

## Essential Office 365 Second Edition The Illustrated Guide To Using Microsoft Office Computer Essentials

Written in a refreshing conversational style, this text thoroughly prepares students, program administrators, and new evaluators to conduct evaluations or to use them in their work. The book's question-driven focus and clear discussions about the importance of fostering evaluation use by building collaborative relationships with stakeholders set it apart from other available texts. In 26 concise sections, Marvin C. Alkin explores how to articulate answerable evaluation questions, collect and analyze data using both quantitative and qualitative methods, and deal with contingencies that might alter the traditional sequence of an evaluation. Student-friendly features include handy bulleted recaps of each section, "Thinking Ahead" and "Next Steps" pointers, cautionary notes, annotated suggestions for further reading, and an in-depth case study that provides the basis for end-of-chapter exercises.

Conquer Microsoft Office 365 administration—from the inside out! Dive into Office 365 administration—and really put your systems expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. Discover how the experts tackle deployment, configuration, and management—and challenge yourself to new levels of mastery. Simplify enterprise deployment with planning tools and tasks Automate Office 365 processes with Windows PowerShell Manage user identity with Active Directory and Single Sign-On Monitor and maintain the health of Office 365 with Microsoft System Center Implement Microsoft Exchange Online, SharePoint Online, and Lync Online Control variables in an Exchange Server hybrid implementation Customize and deploy Office 365 Professional Plus Explore real-world scenarios and apply insider management tips For Intermediate to Advanced IT Professionals

This timely book helps educators unleash the interactive potential of PowerPoint to build their own multimedia material that perfectly matches the needs of their students. \* Tips for modifying included examples into classroom projects \* Updated material includes advanced scripting techniques, new figures, and new interactive features of PowerPoint \* Numerous quizzes and tests to reinforce skills \* A selection of commonly-used templates are provided

Bits, bytes, RAM, CPUs, hard drives and DVD drives. Master the geeky acronyms and simplify computer hardware & terminology with ease. Computer hardware with all its technical jargon can be baffling, even for the moderately experienced user. This book cuts through the jargon to show that computer hardware isn't so complicated after all and can be easily understood by anyone. This book is great for beginners, a basic computing class, or someone looking to buy a computer. Step-by-step, visual approach to help you quickly decode the jargon Plenty of full color, illustrated screenshots and photographs to help you Presented in an easy and simple to read format. This book looks at Understanding computer specifications often displayed in computer stores and online General hardware concepts and what's inside the case Hardware components: CPUs, RAM, Hard Drives, Portable Drives, video cards and memory cards Data Storage: bits, bytes, kilo bytes, mega bytes, giga bytes and tera bytes Computer ports: VGA, HDMI, DVI, USB 2&3, FireWire, RJ45 ethernet, eSATA and more Different types of computer: desktops, laptops, netbooks, tablets, hybrids and supercomputers Computer peripherals: laser and inkjet printers Types of computer networks,

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The internet, email, the cloud and the world-wide web Techniques are illustrated step-by-step using photography and screen prints throughout, together with concise, easy to follow text from an established expert in the field, provide a comprehensive guide to computer systems. If you want to decode the jargon quickly and easily, this is the guide you need.

Using Publisher 2019

From A to Z

Evaluation Essentials

Hands-On Microsoft Teams

Microsoft 365 and SharePoint Online Cookbook

A comprehensive guide to increase collaboration and productivity with Microsoft Office 365

***Plan and execute a successful Office 365 Exchange Online migration with ease About This Book This book gives you the most up-to-date and accurate information available today on online migration with Microsoft Office 365 Discover the very best migration path for your small or enterprise network and avoid costly mistakes Learn from seasoned professionals who migrate small businesses to multinational companies from around the world on a daily basis Who This Book Is For If you are an appointed IT person or an IT administrator who is part of a large internal team in your organization, then this book is for you. If you are a small business owner, manager, or consultant, this book will also help you. Knowledge of Office 365 is not required. However, experience with Exchange Server and mail clients, and role and delegation concepts is required. What You Will Learn Sign up for an Office 365 account and configure your e-mail domains Migrate mailboxes from Exchange server, Google, and any other POP3 or IMAP based system in to Office 365 Configure a hybrid configuration by using Azure AD Connect to synchronize your on-premises Active Directory with Office 365 Deploy Active Directory Federation Services (AD FS) to enable Single sign on and streamline the login process for your users Set up a hybrid Exchange configuration and host mailboxes locally or in the cloud and move mailboxes between the two with ease Configure a public folder hybrid and share existing on-premises public folders with users hosted in Exchange online Setup a hybrid Skype for Business (SFB) configuration and move users into SFB online Configure a SharePoint configuration, allowing users to create and search content hosted on an existing SharePoint server as well as in SharePoint online In Detail Organizations are migrating to the cloud to save money, become more efficient, and empower their users with the latest technology. Office 365 delivers all of this in a reliable, fast, and ever-expanding way, keeping you ahead of the competition. As the IT administrator of your network, you need to make the transition as painless as possible for your users. Learn everything you need to know and exactly what to do to ensure your Office 365 Exchange online migration is a success! This guide gives you everything you need to develop a successful migration plan to move from Exchange, Google, POP3, and IMAP systems to Office 365 with ease. We start***

*by providing an overview of the Office 365 plans available and how to make a decision on what plan fits your organization. We then dive into topics such as the Office 365 Admin Portal, integration options for professionals and small businesses, integration options for enterprises, preparing for a simple migration, performing a simple migration, and preparing for a hybrid deployment. Later in the book, we look at migration options for Skype for Business and SharePoint to further help you leverage the latest collaborative working technologies within your organization. Style and approach This is a detailed yet easy to follow step-by-step guide to planning and executing a successful migration to Office 365.*

*Conquer Microsoft Office 365 Administration—from the inside out! Dive into Microsoft Office 365 Administration—and really put your Office 365 expertise to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds—all you need to plan, implement, and operate Microsoft Office 365 in any environment. In this completely revamped Second Edition, a new author team thoroughly reviews the administration tools and capabilities available in the latest versions of Microsoft Office 365, and also adds extensive new coverage of Azure cloud services and SharePoint. Discover how experts tackle today's essential tasks—and challenge yourself to new levels of mastery.*

