

# Exchange Server 2016 Vs 2013 Vs 2010 Comparison

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*Exchange Server 2016 Vs 2013 Vs 2010 Comparison*

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## ANGIE OLSON

*Microsoft Exchange Server Training* Microsoft Press

Understand common security pitfalls and discover weak points in your organization's data security, and what you can do to combat them. This book includes the best approaches to managing mobile devices both on your local network and outside the office. Data breaches, compliance fines, and distribution of personally identifiable information (PII) without encryption or safeguards place businesses of all types at risk. In today's electronic world, you must have a secure digital footprint that is based on business processes that are designed to protect information. This book is written for business owners, chief information security officers (CISO), and IT managers who want to securely configure Office 365. You will follow the Microsoft cybersecurity road map through a progressive tutorial on how to configure the security services in Office 365 to protect and manage your business. What You'll Learn Manage security with the Azure Security Center and the Office 365 Compliance Center Configure information protection for document and electronic communications Monitor security for your business in the cloud Understand Mobile Application Management (MAM) and Mobile Device Management (MDM) Prevent data loss in Office 365 Configure and manage the compliance manager tools for NIST and GDPR Who This Book Is For IT managers and compliance and cybersecurity officers who have responsibility for compliance and data security in their business *The Microsoft Exchange Server 2010 Kit* TeachUcomp Inc.

Portable and precise, this pocket-sized guide delivers ready answers for administering configuration and clients in Exchange Server 2013. Zero in on core tasks through quick-reference tables, instructions, and lists. You'll get the focused information you need to save time and get the job done—whether at your desk or in the field. Coverage includes: Deploying Exchange Server 2013 Administration essentials Using Exchange Management Shell Managing Exchange clients User and contact administration Mailbox administration Working with Distribution Groups and Address Lists Implementing exchange

*MB-200 Exam Preparation Book (Microsoft Power Platform + Dynamics 365 Core)* TeachUcomp Inc.

Make the most of PowerShell's features to manage all aspects of your Exchange Server 2016 environment. About This Book Learn to integrate PowerShell with Exchange Server 2016 Write scripts and functions to run tasks automatically, and generate complex reports with PowerShell Use these effective recipes to learn all popular and important Powershell scripts to manage tasks and avoid errors Who This Book Is For This book is for messaging professionals who want to build real-world scripts with Windows PowerShell and the Exchange Management Shell. You'll also find it indispensable if you're a network or systems administrator responsible for managing and maintaining Exchange Server 2016. What You Will Learn Master the new features and capabilities of PowerShell and Exchange Server 2016 Get to grips with the core PowerShell concepts Use simple PowerShell scripts and commands to get powerful results Generate detailed reports, send the output of commands by email , and schedule scripts to run automatically Import, export, and move mailboxes, and delete messages from mailboxes using the command line Configure transport server settings such as mail relay, tracking logs, transport rules, delivery reports, and more Manage mailbox and public folders Monitor the health of an Exchange environment through built-in cmdlets and other methods Integrate Exchange with Office Online Server, Skype for Business Server, and Exchange Online (Office 365) In Detail We start with a set of recipes on core PowerShell concepts. This will provide you with a foundation for the examples in the book. Next, you'll see how to implement some of the common exchange management shell tasks, so you can effectively write scripts with this latest release. You will then learn to manage Exchange recipients, automate recipient-related tasks in your environment, manage mailboxes, and understand distribution group management within the Exchange Management Shell. Moving on, we'll work through several scenarios where PowerShell scripting can be used to increase your efficiency when managing databases, which are the most critical resources in your Exchange environment. Towards the end, you'll discover how to achieve Exchange High Availability and how to secure your environment, monitor the health of Exchange, and integrate Exchange with Office Online Server, Skype for Business Server, and Exchange Online (Office 365). By the end of the book, you will be able to perform administrative tasks efficiently. Style and approach This practical guide is packed with handy recipes to help you perform common administration tasks, as well as complex tasks in Exchange Server, without any hassle.

