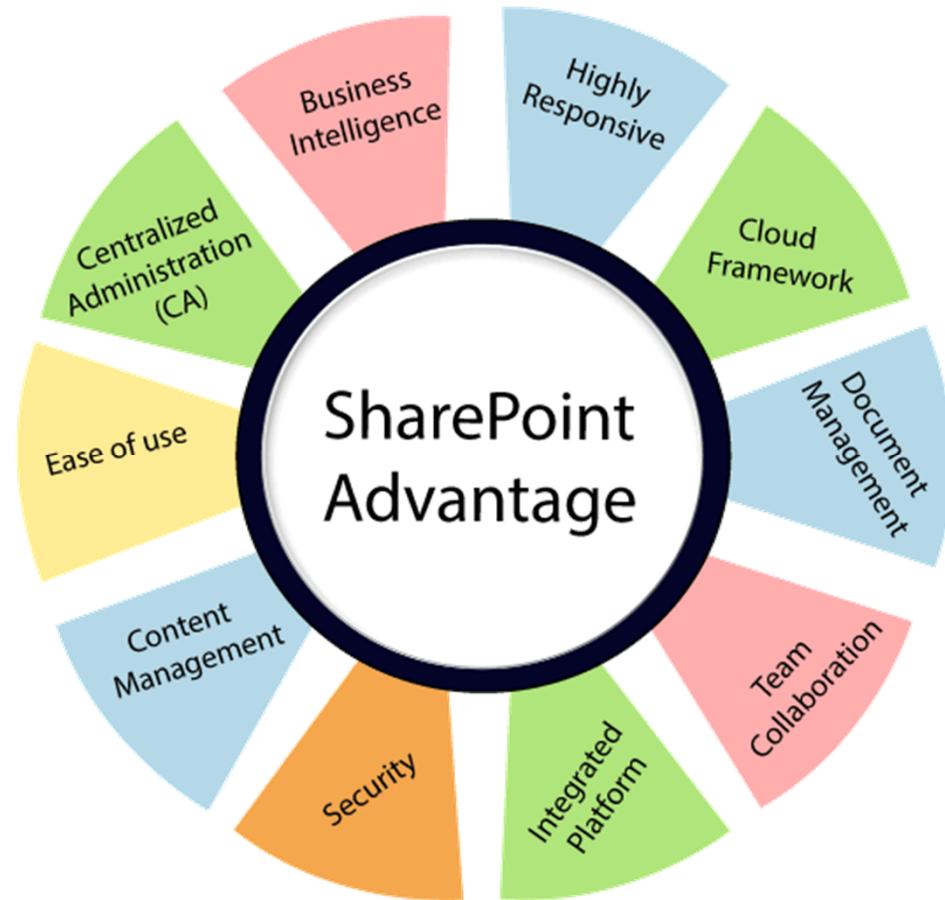




## ADVANTAGES OF SHAREPOINT (CONTD.)

### 5) Team Collaboration

Team Collaboration is one of the most important benefits of SharePoint. It allows you to connect with your colleagues and business partners in a creative way to share ideas, documents, and important information. This approach allows information and knowledge to flow more frequently throughout the organization.