- Install, customize, and use Office 365's portal, dashboard, and admin centers*
- Make optimal decisions about tenancy, licensing, infrastructure, and hybrid options*
- Prepare your environment for the cloud*
- Manage Office 365 identity and access via federation services, password and directory synchronization, authentication, and AAD Connect*
- Implement alerts and threat management in the Security & Compliance Center*
- Establish Office 365 data classifications, loss prevention plans, and governance*
- Prepare your on-premises environment to connect with Exchange Online*
- Manage resource types, billing and licensing, service health reporting, and support*
- Move mailboxes to Exchange Online via cutover, staged, and express migrations*
- Establish hybrid environments with the Office 365 Hybrid Configuration Wizard*
- Administer Exchange Online, from recipients and transport to malware filtering*

*Understand, plan, and deploy Skype for Business Online Current Book Service In addition, this book is part of the Current Book Service from Microsoft Press. Books in this program receive periodic updates to address significant software changes for 12 to 18 months following the original publication date via a free Web Edition. Learn more at <https://www.microsoftpressstore.com/cbs>.*

*Explore the latest MS-900 exam skills and concepts with this updated second edition Key FeaturesWork with self-assessment questions, exam tips, and mock tests based on the latest exam patternThis updated second edition covers concepts including Microsoft Forms, Microsoft 365 Security Center, and moreUnderstand the security considerations and benefits of adopting different types of cloud servicesBook Description Microsoft 365 Certified Fundamentals certification demonstrates your foundational knowledge of adopting cloud services, specifically the software as a service (SaaS) model. Exam MS-900 tests your understanding of Microsoft 365 services, components, their implementation,*

*security, licensing, and general cloud concepts. This updated second edition covers all the recent and important changes in the examination in detail to help you achieve certification. You'll begin by exploring key topics such as Microsoft security and compliance policies, pricing and support, and cloud concepts. The book helps you to understand these concepts with the help of real-world scenarios, learning about platform services such as Microsoft Windows, SharePoint, Microsoft 365 apps, Teams, and Exchange. The content has been updated to include Microsoft Forms, Power Platform, Microsoft 365 Security Center, Windows Virtual Desktop, and Insider Risk Management. Each chapter contains a section that will test your knowledge of the core concepts covered. Finally, you'll take a practice exam with extra questions to help prepare you for the actual test. By the end of this MS-900 book, you'll be well-equipped to confidently pass the MS-900 certification exam with the help of the updated exam pattern. What you will learn*

*Understand cloud services and deployment models, including public and private clouds*

*Find out the differences between SaaS and IaaS consumption models, and where Microsoft services fit in*

*Explore the reporting and analytics capabilities of Microsoft 365*

*Use Compliance Manager and Security Center to audit your organization*

*Discover and implement best practices for licensing options available in Microsoft 365*

*Gain insights into the exam objectives and knowledge required before taking the MS-900 exam*

*Who this book is for* This book is for intermediate as well as experienced administrators and individuals looking for tips and tricks to pass the latest MS-900 exam and achieve Microsoft 365 certification. Basic knowledge of Microsoft services and cloud concepts is assumed in order to get the most out of this book.

*Publisher's Note: Products purchased from Third Party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitlements included with the product. Fully updated coverage of every topic on the current version of the GSEC exam*

*Get complete coverage of all the objectives on Global Information Assurance Certification's Security Essentials (GSEC) exam inside this comprehensive resource. GSEC GIAC Security Essentials Certification All-in-One Exam Guide, Second Edition provides learning objectives at the beginning of each chapter, exam tips, practice exam questions, and in-depth explanations. Designed to help you pass the exam with ease, this authoritative resource also serves as an essential on-the-job reference. Covers all exam topics, including:*

- Networking fundamentals
- Network design
- Cloud computing
- Authentication and access control
- Unix/Linux
- Windows
- Encryption
- Risk management
- Virtual machines
- Vulnerability control
- Malware
- Incident response
- Wireless technologies
- Log Management
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*Microsoft 365 Certified Fundamentals MS-900 Exam Guide*  
*Office 365 For Dummies*

***SharePoint For Dummies***

***Architect, design, implement, and operate Microsoft Sentinel as the core of your security solutions***

***Office 365 User Guide***

***Microsoft Office 365 Administration Inside Out (Includes Current Book Service)***

With over 100 practical recipes that offer extensive coverage of Microsoft Office 365, learn how to enhance collaboration, implement robotic process automation, and develop business intelligence for your organization Key Features Gain a complete overview of popular Office 365 services using practical recipes and expert insights Collaborate with your team effectively using SharePoint Online and MS Teams Create low-code solutions such as bots, forms, dashboards, and workflows using the Power Platform Book Description Microsoft Office 365 provides tools for managing organizational tasks like content management, communication, report creation, and business automation processes. With this book, you'll get to grips with popular apps from Microsoft, enabling workspace collaboration and productivity using Microsoft SharePoint Online, Teams, and the Power Platform. In addition to guiding you through the implementation of Microsoft 365 apps, this practical guide helps you to learn from a Microsoft consultant's extensive experience of working with the Microsoft business suite. This cookbook covers recipes for implementing SharePoint Online for various content management tasks. You'll learn how to create sites for your organization and enhance collaboration across the business and then see how you can boost productivity with apps such as Microsoft Teams, Power Platform, Planner, Delve, and M365 Groups. You'll find out how to use the Power Platform to make the most of Power Apps, Power Automate, Power BI, and Power Virtual Agents. Finally, the book focuses on the SharePoint framework, which helps you to build custom Teams and SharePoint solutions. By the end of the book, you will be ready to use Microsoft 365 and SharePoint Online to enhance business productivity using a broad set of tools. What you will learn Get to grips with a wide range of apps and cloud services in Microsoft 365 Discover how to use SharePoint Online to create and manage content Store and share documents using SharePoint Online Improve your search experience with Microsoft Search Leverage the Power Platform to build business solutions with Power Automate, Power Apps, Power BI, and Power Virtual Agents Enhance native capabilities in SharePoint and Teams using the SPFx framework Use Microsoft Teams to collaborate with colleagues or external users Who this book is for This book is for business professionals, IT administrators, enterprise developers and architects, and anyone who wants to get to grips with using MS 365 for the effective implementation of Microsoft apps. Prior experience with Office 365 and SharePoint will assist with understanding the recipes effortlessly, but is not required.