**Masterminding MDM and Compliance in the Cloud** Stanek & Associates

Leverage the power of basic Windows PowerShell scripts to manage your Exchange messaging environment About This Book Get to grips with Windows PowerShell and how it can be used to manage various aspects of the operating system and applications Become proficient in PowerShell and apply it to manage Exchange infrastructure on-premise or via Exchange Online as part of Office 365 Learn to create Windows PowerShell scripts to do administrative tasks with this step-by-step, easy-to-follow guide Who This Book Is For This book is for administrators with a basic or limited understanding of Windows PowerShell and who want to increase their skill set in managing both the Exchange On Premise and Online environments. What You Will Learn Deep dive into the Windows PowerShell basics Create and manage Recipients and permissions Manage Distribution Group members, permissions, and group types Understand Certificates and Role-Based Access Control using real-world examples Review the usage of email address, address book, and retention policies with examples Learn to manage Exchange Client Access and Mailbox Server roles Use PowerShell for auditing and risk management in your Exchange organization Manage a highly available Exchange environment using PowerShell Interact with Exchange through the use of the Exchange Web Services-managed API In Detail PowerShell has become one of the most important skills in an

Exchange administrator's armory. PowerShell has proved its mettle so widely that, if you're not already starting to learn PowerShell, then you're falling behind the industry. It isn't difficult to learn PowerShell at all. In fact, if you've ever run commands from a CMD prompt, then you'll be able to start using PowerShell straightaway. This book will walk you through the essentials of PowerShell in Microsoft Exchange Server and make sure you understand its nitty gritty effectively. You will first walk through the core concepts of PowerShell and their applications. This book discusses ways to automate tasks and activities that are performed by Exchange administrators and that otherwise take a lot of manual effort. Microsoft Exchange PowerShell Essentials will provide all the required details for Active Directory, System, and Exchange administrators to help them understand Windows PowerShell and build the required scripts to manage the Exchange Infrastructure. Style and approach This book is written with its target audience in mind; concepts are explained and followed by real-life examples. A comprehensive script is provided in each chapter to give you hands-on practice with all the major commands used in it.

*Presenting Exchange Server 2016 & Exchange Online* Packt Publishing Ltd

Dive into Exchange Server 2010 and SP1—and discover how to really put your messaging solutions to work! This well-organized and in-depth reference packs all the details you need to deploy and manage Exchange 2010, including hundreds of timesaving solutions, expert tips, and workarounds. Topics include preparing for the deployment of Exchange 2010; new features of Service Pack 1; using Remote PowerShell and the Exchange Management Shell; understanding how the new Role Based Access Control (RBAC) permissions model works and how to customize it to your requirements; the new high availability model for the Exchange Store and how to approach designs for Database Availability Groups; using compliance features such as archive mailboxes, retention policies, and multi-mailbox discovery searches; the new role of the Client Access Server as the MAPI endpoint for Microsoft Outlook clients; the redesign of Outlook Web App (OWA) and the introduction of the Exchange Control Panel; and many more topics to ease the roll-out of Microsoft's latest messaging server.

**Mailbox and High Availability** Pearson Education

10+ Hours of Video Instruction Learn from an expert while you become the expert. This video is designed to teach Exchange Server administrators (and aspiring Exchange Server admins) how to work with Exchange Server 2016. This video series covers deployment, upgrade, architecture, and day-to-day administration. Description This video series is designed to provide hands-on training for several common Exchange Server-related tasks. The video demonstrates procedures for both brand new Exchange Server deployments, and for bringing Exchange Server 2016 into an existing Exchange Server organization. Some of the other topics covered include upgrades and migrations, creating a hybrid Exchange Server deployment using Office 365, security and compliance, fault tolerance, and basic day-to-day management. About the Instructor Brien Posey is a 14-time Microsoft MVP and has worked full time as a tech author and speaker since 2000. Brien has worked in IT since the early 1990s and as a network administrator for some of the largest insurance companies in America. He has also worked as a network engineer for the U.S. Department of Defense at Fort Knox, and as a CIO for a national chain of hospitals and healthcare facilities. He is currently working/training as a commercial scientist astronaut. Skill Level All Levels What You Will Learn Deploy Exchange Server 2016 Migrate from Exchange Server 2013 to Exchange 2016 Create a hybrid Exchange Server deployment using Office 365 Migrate mailbox data to the cloud Take advantage of built in search and compliance tools Troubleshoot mail flow and performance issues Who Should Take This Course Exchange Server administrators who want to learn about Exchange Server 2016 A secondary audience is probably those who want to host their corporate e-mail on Office 365. Course Requirements A basic working knowledge of Windows Server and some basic networking skills Lesson Descriptions Lesson 1: An Introduction to Exchange Server 2016 Lesson 1 begins by discussing what Exchange Server is, for the benefit of those who might not be familiar with Exchange Server. For those who have used Exchange Server before, this lesson also discusses new features, discontinued features, and architectural changes. Lesson 2: Deploying Exchange Server 2016 Lesson 2 guides you through the process of deploying Exchange Server. This lesson walks you through the process of preparing your Active Directory and installing both Exchange 2016 roles. It also discu...