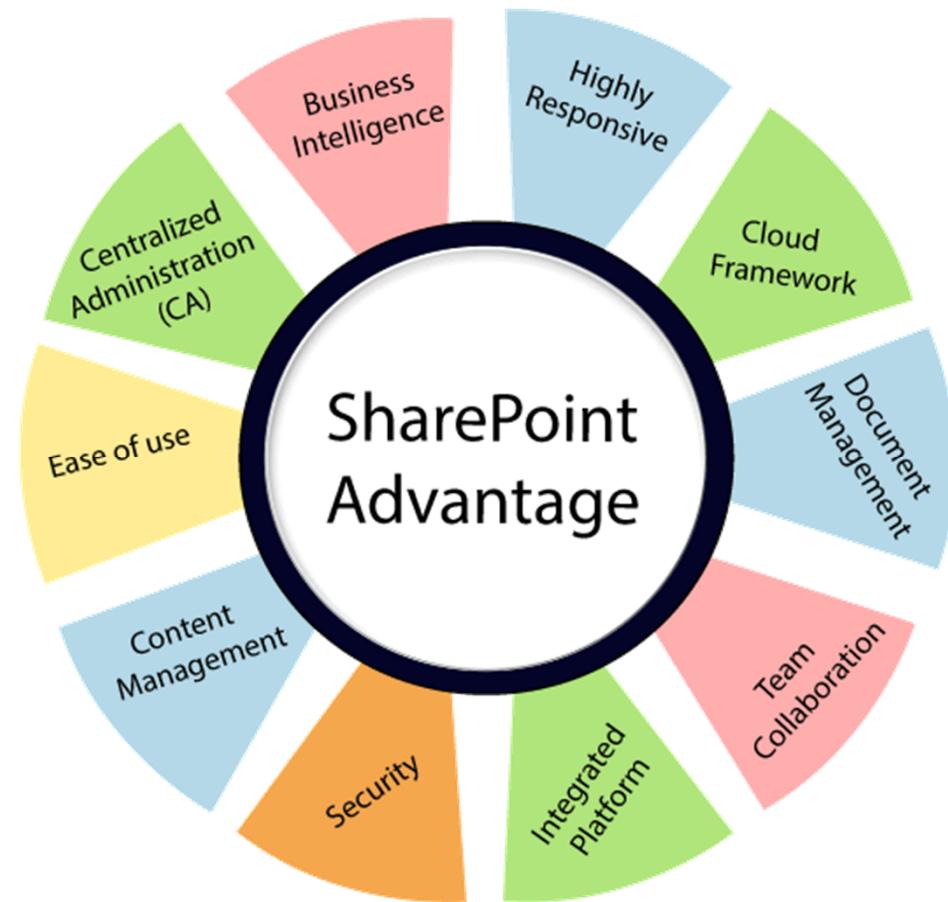




## ADVANTAGES OF SHAREPOINT (CONTD.)

### 6) Integrated platform

SharePoint allows easy integration techniques such as Simple Object Access Protocol (SOAP), Extensible Mark-up Language (XML), numerous Application Programming Interface (APIs), and event handlers for documents and lists.





## ADVANTAGES OF SHAREPOINT (CONTD.)

### 7) Security

As you know, the security of business data is the first priority for any organization. SharePoint allows users to effectively manage business data using the firewalls and prevent its unauthorized use. It also uses cloud solutions to ensure that confidential documents are stored on the cloud and will never be compromised.