Microsoft Azure Essentials from Microsoft Press is a series of free ebooks designed to help you advance your technical skills with Microsoft Azure. The first ebook in the series, Microsoft Azure Essentials: Fundamentals of Azure, introduces developers and IT professionals to the wide range of capabilities in Azure. The authors - both Microsoft MVPs in Azure - present both conceptual and how-to content for key areas, including: Azure Websites and Azure Cloud Services Azure Virtual Machines Azure Storage Azure Virtual Networks Databases Azure Active Directory Management tools Business scenarios Watch Microsoft Press 's blog and Twitter (@MicrosoftPress) to learn about other free ebooks in the "Microsoft Azure Essentials" series.

Say hello to Office productivity with this one-stop reference With Office 2021 All-in-One For Dummies, you can get up and running with Microsoft's legendary software suite. This update covers all the tweaks you can find in the latest version of Word, Excel, PowerPoint, Outlook, and Teams. You'll also learn how to make these apps work harder for you, because we dig deep into the tips and features that casual Office users might not know about. This edition also offers expanded coverage of Teams and other collaborative tools, so you can nail working from

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home, or just get a few of those meetings out of the way without having to leave your desk. How can you quickly give documents the same format in Word? What was that one useful Excel function, again? And how does setting up a meeting on Teams work? Office 2021 All-in-One For Dummies serves up quick and simple answers to these questions, along with hundreds of other answers you're expected to know when you work in Office. Learn how Microsoft Office works and get the most out of Word, Excel, PowerPoint, Outlook, and Teams Make amazing charts and graphs that you can plug into your documents, spreadsheets, and presentations Get better at working collaboratively with file sharing options and other neat features Do more, faster with expert tips and guidance on the full suite of Office software for 2021 Whether you're new to Office or just need a refresher for the newest updates, the nine mini-books inside are your keys to getting stuff done.

"Mental health professionals provide better care to their clients when they care for themselves. This highly practical guide--now revised and expanded with even more self-care strategies--has helped thousands of busy psychotherapists balance their personal and professional lives. The book presents 13 research-informed self-care strategies and offers concrete methods for integrating them into daily life. Featuring examples and insights from master therapists, every chapter concludes with a self-care checklist. Infused with a positive message of self-renewal and growth, the book shows clinicians how to leave distress at the office and tend actively to their physical, emotional, and spiritual needs. Key Words/Subject Areas: psychotherapy, psychotherapists, clinicians, self-care strategies, self-care checklists, professional development, personal development, healthy boundaries, burnout prevention, stress management, supervision, supervisory relationships, resilience, resilient, vicarious traumatization, compassion fatigue, countertransference Audience: Clinical psychologists, psychiatrists, clinical social workers, counselors, and psychiatric nurses; graduate students and trainees in these fields"--

Understand the Microsoft 365 Platform from Concept to Execution and Pass the MS-900 Exam with Confidence

PowerShell for Office 365

Office 2021 All-in-One For Dummies

Understand the Microsoft 365 platform from concept to execution and pass the MS-900 exam with confidence

Visual Basic Graphics Programming

Essential Computer Hardware Second Edition

As Information Management put it, "On the strength of its currency and coverage alone, Franks' book is poised to take over as the record go-to reference for both students and RIM professionals for many years to come." The new second edition cements this work's status as a date classic, its content updated and expanded to address emerging technologies, most notably blockchain, and evolving standards and practices. Inside, Franks presents complete coverage of the records and information lifecycle model, encompassing paper, electronic (databases, email), and new media records (blogs, chat messages, and software as a service). Informed by an advisory board of experts in the field, the book features contributions by noted authorities, the text addresses such key topics as the origins and development of records and information; the importance of information governance and developing a strategic records management plan; creation/capture and classification; retention strategies, including records management, archives, and long-term preservation; access, storage, and retrieval; electronic records and electronic records management systems; the latest on rapidly evolving technologies such as web records, social media, and mobile devices; vital records, disaster preparedness, recovery, and business continuity; monitoring, auditing, and risk management; and education and training. This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field. Instructor/trainer extra set of ready-to-go, customizable PowerPoint slides to accompany the text. Examination copies are available for instructors who are interested in purchasing the book for their courses.

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adopting this title for course use.

If you want to discover one of the latest tools designed to produce stunning Big Data insights, this book features everything you need with your data. Whether you are a data architect, developer, or a business strategist, HDInsight adds value in everything from development administration, and reporting.

