

# The Microsoft SharePoint Handbook for Business Executives

SharePoint is a powerful collaboration and productivity tool that can help businesses of all sizes achieve their goals. This handbook is designed to provide business executives with a comprehensive overview of SharePoint, its benefits, and how to use it effectively.

SharePoint is a web-based platform that provides a variety of features to support collaboration and productivity, including:

- Document management
- Team collaboration
- Communication
- Social networking
- Business intelligence

SharePoint can be used on-premises or in the cloud, and it is available as part of Microsoft Office 365.



## Microsoft SharePoint for Business Executives: Q&A Handbook by Michael Hinckley

★★★★☆ 4.5 out of 5

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Screen Reader : Supported  
Enhanced typesetting : Enabled  
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SharePoint offers a number of benefits for businesses, including:

- **Improved collaboration:** SharePoint provides a central location for teams to share documents, collaborate on projects, and communicate with each other. This can help to improve productivity and efficiency.
- **Increased productivity:** SharePoint can help businesses to be more productive by automating tasks, such as document routing and approval. This can free up employees to focus on more strategic initiatives.
- **Enhanced communication:** SharePoint can help businesses to communicate more effectively by providing a central location for sharing news, announcements, and other important information. This can help to improve employee engagement and morale.
- **Improved decision-making:** SharePoint can help businesses to make better decisions by providing access to real-time data and insights. This can help to identify trends and opportunities, and to make more informed decisions.

SharePoint is a complex platform, but it is relatively easy to use. There are a number of resources available to help businesses get started with SharePoint, including:

- Microsoft's SharePoint Help Center
- SharePoint community forums

- SharePoint training courses

Businesses can also hire a SharePoint consultant to help them implement and customize SharePoint.

There are a number of best practices that businesses can follow to get the most out of SharePoint, including:

- **Define clear goals and objectives:** Before implementing SharePoint, businesses should define clear goals and objectives for using the platform. This will help to ensure that SharePoint is used effectively and efficiently.
- **Identify key stakeholders:** Businesses should identify key stakeholders who will be responsible for using and managing SharePoint. These stakeholders should be involved in the planning and implementation process.
- **Create a governance plan:** Businesses should create a governance plan to ensure that SharePoint is used in a consistent and effective manner. This plan should include policies and procedures for managing content, security, and access.
- **Provide training and support:** Businesses should provide training and support to users to help them get the most out of SharePoint. This can include online training, documentation, and access to a support team.

SharePoint is a powerful tool that can help businesses of all sizes achieve their goals. By following the best practices outlined in this handbook,

businesses can maximize the benefits of SharePoint and improve their collaboration, productivity, and communication.



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