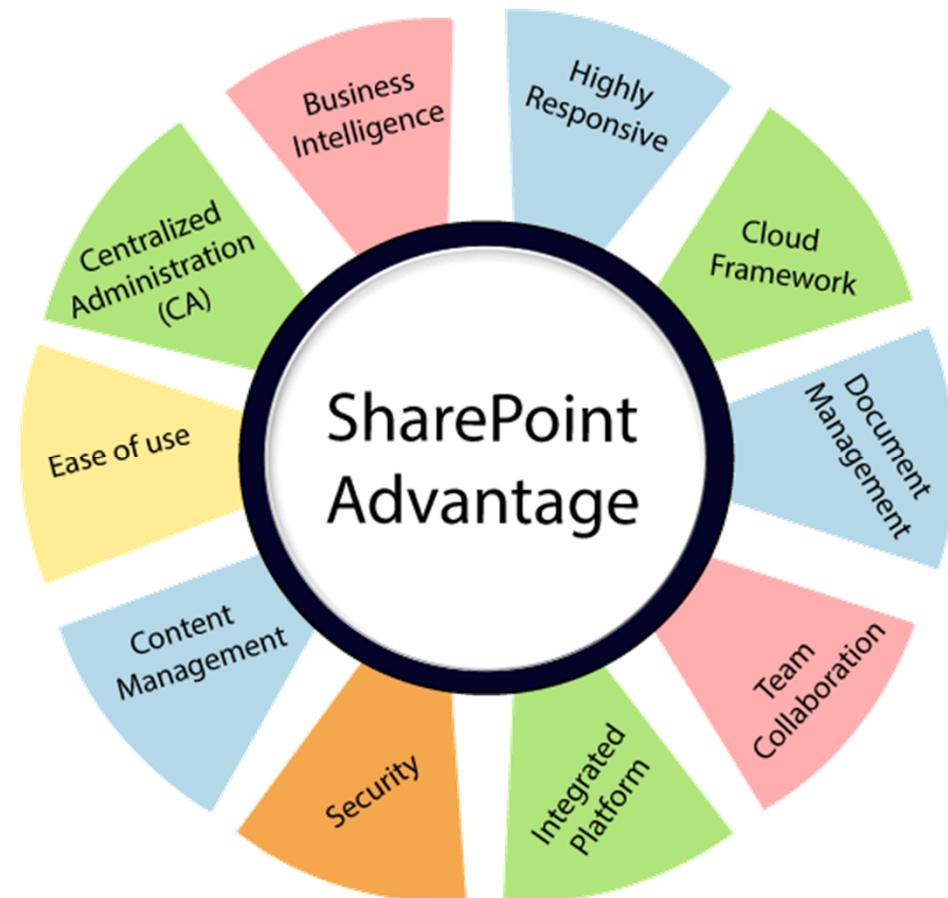




## ADVANTAGES OF SHAREPOINT (CONTD.)

### 8) Content Management

Creating, modifying, and deleting the content from the website is a very difficult task for a non-technical person. SharePoint allows content management, which helps a non-technical person to easily create, modify, and delete content from their websites.

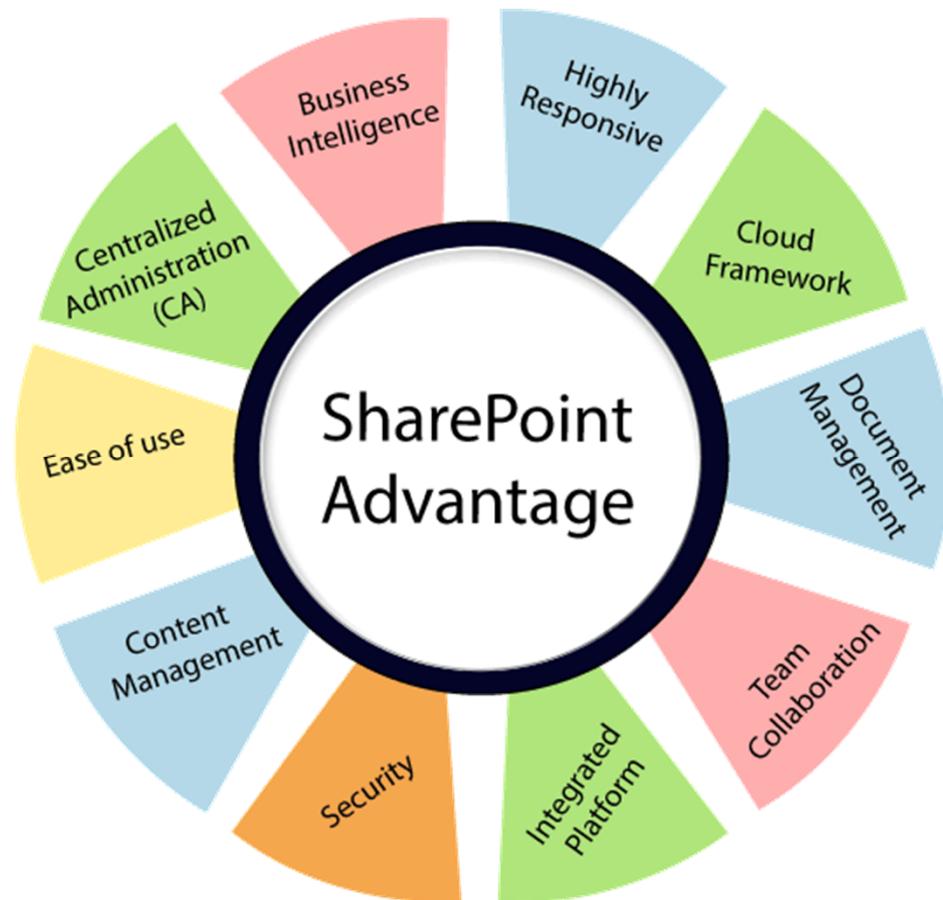




## ADVANTAGES OF SHAREPOINT (CONTD.)

### 9) Ease of use

SharePoint provides many features and tools that allow any organization to respond quickly according to the organization's needs. It provides an easy way to create and maintain business solutions such as creating dashboards, web portals, scorecards, and business data connectivity without having the technical knowledge.