Expert advice for Windows 10 right at your fingertips. Includes updates for the Windows 10 anniversary edition! Practical and precise, this on guide with ready answers is designed for architects, administrators, engineers and others working with Windows 10. If you're an IT professional responsible for configuring, managing and maintaining computers running Windows 10, start with this well-organized and authoritative guide. Inside you'll find expert insights, tips, tricks and workarounds that will save time and help you get the job done by giving you the right information right now. During the course of reading this book, you will master a number of complex topics, techniques, commands and more. Topics covered include: Deploying and customizing the operating system Installing and maintaining universal apps Configuring Group Policy preferences and settings Provisioning and using device management Managing access and security Installing hardware devices and drivers Troubleshooting and resolving system issues And much, much more!!! Not only will this informative training manual help you become familiar with essential concepts, it'll help you reach new levels of mastery. This is the ideal concise, immediate answers reference you'll want to consult times. Table of Contents About This Book 1. Welcome to Windows 10 Navigating Windows 10 Editions Deploying Windows 10 Setting up Windows on the Box 2. Working with Windows 10 Exploring Key Features Getting to Know Windows 10 Running Windows 10 3. Implementing Device Management Getting Started with Microsoft Intune Getting Started with the Windows 10 ADK Working with Windows Imaging And Configuration Designer Creating and Deploying Provisioning Packages Provisioning Walkthrough: Upgrading to Mobile Enterprise Edition 4. Using Policy-based Management Configuring Domain-Joined Devices Implementing Policy-based Management Using Logon and Startup Policies Using Scripts in Policies Using Data Management Policies Using Networking Policies 5. Using Preferences for Management Working with Group Policy Preferences Managing Preference Items 6. Fine-Tuning User Account Control Understanding UAC in Windows 10 Managing Elevation of Privileges Managing UAC for Apps 7. Creating and Configuring Accounts Local, Domain and Connected Accounts Creating User Accounts Configuring User Accounts 8. Maintaining Accounts Managing Local User Accounts and Groups Managing User Account Passwords Managing Stored Credentials 9. Supporting Windows 10 Essential Support Tools Managing System Time Configuring Internet Time Essential Maintenance Tools 10. Managing System Properties Optimizing Performance Options Managing Environment Variables Configuring Startup and Recovery Options Managing System Protection Settings 11. Optimizing Power Management Managing Battery Power Understanding Power Plans Sleep Modes Configuring Power Options Managing Power Options from the Command Line Working with Power Plans Using Alarms and Notifications Configuring Alarm Actions 12. Configuring Hardware Managing Device Installation Working with Device Drivers Maintaining Devices and Drivers 13. Installing and Maintaining Universal Apps Working with Apps Maintaining Apps Optimizing App Security for the Enterprise 14. Maintaining Windows 10 Windows Update: The Essentials Working with Support Services Managing Services Using Preferences Detecting and Resolving Windows 10 Errors Scheduling Maintenance Tasks 15. Managing Data and Recovery Using File History Using Previous Versions Managing Failures Creating a Recovery Drive Using Restore Points for Recovery Troubleshooting Startup and Shutdown William Stanek has been developing expert solutions for and writing professionally about Microsoft Windows since 1995. In Windows 10: Essentials for Administration, William shares his extensive knowledge of the product.

In the world of internet, wide adoption of computing devices dramatically reduces storage costs with easy access to huge amount of data.

posing benefits and challenges to e-business amongst organizations. This unique compendium covers current status and practices of e-business among organizations, their challenges and future directions. It also includes studies of different perspectives and markets of e-business. This volume will be a good reference text for professionals and organizations who are updating their e-business knowledge/skills and pursuing their e-business initiatives.

Microsoft Teams For Dummies

Authentication and Authorization for Services and the Web

Learn best practices, architecture, tools, techniques, and more, 2nd Edition

The Step-by-step Guide to Using Microsoft Publisher 2019

Microsoft Azure Essentials - Fundamentals of Azure

A practical guide to enhancing enterprise collaboration with Microsoft Teams and Office 365

**This Wrox Blox shows you how to add graphics to Visual Basic 2008 applications by explaining fundamental graphics techniques such as: drawing shapes with different colors and line styles; filling areas with colors, gradients, and patterns; drawing text that is properly aligned, sized, and clipped exactly where you want it; manipulating images and saving results in bitmap, JPEG, and other types of files. Also covered are instructions for how to greatly increase your graphics capabilities using transformations, which allow you to move, stretch, or rotate graphics. They also let you work in coordinate systems that make sense for your application. The author also describes techniques for using the above in printouts, describing the sequence of events that produce a printout and show how to generate and preview printouts, with examples which show how to wrap long chunks of text across multiple pages, if necessary. In addition, you will learn about two powerful new graphic tools that were introduced with .NET Framework 3.0: WPF graphics and FlowDocuments. XAML graphic commands allow a WPF application to draw and fill the same kinds of shapes that a program can draw by using graphics objects. Finally, a discussion on the FlowDocument object shows you how to define items that should be flowed across multiple pages as space permits. This lets you display text, graphics, controls, and other items that automatically flow across page breaks. FlowDocument viewers make displaying these documents easy for you, and simplifies the user's reading of the documents. This Wrox Blox also contains 35 example programs written in Visual Basic 2008, although most of the code works in previous versions of Visual Basic .NET as well. The most notable exceptions are WPF graphics and FlowDocuments, both of which require WPF provided in .NET Framework 3.0 and later.**

**If you want to get your head in the cloud and get up to speed on the features in Office 365, then this guide is the first book you should read in order to grasp the concepts and terms as quickly as possible. --**

**Work with the powerful subscription software, Office 365 to increase your organization's efficiency by managing file sharing, email exchange and much more. Key Features Become well versed with Office 365 and leverage its capabilities for your business Speed up your workflow and effectively collaborate using Office Web Apps Learn to set audio and web conferences and seamlessly access your workspace Book Description Microsoft Office 365 combines the popular Office suite with next-generation cloud computing capabilities. With this user guide, you'll be able to implement its software features for effective business communication and collaboration. This book begins by providing you with a quick**

introduction to the user interface (UI) and the most commonly used features of Office 365. After covering the core aspects of this suite, you'll learn how to perform various email functions via Exchange. Next, you will learn how to communicate using Skype for Business and Microsoft Teams. To boost your productivity, this book will help you learn everything from using instant messaging to conducting audio and web conferences, and even accessing business information from any location. In the final chapters, you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint. By the end of this book, you'll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity. What you will learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you are an IT professional who wants to upgrade your traditional Office suite, this book is for you. Users looking to learn, configure, manage, and maintain an Office 365 environment in their organization will also find this book useful. Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial.