**Microsoft Exchange Server 2013 High Availability** Pearson Education

Manage Exchange 2019 single-handed and empower your organization with secure communications KEY FEATURES ● Uncover the latest features in Exchange Server 2019 and learn to make use of it. ● Expert techniques to manage databases, file management, and improve search. ● Cutting-edge coverage on MAPI and Exchange Management Shell (EMS). DESCRIPTION Prepare your environment so you can introduce Exchange Server 2019 or build a new environment from scratch and learn along the way. This guide will help the readers how to deploy Exchange 2019 and perform all the post administrative tasks like creating a certificate request that you can submit to an external source and completing this setup. You will learn how to configure your virtual directories to match the name on your certificate. You will also learn how to build your first Database Availability Group (DAG) or extend the Database Availability Groups in your environment to ensure you have high availability. You will learn how to perform mailbox moves from your existing Exchange environment or simply create new mailboxes for your users. You can do all your tasks using the Exchange Management Shell (EMS) and learn about the new features of Exchange 2019 and the next version of Exchange. In this administration guide, you will learn about Exchange 2019, what is new, and what has been removed. You will learn how to deploy Exchange 2019, configure it and understand what is required to run in coexistence with Exchange 2013 or Exchange 2016. Lastly, you will learn how to work with the Exchange Management Shell compared to the Exchange Admin Center. WHAT YOU WILL LEARN ● Learn how to install Exchange 2019 in a new environment and in a coexistence environment. ● Learn how to work with Database Availability Groups (DAG) and implement them. ● Learn how to perform migrations from Exchange 2013 or



Exchange 2016 to Exchange 2019. WHO THIS BOOK IS FOR This book is a go-to-guide for System Administrators, Windows Administrators, Network Administrators, System Engineers who plays key role in managing the infrastructure and support of the business communication throughout the company. Sound knowledge of email client and basic use of windows exchange server is expected to make the best use of this book. TABLE OF CONTENTS 1. Introduction to Exchange 2019 2. Installation of Exchange 2019 3. Post Configuration 4. Post Configuration Continued 5. Client Connectivity 6. Databases and Database Availability Groups 7. Public Folders 8. Migrations 9. Coexistence with Exchange 2013/2016 10. Exchange Management Shell and Extras

#### **Core Solutions of Microsoft Exchange Server 2013** Sams Publishing

This step-by-step course covers how to install, set up, and deploy Exchange Server 2016. Whether you are upgrading from a former version of Microsoft Exchange, migrating from another system, or starting afresh, this course includes instructions for you. The course starts with planning considerations including how to prepare Active Directory and relevant domains. Then, learn how to create mailboxes, address lists, and mail flows. See how to set up access from Outlook, or the web, and how to create clustering and replication to achieve high availability. Additionally, you'll learn about transport rules, loss prevention, mobile solutions, and more. Join Robert McMillen as he takes you through the process, from preparation, and configuration, to deployment. Along the way, he informs you of new features, so you'll know how the 2016 version compares to 2013 or 2010. This course is designed to provide new or experienced networking professionals the essential steps needed for a successful implementation of Microsoft Exchange Server 2016.

#### **Exam Ref 70-345 Designing and Deploying Microsoft Exchange Server 2016** BPB Publications

The IT pro's must-have guide to Windows Server 2016 Mastering Windows Server 2016 is a complete resource for IT professionals needing to get quickly up to date on the latest release. Designed to provide comprehensive information in the context of real-world usage, this book offers expert guidance through the new tools and features to help you get Windows Server 2016 up and running quickly. Straightforward discussion covers all aspects, including virtualization products, identity and access, automation, networking, security, storage and more, with clear explanations and immediately-applicable instruction. Find the answers you need, and explore new solutions as Microsoft increases their focus on security, software-defined infrastructure, and the cloud; new capabilities including containers and Nano Server, Shielded VMs, Failover Clustering, PowerShell, and more give you plenty of tools to become more efficient, more effective, and more productive. Windows Server 2016 is the ideal server for Windows 10 clients, and is loaded with new features that IT professionals need to know. This book provides a comprehensive resource grounded in real-world application to help you get up to speed quickly. Master the latest features of Windows Server 2016 Apply new tools in real-world scenarios Explore new capabilities in security, networking, and the cloud Gain expert guidance on all aspect of Windows Server 2016 migration and management System administrators tasked with upgrading, migrating, or managing Windows Server 2016 need a one-stop resource to help them get the job done. Mastering Windows Server 2016 has the answers you need, the practicality you seek, and the latest information to get you up to speed quickly.