## ADVANTAGES OF SHAREPOINT (CONTD.)

### 10) Centralized Administration (CA)

SharePoint allows users to easily access data from anywhere in the world. It also provides a place where you can perform administration tasks from a central location.





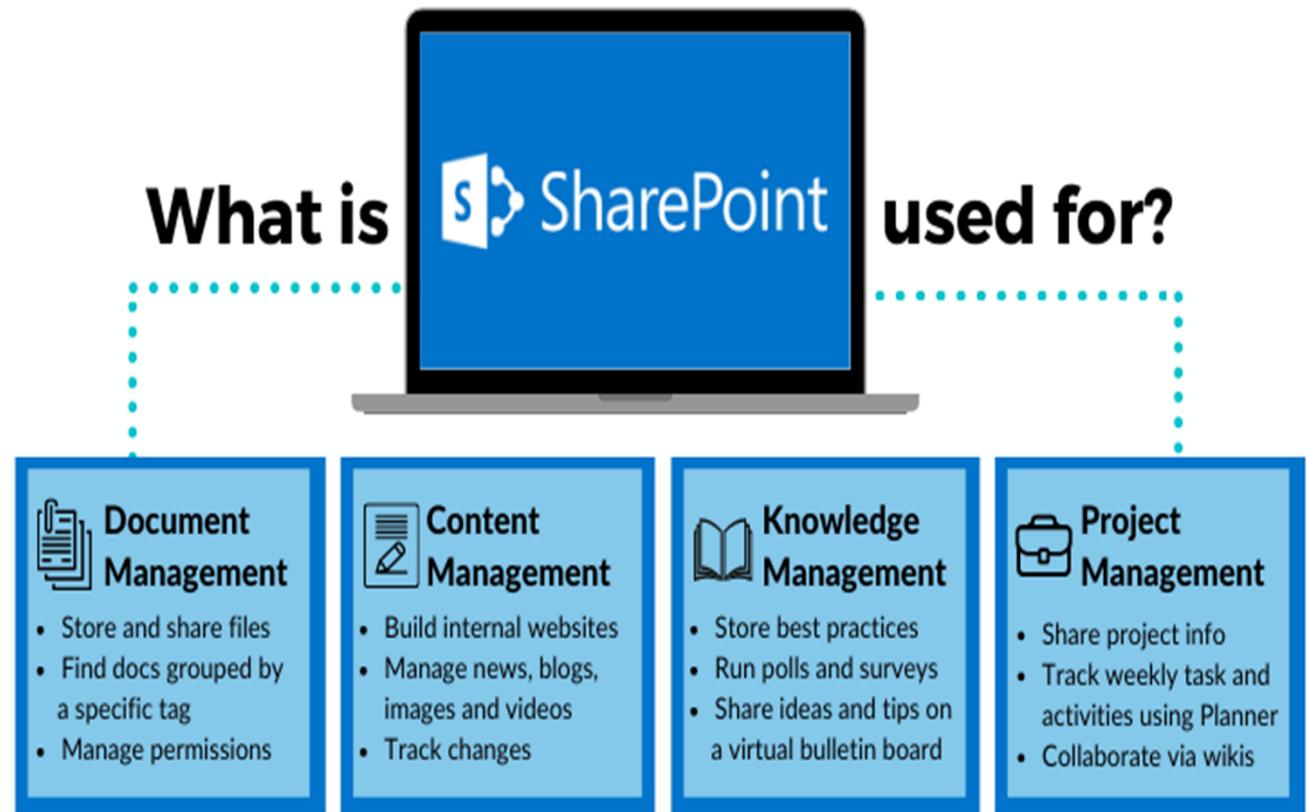
## DISADVANTAGES OF SHAREPOINT

### 1) Expensive

SharePoint can be expensive to set up and maintain. The biggest disadvantage of SharePoint is its licensing structure and fees.