Learn the art of leveraging PowerShell to automate Office 365 repetitive tasks About This Book Master the fundamentals of PowerShell to automate Office 365 tasks. Easily administer scenarios such as user management, reporting, cloud services, and many more. A fast-paced guide that leverages PowerShell commands to increase your productivity. Who This Book Is For The book is aimed at sys admins who are administering office 365 tasks and looking forward to automate the manual tasks. They have no knowledge about PowerShell however basic understanding of PowerShell would be advantageous. What You Will Learn Understand the benefits of scripting and automation and get started using Powershell with Office 365 Explore various PowerShell packages and permissions required to manage Office 365 through PowerShell Create, manage, and remove Office 365 accounts and licenses using PowerShell and the Azure AD Learn about using powershell on other platforms and how to use Office 365 APIs through remoting Work with Exchange Online and SharePoint Online using PowerShell Automate your tasks and build easy-to-read reports using PowerShell In Detail While most common administrative tasks are available via the Office 365 admin center, many IT professionals are unaware of the real power that is available to them below the surface. This book aims to educate readers on how learning PowerShell for Office 365 can simplify repetitive and complex administrative tasks, and enable greater control than is available on the surface. The book starts by teaching readers how to access Office 365 through PowerShell and then explains the PowerShell fundamentals required for automating Office 365 tasks. You will then walk through common administrative cmdlets to manage accounts, licensing, and other scenarios such as automating the importing of multiple users, assigning licenses in Office 365, distribution groups, passwords, and so on. Using practical examples, you will learn to enhance your current functionality by working with Exchange Online, and SharePoint Online using PowerShell. Finally, the book will help you effectively manage complex and repetitive tasks (such as license and account management) and build productive reports. By the end of the book, you will have automated major repetitive tasks in Office 365 using PowerShell. Style and approach This step by step guide focuses on teaching the fundamentals of working with PowerShell for Office 365. It

**covers practical usage examples such as managing user accounts, licensing, and administering common Office 365 services. You will be able to leverage the processes laid out in the book so that you can move forward and explore other less common administrative tasks or functions.**

**Exam Ref 70-346 Managing Office 365 Identities and Requirements**

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**E-business In The 21st Century: Essential Topics And Studies (Second Edition)**

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**A Guide to Claims-Based Identity and Access Control**

**Essential PowerShell for Office 365**

Discover the power of Microsoft Teams Millions of people access Microsoft Teams every day to assist with the collaboration it takes to get work done. That number continues to grow thanks to the countless communication tools for working with associates inside and outside your organization you can find in Microsoft Teams. If you're new to Microsoft Teams, start here. This book will give you must-have insight on chatting, file sharing, organizing teams, using video communication, and more. You'll also see just how you should be doing things, with best-practice recommendations and ideas for integrating Microsoft Teams into your existing workflows. Learn your way around Microsoft Teams and set up the interface Communicate via chat and video chat, inside and outside your org Integrate Teams with other Office apps for seamless collaboration Use Teams to optimize your meetings, build a knowledge wiki, and more! Microsoft's shared workspace can help you get collaborative and stay connected to the people and files you need, whether you're at your desk or on the go.

The twenty-first century offers more technology than we have ever seen before, but with new updates, and apps coming out all the time, it's hard to keep up. Essential Office 365 is here to help. Along with easy to follow step-by-step instructions, illustrations, and photographs, this guide offers specifics in... Downloading and Installing Microsoft Office Suite Getting started with Office Online: using Sway, OneDrive, Mail & Calendar Using Office Apps on your iPad or Android device Constructing professional looking documents with Microsoft Word Adding and using graphics, photographs, and clipart Changing fonts, creating tables, graphs, clipboard, sorting and formatting text, and mail merge Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint. Adding animations and effects to PowerPoint slides Using 3D and cinematic transitions to spice up your presentations Using Excel to create spreadsheets that analyse, present and manipulate data Creating Excel charts, graphs, pivot tables, functions and formulas The basics of Microsoft Access databases Keeping in touch with friends, family and colleagues using Outlook Maintaining calendars and keeping appointments with Outlook Taking notes with OneNote and more... Unlike other books and manuals that assume a computing background not possessed by beginners, Essential Office 365 tackles the fundamentals

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of Microsoft Office, so that everyone from students, to senior citizens, to home users pressed for time, can understand. So, if you're looking for an Office manual, a visual book, simplified tutorial, dummies guide, or reference, Essential Office 365 will help you maximize the potential of Microsoft Office to increase your productivity, and help you take advantage of the digital revolution.

As systems have become interconnected and more complicated, programmers needed ways to identify parties across multiple computers. One way to do this was for the parties that used applications on one computer to authenticate to the applications (and/or operating systems) that ran on the other computers. This mechanism is still widely used—for example, when logging on to a great number of Web sites. However, this approach becomes unmanageable when you have many co-operating systems (as is the case, for example, in the enterprise). Therefore, specialized services were invented that would register and authenticate users, and subsequently provide claims about them to interested applications. Some well-known examples are NTLM, Kerberos, Public Key Infrastructure (PKI), and the Security Assertion Markup Language (SAML). Most enterprise applications need some basic user security features. At a minimum, they need to authenticate their users, and many also need to authorize access to certain features so that only privileged users can get to them. Some apps must go further and audit what the user does. On Windows®, these features are built into the operating system and are usually quite easy to integrate into an application. By taking advantage of Windows integrated authentication, you don't have to invent your own authentication protocol or manage a user database. By using access control lists (ACLs), impersonation, and features such as groups, you can implement authorization with very little code. Indeed, this advice applies no matter which OS you are using. It's almost always a better idea to integrate closely with the security features in your OS rather than reinventing those features yourself. But what happens when you want to extend reach to users who don't happen to have Windows accounts? What about users who aren't running Windows at all? More and more applications need this type of reach, which seems to fly in the face of traditional advice. This book gives you enough information to evaluate claims-based identity as a possible option when you're planning a new application or making changes to an existing one. It is intended for any architect, developer, or information technology (IT) professional who designs, builds, or operates Web applications and services that require identity information about their users.