#### **Pro Exchange 2019 and 2016 Administration** Pearson Education

Discover and work with the new features in Microsoft Exchange Server 2016 KEY FEATURES - Deploy Exchange 2016 in a new environment or coexisting environment with a legacy version of Exchange. - Learn how to migrate your environment from Exchange 2010 or 2013 to Exchange 2016. - Get familiar with Failover Cluster Manager as well as creating and managing Database Availability Groups (DAG). - Learn how to migrate unified messaging using Microsoft's guidelines. DESCRIPTION This book is a handy guide on how you can use the features of Microsoft Exchange Server 2016. It begins with sharing the new features of Exchange 2016 and compares it with the previous versions. This book will help you install Exchange 2016 and give you an in-depth understanding of how to configure its server end-to-end to ensure its fully operational. You will then go through the client connectivity protocols by configuring each one of them. Later you will learn how to view, create, and configure Databases and Database Availability Groups. Next, you will perform migrations of Unified Messaging and also mailbox migrations in different ways in Exchange 2016. Lastly, you will work with the new commands of Exchange Management Shell and Exchange Admin Center. Towards the end, you will go through the common issues in Exchange 2016 and learn how to fix them. WHAT WILL YOU LEARN - Learn how to configure all the Client connectivity protocols. - View, Create and Configure Database and Database Availability Group. - Create Public folders and Migrating Public folders from earlier versions of Microsoft Exchange. - Understand the working of Exchange Management Shell and Exchange Admin Center. - Troubleshoot some common issues in Exchange 2016. WHO THIS BOOK IS FOR This book is for anyone interested in or using Microsoft Exchange 2016. It is also for professionals who have been using Microsoft Exchange 2013 and would like to get familiar with the new features of Exchange 2016. TABLE OF CONTENTS 1. Introduction to Exchange 2016 2. Installation of Exchange 2016 3. Post Configuration 4. Post Configuration Continued 5. Client Connectivity 6. Databases and Database Availability Groups 7. Public Folders 8. Unified Messaging 9. Migrations 10. Exchange Management Shell vs. EAC 11. Troubleshooting common issues

#### **Exam Ref 7034 Desi Depl Mic** Packt Publishing Ltd

With a focus on connectivity, clients, and unified messaging, this book delivers the ultimate, in-depth reference to IT professionals planning and managing an Exchange Server 2013 deployment. Guided by Paul Robichaux, a Microsoft MVP and popular author, you will: Understand how Exchange Server 2013 works with previous versions Gain expert insights into supporting clients, mobile devices, and UM Take a deep dive into front-end servers; certificate and namespace management; transport rules; load balancing; client management, including Microsoft Outlook, Outlook Web App (OWA), and POP3/IMAP4; mobile devices; anti-malware and anti-spam features; Unified Messaging; Microsoft Lync; Office 365; Exchange Online.

#### **Microsoft Exchange Server 2016** BPB Publications

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>.

#### **Deploying SharePoint 2019** Pearson Education

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

#### **Exam Ref 70-341** John Wiley & Sons

Expert advice for Exchange Server 2016 and Exchange Online right at your fingertips. Practical and precise, this hands-on guide with ready answers is designed for architects, administrators, engineers and others working with on-premises, online and hybrid implementations of Microsoft Exchange. If you're an IT Pro responsible for configuring, managing and maintaining Exchange Server 2016 or Exchange Online, start with this well-organized and authoritative resource. Inside, you'll find expert insights, tips, tricks and workarounds that will show you how to master Exchange Server 2016 and Exchange Online in the shortest amount of time possible. During the course of reading this book, you will master a number of complex topics, techniques, commands and functions. Topics include establishing remote sessions with Exchange Server 2016 and Exchange Online; creating mailbox-enabled user accounts; adding mailboxes to existing accounts; connecting to Exchange Online and Windows Azure using PowerShell; creating mail-enabled contacts; adding equipment, room and other special purpose mailboxes; moving, maintaining and repairing mailboxes; managing delivery restrictions, permissions and storage limits; managing address lists and distribution groups; configuring mail support for Outlook; customizing the Exchange Shell; configuring role-based Exchange permissions; and many more topics essential for Exchange administration. Not only will this informative training manual help you become familiar with many new ideas, it'll help you master Exchange Server 2016 and Exchange Online in the shortest amount of time possible. After completing your Exchange Server 2016 and Exchange Online journey with this in-depth guide, you will be ready to support Microsoft Exchange regardless of whether you are working in an on-premises, online or hybrid environment. As you will soon learn, Microsoft Exchange is versatile, flexible and highly customizable, allowing you to personalize the messaging system to meet your needs. Get the focused information you need to solve problems and get the job done.

