

# Everything You Need To Know About Microsoft Sharepoint For Beginners And

Microsoft SharePoint is a web-based collaboration platform that helps teams work together more efficiently. It provides a central location for storing, sharing, and managing documents, files, and other information. SharePoint also includes a variety of tools for communication and collaboration, such as discussion boards, wikis, and calendars.



## SHAREPOINT 2024: Everything You Need to Know About Microsoft SharePoint for Beginners and Advance

**Users** by Douglas Florian

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SharePoint is a powerful tool that can help teams improve their productivity and collaboration. However, it can also be a complex platform to learn. This guide will provide you with everything you need to know about SharePoint, from the basics of how to use it to more advanced topics such as customizing and administering the platform.

## The Basics of SharePoint

SharePoint is a web-based platform, which means that you can access it from any computer with an internet connection. To access SharePoint, you will need to have a user account and password. Once you have logged in, you will be taken to the SharePoint home page.

The SharePoint home page is a customizable dashboard that provides you with an overview of your SharePoint site. The dashboard can include a variety of widgets, such as a list of your recent documents, a calendar of upcoming events, and a list of your favorite sites.

To navigate SharePoint, you can use the navigation bar at the top of the page. The navigation bar contains links to the different areas of SharePoint, such as the document library, the discussion boards, and the wikis.

The document library is a central location for storing and managing documents. You can upload, download, and edit documents in the document library. You can also create folders to organize your documents.

The discussion boards are a place for you to have conversations with other SharePoint users. You can create new discussion threads or reply to existing threads.

The wikis are a place for you to create and share information with other SharePoint users. You can create new wiki pages or edit existing wiki pages.

## **Customizing SharePoint**

SharePoint is a highly customizable platform. You can customize the look and feel of your SharePoint site by changing the theme, adding custom

branding, and adding custom widgets.

To change the theme of your SharePoint site, go to the Site Settings page. On the Site Settings page, click on the Look and Feel tab. On the Look and Feel tab, you can select a new theme from the Theme Gallery.

To add custom branding to your SharePoint site, go to the Site Settings page. On the Site Settings page, click on the Branding tab. On the Branding tab, you can upload a custom logo and favicon.

To add custom widgets to your SharePoint site, go to the Site Settings page. On the Site Settings page, click on the Web Parts tab. On the Web Parts tab, you can add new web parts to your site. Web parts are small, reusable components that you can use to add functionality to your SharePoint site.

## **Administering SharePoint**

If you are a SharePoint administrator, you will be responsible for managing the SharePoint platform. This includes tasks such as creating and managing user accounts, setting up security permissions, and monitoring the performance of the SharePoint platform.

To administer SharePoint, you will need to have access to the SharePoint Central Administration site. The SharePoint Central Administration site is a web-based interface that you can use to manage the SharePoint platform.

On the SharePoint Central Administration site, you can perform a variety of tasks, such as:

- Create and manage user accounts

- Set up security permissions
- Monitor the performance of the SharePoint platform
- Install and configure SharePoint add-ons

SharePoint is a powerful tool that can help teams improve their productivity and collaboration. This guide has provided you with everything you need to know about SharePoint, from the basics of how to use it to more advanced topics such as customizing and administering the platform. If you are interested in learning more about SharePoint, there are a number of resources available online. Microsoft provides a comprehensive documentation library for SharePoint, and there are also many third-party books and tutorials available.

I hope this guide has been helpful. Please let me know if you have any questions.

Thank you for reading!

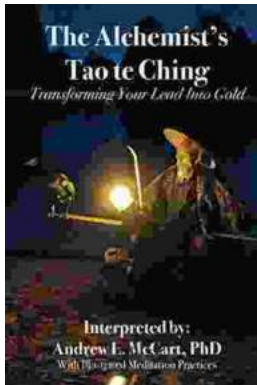


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