Essential Office 365 Second Edition: The Illustrated Guide to Using Microsoft Office

The Illustrated Guide to Using Microsoft Office

Microsoft Office 365 Administration Inside Out

A Practical Guide to Options and Implementation

Records and Information Management, Second Edition

Microsoft 365 Certified Fundamentals MS-900 Exam Guide - Second Edition

Implementing Microsoft Dynamics 365 for Finance and Operations Apps

## Download Ebook Essential Office 365 Second Edition The Illustrated Guide To Using Microsoft Office Computer Essentials

In 30 minutes learn this guide will show you how to get the most out of Microsoft Word, the world's most popular tool for writing letters, reports, manuscripts, brochures, and more. You may have a handle on the basics, but Microsoft Word In 30 Minutes will show you how to leverage powerful features and shortcuts that most people seldom use. Topics include:\* Interface basics, from ribbons to rulers\* How to quickly format documents using styles and themes\* Adding photos, charts, and other elements\* Working with headers and footers\* How to create a table of contents\* Collaboration basics, from tracking to sharing\* Protecting sensitive documents\* Setting up footnotes and endnotes\* Importing and exporting files and data\* Printing and mailingsFor people who can't afford Office 2016, Microsoft Word In 30 Minutes also includes a section on how to use Google Docs, a fully featured online word processor and app available for free from Google, as well as Word Online, Microsoft's free online word processor with limited capabilities. Microsoft Word In 30 Minutes is authored by Angela Rose, whose previous work includes LinkedIn In 30 Minutes, 2nd Edition.

Since Microsoft launched Office 365 in 2011, its popularity with small and mid-sized law firms has skyrocketed. Even large firms have been transitioning to Office 365 in droves as their legacy systems age. Microsoft Office 365 for Lawyers answers in plain English all of the common questions that lawyers ask when they're considering if they should migrate their firms to Office 365. Written specifically for lawyers by a twenty-year veteran of legal technology, this essential book offers guidance on how to set up, manage, and migrate your firm to Office 365."

Prepare for Microsoft Exam 70-346, and demonstrate your real-world mastery of the skills needed to provision, manage, monitor, and troubleshoot Microsoft Office 365 identities and cloud services. Designed for experienced IT pros ready to advance their status, this Exam Ref focuses on the critical-thinking and decision-making acumen needed for success at the MCSA level. The new Second Edition reflects all updated exam topics released by Microsoft through mid-2017. It covers the expertise measured by the following objectives: Provision Office 365 Plan and implement networking and security in Office 365 Manage cloud identities Implement and manage identities by using DirSync Implement and manage Federated Identities single sign on Monitor and troubleshoot Office 365 availability and usage Microsoft Exam Ref publications stand apart from third-party study guides because they: Provide guidance from Microsoft, the creator of Microsoft certification exams Target IT professional-level exam candidates with content focused on their needs, not "one-size-fits-all content Streamline study by organizing material according to the exam's objective domain (OD), covering one functional group and its objectives in each chapter Feature Thought Experiments to guide candidates through a set of "what if?" scenarios, and prepare them more effectively for Pro-level style exam questions Explore big picture thinking around the planning and design aspects of the IT pro's job role See full details about Exam 70-346 at: [microsoft.com/learning](http://microsoft.com/learning)

The deepest reference on Microsoft's productivity service Office 365 offers the same productivity power as past versions of Microsoft Office along with tools designed to boost collaboration in the workplace and instant access to the latest Office updates without buying a whole new software package. It's an ideal solution for both the office and home use. The author of

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the bestselling Office All-in-One For Dummies shares his advice on how to navigate the nuts and bolts of getting things done with Office 365. Look inside for step-by-step instructions on Excel, Outlook, Word, PowerPoint, Access, and OneNote along with a dive into the cloud services that come with Office 365. Access Office 365 Make sense of common Office tasks Use Excel, Word, outlook, PowerPoint and more Take advantage of 365 online services If you're a home or business user interested in having a complete reference on the suite, this book has you covered.

Leaving It at the Office, Second Edition

Microsoft Office 365 - Exchange Online Implementation and Migration

Learn Power BI

HDInsight Essentials - Second Edition

A Guide to Psychotherapist Self-Care

Take your Office 365 skills to the next level. Master PowerShell for Office 365 to stay competitive in today's world of highly sought after cloud management skills. With expert guidance, IT pros will learn how to leverage the muscle of PowerShell to automate many advanced administrative tasks not otherwise accessible in the Office 365 Admin Center. You will discover how to unlock configuration options and automate tasks in order to free up valuable time and resources. This book is your companion to administering Office 365 with PowerShell. You will learn time-saving techniques such as how to streamline administrative tasks, and how to manage users, licenses, and Office 365 services. Expert and MVP Vlad Catrinescu introduces each chapter with an overview and basic fundamentals, such as how to connect to your required service in Office 365, so that you have a solid foundation for success. Benefit from learning the theory behind PowerShell for Office 365 and put your knowledge to practice with numerous hands-on code examples. What You'll Learn Manage users in bulk Export data such as user lists and groups Create and manage Office 365 groups Manage Exchange online distribution lists, mailboxes, and contacts Configure Skype for Business settings Perform compliance searches directly from PowerShell Who This Book Is For Any IT pro who needs to manage Office 365 or one of its services such as Exchange, SharePoint, or Skype for Business. Readers should have a basic knowledge of PowerShell and the Office 365 service they want to manage.

Explore the latest MS-900 exam skills and concepts with this updated second edition Key Features: Work with self-assessment questions, exam tips, and mock tests based on the latest exam pattern This updated second edition covers concepts including Microsoft Forms, Microsoft 365 Security Center, and more Understand the security considerations and benefits of adopting different types of cloud services Book Description: Microsoft 365 Certified Fundamentals certification demonstrates your foundational knowledge of adopting cloud services, specifically the software as a service

(SaaS) model. Exam MS-900 tests your understanding of Microsoft 365 services, components, their implementation, security, licensing, and general cloud concepts. This updated second edition covers all the recent and important changes in the examination in detail to help you achieve certification. You'll begin by exploring key topics such as Microsoft security and compliance policies, pricing and support, and cloud concepts. The book helps you to understand these concepts with the help of real-world scenarios, learning about platform services such as Microsoft Windows, SharePoint, Microsoft 365 apps, Teams, and Exchange. The content has been updated to include Microsoft Forms, Power Platform, Microsoft 365 Security Center, Windows Virtual Desktop, and Insider Risk Management. Each chapter contains a section that will test your knowledge of the core concepts covered. Finally, you'll take a practice exam with extra questions to help prepare you for the actual test. By the end of this MS-900 book, you'll be well-equipped to confidently pass the MS-900 certification exam with the help of the updated exam pattern. What You Will Learn: Understand cloud services and deployment models, including public and private clouds Find out the differences between SaaS and IaaS consumption models, and where Microsoft services fit in Explore the reporting and analytics capabilities of Microsoft 365 Use Compliance Manager and Security Center to audit your organization Discover and implement best practices for licensing options available in Microsoft 365 Gain insights into the exam objectives and knowledge required before taking the MS-900 exam Who this book is for: This book is for intermediate as well as experienced administrators and individuals looking for tips and tricks to pass the latest MS-900 exam and achieve Microsoft 365 certification. Basic knowledge of Microsoft services and cloud concepts is assumed in order to get the most out of this book.