### 2) Poor Search Capabilities

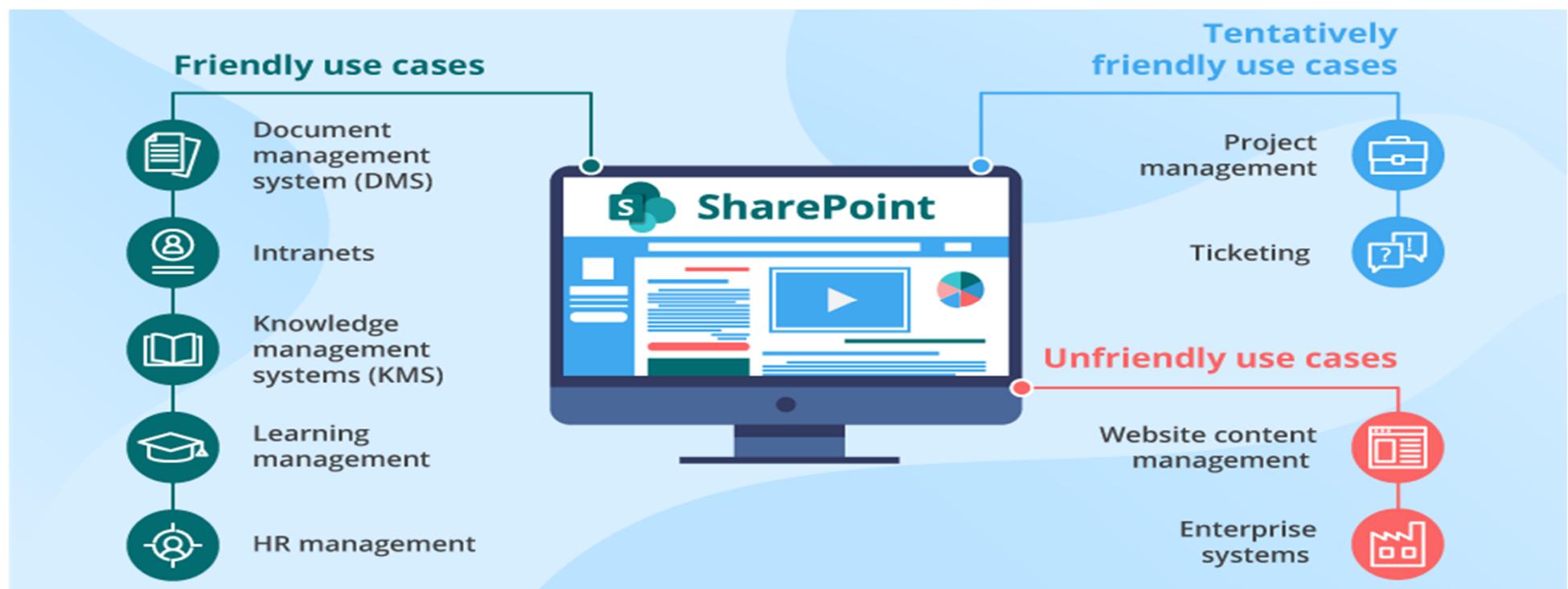
SharePoint provides poor search capabilities. It requires a lot of internal customization.





# ARE SHAREPOINT CAPABILITIES LIMITLESS?

We analyze business applications in terms of SharePoint suitability for building them. We've divided these use cases into three groups: friendly, tentatively friendly and unfriendly for SharePoint.





# CREATE A SITE COLLECTION IN SHAREPOINT

SharePoint sites are the most versatile options for collecting many files or directories. It works as a hub where team members can access content, organize content, or collaborate on content.

**Create a site**  
Choose the type of site you would like to create or learn more about [team sites](#) and [communication sites](#).

## Team site

Create a private space to collaborate with your team.

- 📅 Track and stay updated on project status
- ⌚ Share team resources and co-author content
- 📝 All site owners and members publish site content

## Communication site

Share information that engages and informs viewers.