#### **Microsoft Exchange Server 2010 Inside Out** John Wiley & Sons

\$120 value for \$89.99; two books by three of the industry's top experts, with over 2,200 pages of invaluable tips and referential information for system administrators and IT professionals. The two books included in this kit are: 9780735640610 Exchange Server 2010 Inside Out 9780735627192 Exchange Server 2010 Best Practices Learn from the best team of experts how to deploy and manage Microsoft Exchange Server 2010 with SP1. Designed for messaging engineers and administrators, this definitive resource set features hundreds of timesaving solutions, expert insights, troubleshooting tips, and workarounds for designing, deploying, and managing Exchange Server 2010 in-depth.

#### **With Expanded Coverage of Parature, ADX and FieldOne** Apress

This book takes a concentrated look at the very latest best practices for Office 365 migration, with a focus on the needs of senior managers, IT managers, and others involved in key decisions when moving their business to the cloud. Based on popular chapters in his first book, Office 365: Migrating and Managing Your Business in the Cloud (Apress Open, co-authored with Don Crawford), author Matt Katzer revises and expands on his original material to bring you the latest guidance on planning methods, management best practices, personnel decisions, and migration and maintenance costs, along with brand new material on some of the most important and cutting-edge considerations when moving your business to the cloud: securing company data, and driving collaboration in the workplace. Topics covered include: The Office 365 cloud security model and best practices to apply when securing your business in the cloud Microsoft Office 365 operation and usage options for any size enterprise Proven methods for planning and minimizing disruption A step-by-step migration plan How to improve employee collaboration and productivity through use of Office 365's collaborative apps, including Excel, Outlook Web Access, OneDrive, and Skype for Business Office 365 site management advice for IT administrators and business owners Moving to Office 365 provides practical and planning guidance for business owners, and CIO/CTOs and IT managers who have responsibility for the IT needs of their business.

#### **Microsoft Outlook 2016 Step by Step** Pearson Education

A bestselling Exchange Server guide, updated for the 2016 release Mastering Microsoft Exchange Server 2016 is the gold-standard reference for system administrators and first-time users alike. Fully updated to align with the latest release, this expert-led guide provides comprehensive coverage and easy-to-follow tutorials for all aspects of Exchange Server installation, configuration, and management. Whether you're migrating from an earlier version or installing Exchange Server for the first time, this book gives you quick access to the answers you need. Step-by-step instructions walk you through planning and design, installation, administration and management, maintenance, and more, so you can get up to speed quickly and get back to work. With a focus on the hands-on details, the Microsoft Certified Masters author team provides practical insight and invaluable guidance on every aspect of Exchange Server 2016, from mastering the basics to leveraging new features. Microsoft Exchange allows access to e-mail, voicemail, and

calendars at any time, from almost any device. The 2016 release is designed specifically to appeal to enterprises; if you've been tasked with the implementation, this guide has the information you need. Get up to speed with the latest changes and features Understand server configurations, requirements, installation, and migration Manage mailboxes, groups, connectivity, and the client access server Troubleshoot common issues efficiently and effectively Exchange Server 2016 shifts even more control to the user, freeing administrators to perform more critical tasks. Beefed-up architecture and more centralized functions have eased configuration and upgrades, and a robust cloud implementation is expected to draw enterprises sooner rather than later. Systems administrators need to become familiar with the latest changes, and Mastering Microsoft Exchange Server 2016 is the ultimate reference and tutorial.