We've all been there before, staring at a computer screen with no idea what to do — don't worry Using Publisher 2019 is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Using Publisher 2019 is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover Microsoft Publisher 2019, this guide will show you how to: Start Publisher and find your way around the ribbon menu Lay out and design your page Use page parts, text boxes, borders and accents Use pre-designed templates, and build your own Format text: bold, italic, underlined, strike, and super/subscript Align, highlight and change text colour Cut, copy, paste and using the clipboard Use headers and footers Insert SmartArt and clipart Add charts, tables, equations and special characters Add photos, crop, wrap text and use effects Print your publications Check spelling and grammar You'll want to keep this edition handy as you make your way around Microsoft Publisher. Have Fun!

Learn how to set up, configure, and use Microsoft Sentinel to provide security incident and event management services for your multi-cloud environment Key FeaturesCollect, normalize, and analyze security information from multiple data sourcesIntegrate AI, machine learning, built-in and custom threat analyses, and automation to build optimal security

solutions Detect and investigate possible security breaches to tackle complex and advanced cyber threats

**Book Description** Microsoft Sentinel is a security information and event management (SIEM) tool developed by Microsoft that helps you integrate cloud security and artificial intelligence (AI). This book will teach you how to implement Microsoft Sentinel and understand how it can help detect security incidents in your environment with integrated AI, threat analysis, and built-in and community-driven logic. The first part of this book will introduce you to Microsoft Sentinel and Log Analytics, then move on to understanding data collection and management, as well as how to create effective Microsoft Sentinel queries to detect anomalous behaviors and activity patterns. The next part will focus on useful features, such as entity behavior analytics and Microsoft Sentinel playbooks, along with exploring the new bi-directional connector for ServiceNow. In the next part, you'll be learning how to develop solutions that automate responses needed to handle security incidents and find out more about the latest developments in security, techniques to enhance your cloud security architecture, and explore how you can contribute to the security community. By the end of this book, you'll have learned how to implement Microsoft Sentinel to fit your needs and protect your environment from cyber threats and other security issues. What you will learn

**Implement Log Analytics and enable Microsoft Sentinel and data ingestion from multiple sources**

**Tackle Kusto Query Language (KQL) coding** Discover how to carry out threat hunting activities in Microsoft Sentinel

**Connect Microsoft Sentinel to ServiceNow for automated ticketing** Find out how to detect threats and create automated responses for immediate resolution

**Use triggers and actions with Microsoft Sentinel playbooks to perform automations**

**Who this book is for** You'll get the most out of this book if you have a good grasp on other Microsoft security products and Azure, and are now looking to expand your knowledge to incorporate Microsoft Sentinel. Security experts who use an alternative SIEM tool and want to adopt Microsoft Sentinel as an additional or a replacement service will also find this book useful.

A comprehensive, step-by-step guide for beginners to learn real-world business intelligence

Managing and Automating Skills for Improved Productivity

GSEC GIAC Security Essentials Certification All-in-One Exam Guide, Second Edition

Loose Leaf for Microsoft Office 365: In Practice, 2019 Edition

Windows 10: Essentials for Administration

Essential Office 365 Second Edition: The Illustrated Guide to Using Microsoft Office

(A new edition with enhanced coverage is now available) A complete guide on Teams filled with real-world scenarios and best practices to increase productivity and engagement

**Key Features** Interactive approach to learn the key concepts of Teams and its implementation in modern workplace

**Discover tips and techniques**

for extending Teams to meet your business requirements Integrate Teams with various Microsoft services such as PowerShell, SharePoint, PowerApps, and Power Automate Book Description Microsoft Teams is a platform for unified communication in modern workplaces. It not only enables effective communication, but also helps you manage your resources through its integration with various Microsoft Office 365 services. This book offers a comprehensive introduction to the platform, getting you up to speed in no time. Complete with hands-on tutorials, and projects, this easy-to-follow guide will teach you how to use Teams in the best possible way. Starting with the basic concepts that will help you collaborate on Teams, this book takes you through expert techniques for creating and managing teams. A dedicated section also features industry practices to help enhance collaboration in modern workplaces. In later chapters, you'll explore Microsoft services such as SharePoint, PowerApps, Power Automate, and learn how they interact with Microsoft Teams. You'll also get to grips with dealing with permissions and security issues in managing private and public teams and channels. Along the way, you'll discover practical scenarios that will help you improve the collaboration in your organization and increase productivity by using Teams features. By the end of this book, you'll have hands-on experience of using Microsoft Teams, along with the skills you need to improve the way people collaborate in your organization. What you will learn Create teams, channels, and tabs in Microsoft Teams Explore the Teams architecture and various Office 365 components included in Teams Perform scheduling, and managing meetings and live events in Teams Configure and manage apps in Teams Design automated scripts for managing a Teams environment using PowerShell Build your own Microsoft Teams app without writing code Who this book is for This Microsoft Teams book is for power users and business professionals looking to use Teams for improving collaboration in an enterprise environment. The book will also be useful for Office 365 administrators interested in implementing Microsoft Teams effectively by learning about and exploring expert tips and best practices to ensure good governance. Amp up your collaboration skills and rock the modern workplace by harnessing the power of Microsoft 365 with this one-stop guide to the world's leading productivity platform The Microsoft 365 productivity solution for the workplace is a cloud-based service with many features for effective and secure collaboration virtually or in person. Whether you start your day with meetings in Teams, respond to Outlook emails, create documents with Office apps, or even automate your work with artificial intelligence, Microsoft 365 has you covered. But first, you must unlock the potential of this powerful solution to showcase your ability to keep up with the modern workplace and make an impact in your organization. To do that, you need Microsoft 365 For