- 🌐 Create portals or subject-specific sites
- 👤 Engage dozens or thousands of viewers
- 📊 Few content authors and many site visitors

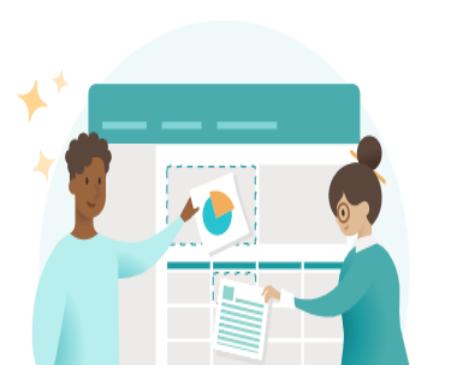


## CREATE A SITE COLLECTION IN SHAREPOINT (CONTD.)

### 1) Team site

A SharePoint team site is designed to connect you and your company to store and collaborate on files or creating and managing lists of information. A team site includes web pages, a default document library for files, lists for data management, and web parts.

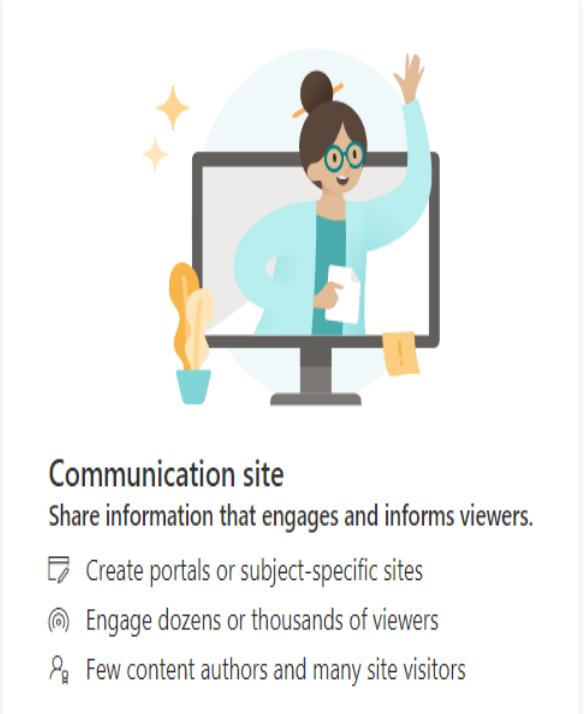
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## CREATE A SITE COLLECTION IN SHAREPOINT (CONTD.)

### 2) Communication site

SharePoint communication site is designed to create a site collection that is mobile friendly and adapted to display information in a dynamic way. It means communication sites can be viewed from anywhere on any device. It provides a great place to share news, reports, status, and other information.

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## DIFFERENCE BETWEEN TEAM AND COMMUNICATION SITE

<b>Team Site</b>	<b>Communication Site</b>
It is designed for a group of people to collaborate and work together.	It is designed for a few people to create
Many editors (likely all members)	Few editors
It has Selected audience	It has a wide audience.
It automatically creates an Office 365 group, mailbox, Planner task area, and OneNote.	It just contain a communication site.
Example: HR colleagues - everybody who works in HR. Project team collaborating to Complete and manage the task.	Example: Travel group publishing rules about the corporate travel. Assets for the sales team for a service or product.



## SOME SHAREPOINT TERMINOLOGIES

- WSP: Web Solution Package (WSP) It is basically a file that provides information about resources, images, site definitions, and many other features that can be mixed with the site.
- MOSS: Refers to Microsoft Office SharePoint Server.
- Scalability of a Cloud Server: Able to add or reduce service capacity on demand.
- Site Collection: Sometimes referred to as a 'Top Level Site'.
- Site Templates: A site template is a file that dictates the overall look and feel of a site.
- Web Part: SharePoint web part is a small block of user interface that allows you to modify the content, appearance, and behavior of the pages in a SharePoint site by using the browser.



## SHAREPOINT DEFAULT PERMISSIONS

Permission	Description
Full Control	By default, it contains all available SharePoint Permissions. These permissions are assigned to the group owner. It can't be deleted and customized.
Design	It allows users to view, update, delete, add, and customize items or pages on the website.
Edit	It enables users to manage lists.
Contribute	It enables users to manage personal views, edit items, and user information. It enables users to manage personal views, edit items, and user information.
Read	It enables users to view pages and list items.