*Microsoft Exchange Server 2013 Inside Out Connectivity, Clients, and UM* Microsoft Press

Update to a version of SharePoint that offers the best of both on-premise and the cloud using SharePoint 2019, the latest release of this cornerstone technology from Microsoft. Don your technical learning hat to get up close and confident on the new time-saving modern features of on-premise, and the many new security and hybrid settings. Deploying SharePoint 2019 begins with a general introduction to SharePoint 2019, covering new features and expanding your knowledge and capability with the technology systematically. You will learn about the new world of SharePoint, and how it was "cloud-born" from Office 365. From there you will dive into learning how to design a physical architecture for SharePoint Server 2019 and get familiar with the key concepts of high availability (HA) and disaster recovery (DR) solutions. What You'll Learn Install, configure, and optimize SharePoint 2019 Understand SharePoint 2019 as a hybrid framework Get comfortable with new tools, such as Flow, PowerApps, and Power BI Configure systems connected to SharePoint, such as Office Online Server and Workflow Manager Migrate content and service databases from previous versions of SharePoint to SharePoint 2019 Implement HA and DR topologies with SharePoint 2019 to satisfy business continuity requirements Who This Book Is For Those tasked with installing, configuring, and maintaining SharePoint Server 2019 for their organization. This book assumes some working knowledge of a previous release of SharePoint Server, such as SharePoint 2013 or SharePoint 2016.

*Microsoft Exchange Server PowerShell Essentials* Apress

Complete classroom training manuals for Microsoft PowerPoint 2016. Two manuals (Introductory and Advanced) in one book. 161 pages and 82 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts - from creating simple

yet elegant presentations to adding animation and video and customization. Topics Covered: Getting Acquainted with PowerPoint 1. The PowerPoint Environment 2. The Title Bar 3. The Ribbon 4. The "File" Tab and Backstage View 5. The Quick Access Toolbar 6. Touch/Mouse Mode 7. The Scroll Bars 8. The Presentation View Buttons 9. The Zoom Slider 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts 13. What's New in PowerPoint 2016 Creating Basic Presentations 1. Opening Presentations 2. Closing Presentations 3. Creating New Presentations 4. Saving Presentations 5. Recovering Unsaved Presentations 6. Inserting New Slides 7. Applying Slide Layouts 8. Sharing Presentations 9. Working with PowerPoint File Formats Using Presentation Views 1. Normal View 2. Outline View 3. Slide Sorter View 4. Notes Page View 5. Slide Show View 6. Reading View Using Text 1. Adding Text to Slides 2. Basic Object Manipulation 3. Font Formatting 4. Paragraph Formatting 5. Applying Custom Bullets and Numbering 6. Using Tabs 7. Setting Text Options 8. Checking Spelling Using Pictures 1. Inserting Pictures Saved Locally 2. Inserting Online Pictures 3. Basic Graphic Manipulation 4. Using Picture Tools 5. Using the Format Picture Task Pane 6. Fill and Line Settings 7. Effects Settings 8. Size and Properties Settings 9. Picture Settings Using SmartArt 1. Inserting and Manipulating SmartArt 2. Formatting SmartArt Using Slide Show View 1. Running a Slide Show 2. Using Custom Shows Printing Your Presentation 1. Changing Slide Size 2. Setting the Slide Header and Footer 3. Previewing and Printing Presentations Helping Yourself 1. Using PowerPoint Help 2. The Tell Me Bar 3. Smart Lookup and Insights Applying Animation 1. Adding Slide Transition Animation 2. Adding Object Animation Drawing Objects 1. Inserting Shapes 2. Formatting Shapes 3. Inserting WordArt Inserting Video and Sound 1. Inserting Videos 2. Inserting Audio 3. Animating Multimedia Playback 4. Recording a Sound 5. Screen Recording Using Themes 1. Applying Themes 2. Creating Custom Color Schemes 3. Creating Custom Font Schemes 4. Customizing the Slide Background Using Presentation Masters 1. Using Slide Masters and Slide Layouts 2. Using the Notes Master 3. Using the Handout Master 4. Saving a Presentation Template Setting Up the Presentation 1. Setting Up the Slide Show 2. Recording Narration 3. Rehearsing Timings Applying Actions 1. Inserting Actions 2. Inserting Hyperlinks Inserting Charts, Tables, and Objects 1. Inserting Charts 2. Inserting Tables 3. Inserting Objects Setting PowerPoint Options 1. Setting PowerPoint Options

*Microsoft Exchange Server 2013 Inside Out Mailbox and High Availability* Apress

**\*\*The ONLY in-depth book that prepares you 100% for MB-200 - Microsoft Power Platform + Dynamics 365 Core exam\*\*** Do you want to prepare for the MB-200 - Microsoft Power Platform + Dynamics 365 Core exam? If yes, then this book is for you. This book is based on the MB-200 - Microsoft Power Platform + Dynamics 365 Core topics outline provided by Microsoft and covers 100% of the MB-200 exam curriculum. Wish you all the best. To Your Success, Abhay Sharma Founder - Online CRM Training & Learn MS Dynamics