Dummies! This book walks you through the steps to get your work done anytime, anywhere, on any device, with Microsoft Teams as the central hub. Discover how to chat online in real time; conduct online meetings; co-author documents in the cloud; develop no-code applications; and even prioritize your well-being. The insights and step-by-step guidance in Microsoft 365 For Dummies will help you stay connected and engaged with your colleagues. Level up your teamwork game with the latest meeting and collaboration best practices from Microsoft Teams Stretch your use of Office apps (Word, Excel, PowerPoint, Outlook, and OneNote) by infusing artificial intelligence into your everyday tasks Save time (and look really smart) by automating your work with the Power Platform apps Take a break from work and focus on your health and well-being at home or in the office Whether you ' re a Microsoft 365 newbie or a superuser looking for details on what's new, Microsoft 365 For Dummies is the friendly and authoritative how-to book you need. Discover the benefits of cloud technology today!

Learn how to use Power BI to deliver the insights needed to help your enterprise survive and thrive Key Features Learn simple through to advanced Power BI features in a clear, concise way using real-world examples Develop powerful analytical models and reports that extract key business insights Publish, share and collaborate on impressive reports, dashboards, apps, and goals Book Description To succeed in today's transforming business world, organizations need business intelligence capabilities to make smarter decisions faster than ever before. This updated second edition of Learn Power BI takes you on a journey of data exploration and discovery, using Microsoft Power BI to ingest, cleanse, and organize data in order to unlock key business insights that can then be shared with others. This newly revised and expanded edition of Learn Power BI covers all of the latest features and interface changes and takes you through the fundamentals of business intelligence projects, how to deploy, adopt, and govern Power BI within your organization, and how to leverage your knowledge in the marketplace and broader ecosystem that is Power BI. As you progress, you will learn how to ingest, cleanse, and transform your data into stunning visualizations, reports, and dashboards that speak to business decision-makers. By the end of this Power BI book, you will be fully prepared to be the data analysis hero of your organization – or even start a new career as a business intelligence professional. What you will learn Get up and running quickly with Power BI Understand and plan your business intelligence projects Connect to and transform data using Power Query Create data models optimized for analysis and reporting Perform simple and complex DAX calculations to enhance analysis Discover business insights and create professional reports Collaborate via Power BI dashboards,

apps, goals, and scorecards Deploy and govern Power BI, including using deployment pipelines Who this book is for If you're an IT manager, data analyst, or BI user new to using Power BI for solving business intelligence problems, this book is for you. You'll also find this book helpful if you want to migrate from other BI tools to create powerful and interactive dashboards. No experience of working with Power BI is expected. All you need to know about SharePoint Online and SharePoint Server SharePoint is an enterprise portal server living under the Microsoft Office umbrella. It can be used as a local installation (on-premises) or an online service. The SharePoint Online service comes bundled with Office 365. You can use SharePoint to aggregate sites, information, data, and applications into a single portal. SharePoint 2019 contains highly integrated features that allow you to work with it directly from other Office products such as Teams, Word, Excel, PowerPoint, and many others. SharePoint For Dummies provides a thorough update on how to make the most of all the new SharePoint and Office features—while still building on the great and well-reviewed content in the prior editions. The book shows those new to SharePoint or new to SharePoint 2019 how to get up and running so that you and your team can become productive with this powerful tool. Find high-level, need-to-know information for “ techsumers ”, administrators, and admins Learn how SharePoint Online can get you started in minutes without the hassle and frustration of building out your own servers Find everything you need to know about the latest release of SharePoint Online and SharePoint Server Get your hands on the best guide on the market for SharePoint!

Over 100 practical recipes to help you get the most out of Office 365 and SharePoint Online

Essential Office 365 Third Edition

Microsoft 365 For Dummies

Microsoft Office 365 for Lawyers

Powerful PowerPoint for Educators

Microsoft Sentinel in Action

*Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere,*

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*anytime Office 365 is the key to office productivity — and now you can put it to use for you!*

*The twenty-first century offers more technology than we have ever seen before, but all that "help" can be overwhelming. With new updates, software, and applications coming out every month, most computer users don't have time to figure everything out on their own. Essential Office 365: Second Edition is here to fill in the gaps. With comprehensive instruction for many commonly used Office Applications, this step-by-step guide offers specifics in choosing, setting up, and effectively utilizing the versions of today's software that will best help you meet your goals. In addition, many illustrations and screenshots are included, allowing readers to quickly and easily digest information without feeling confused, wasting time, and getting discouraged. In this book, we'll take a look at... Downloading and Installing Office 2016 Suite Getting started with Office Online using Sway, Docs, OneDrive, Mail & Calendar Constructing professional looking documents with Word 2016 Adding and using graphics, photographs and clipart Changing fonts, creating tables, graphs and formatting text Creating presentations for your lessons, lectures, speeches or business presentations using PowerPoint 2016 Adding animations and effects to PowerPoint slides Basics of Office Mix for PowerPoint Using Excel 2016 to create spreadsheets that analyse, present and manipulate data Creating Excel charts, graphs, functions and formulas The basics of Microsoft Access databases Keeping in touch with friends, family and colleagues using Microsoft Outlook 2016 Maintaining calendars and keeping appointments with Outlook Taking notes with OneNote and more... Unlike manuals that assume a computing background not possessed by beginners, Essential Office 365: Second Edition tackles the basics of Office 365 so that everyone from students to senior citizens to home users pressed for time can take advantage of the digital revolution. So if you're looking for a Office manual, a visual book, simplified tutorial, dummies guide, or reference, Essential Office 365: Second Edition will help you maximize the potential of Microsoft Office to increase your productivity and enhance your digital life.*

*Microsoft has changed the technology so customers can now select, evaluate and implement Microsoft Dynamics 365 and other applications for their enterprise. This book will provide insights and relevant information around Dynamics 365 Apps, trial experience and implementation of Dynamics 365 for Finance and Operations Apps*

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