## SHAREPOINT DEFAULT PERMISSIONS (CONTD.)

Permission	Description
Limited Access	It enables users to access shared resources, specific list, document library, folder, list item, or document. It cannot be edited or deleted.
Approve	It is used to edit and approve pages, list items, and documents.
Manage Hierarchy	It creates sites, edit pages, list items, documents, and change site permissions for publishing sites only.
Restricted Read	It enables users to view pages and documents for publishing sites only.
View Only	It enables users to view application pages. It is mainly used for the Excel Services Viewers group.



## SHAREPOINT DEFAULT PERMISSION LEVELS

Group	Permission Level
Visitors	<u>Read</u> - This level includes the following permissions: <ul style="list-style-type: none"><li>• Open, View items, pages, versions, and application pages.</li><li>• Create Alerts, Use Remote Interface</li><li>• Use Client Integration Features, Browse User information.</li></ul>
Members	<u>Edit</u> - This level includes some additional permission that are: <ul style="list-style-type: none"><li>• View, add, update, and delete items</li><li>• Add, update, and delete lists, Browse Directories</li><li>• Manage Personal Views, Edit Personal User Information, Delete Versions</li></ul>
Owners	<u>Full Control</u> - It includes all available SharePoint permissions.



# SHAREPOINT LOOK BOOK (MICROSOFT.COM)

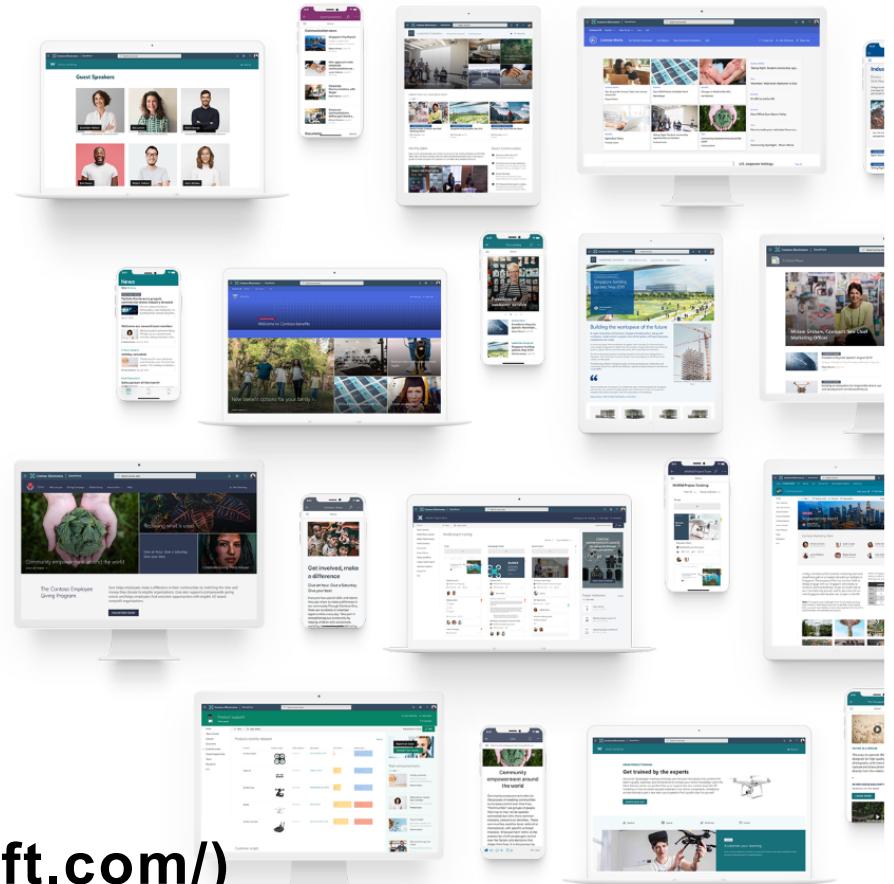
## SharePoint look book

### Get inspired

Discover the modern experiences you can build with SharePoint in Microsoft 365

[See examples >](#)

(<https://lookbook.microsoft.com/>)



THANKS FOR LISTENING !

