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SharePoint 2010 User's Guide

Learning Microsoft's Business
Collaboration Platform

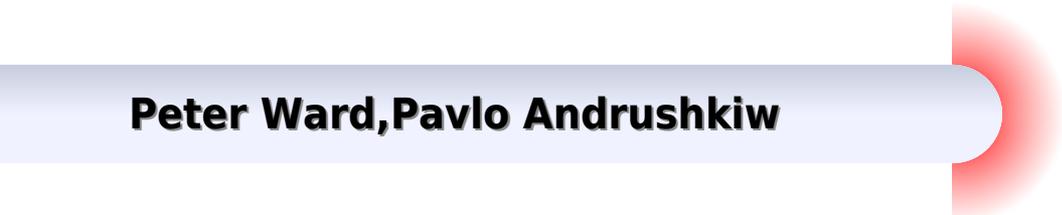
*Master the capabilities and features
of Microsoft SharePoint 2010*

Seth Bates and Tony Smith

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Microsoft Sharepoint 2010 User Guide

Peter Ward, Pavlo Andrushkiw



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SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-05-21 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project

information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product *SharePoint 2010 Site Owner's Manual* Yvonne M.

Harryman,2012-02-12 Summary SharePoint 2010 Site Owner s Manual teaches you what SharePoint 2010 is all about and how to get started using it The book also includes step by step scenarios for implementing real world scenarios You will learn how to build powerful sites leveraging SharePoint s out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites With it you ll learn how to set up document sharing trackable workflows and many other business applications You ll go step by step through real world scenarios like content management business intelligence sharing information on the web and search Along the way you ll learn how to interact with other business tools like Access InfoPath and SharePoint Designer This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint s out of the box functionality No programming or system administration experience is required Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book What s Inside Go from user to power user Build on out of the box features Customize your SharePoint site Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality **Office and SharePoint 2010 User's Guide** Michael

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paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment

Installing and Configuring

SharePoint 2010 User Guide Saifullah Shafiq,2012-12-18 First edition of this book was published in 2009 and VMware was used to demonstrate the installation and configuration of SharePoint 2010 VMware can still be used but Virtual Box has gained a lot of popularity over the last 2 years Virtual Box is owned by Oracle and is free It is easy to use and configure Most of what is written in this updated edition works for both VMware and Virtual box I have added new content where necessary The content has been modified to work with new downloads New links have been provided throughout the book where needed This step by step guide shows how to install SharePoint 2010 Each step shows a screenshot that makes understanding the step easier Host computer used during the preparation of this guide was a Windows 7 64 bit machine Guest machine used was Virtual Box 4.1.6 r74713 with Windows Server 2008 R2 64 bit The book lists hardware and software requirements It has up to date links to download necessary software Guide gives you tips on what to avoid during the installation This is the most comprehensive compilation of SharePoint 2010 installation steps This book provides users accurate links to download software Anyone can install SharePoint but installing it the right way first time is different Only a few manage to do that You don't have to waste time experimenting yourself Learn from the mistakes others made when learning the installation Save time time is money

Office and SharePoint 2010 User's Guide Michael

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Beginning SharePoint 2010

Administration Göran Husman,Christian Ståhl,2010-08-03 Written by a four time SharePoint MVP this book examines the differences between SharePoint Foundation SPF and SharePoint Server SPS Appropriate for consultants and IT professionals who need to understand how to plan implement and configure SharePoint administrators and the support team that must

know how to manage SharePoint IT managers and project leaders it assumes no previous knowledge of SharePoint The version adds full integration support for Microsoft Office 2010 and Visio 2010 Microsoft s new FAST search and mobile and Groove client support **Microsoft SharePoint 2010 End User Guide** Michael McCabe,Peter Ward,2011 [SharePoint 2010 Field Guide](#) Steven Mann,Colin Murphy,Pablo Gazmuri,Chris Caravajal,Christina Wheeler,2012-01-31 Hands on solutions for common SharePoint 2010 challenges Aimed at the more than 100 million licensed SharePoint 2010 users this indispensable field guide addresses an abundance of common SharePoint 2010 problems and offers proven solutions A team of authors encourages you to customize SharePoint beyond the out of the box functionality so that you can build more complex solutions to these challenges You ll discover intricate details and specific full scale solutions that you can then implement to your own SharePoint 2010 solutions Tackles a variety of SharePoint 2010 problems ranging from simple to complex and offers sound solutions Details the SharePoint object model reviews site provisioning solutions and explores scalable applications Looks at UI design and branding visual web parts and PowerShell Discusses custom global navigation field types content types and list templates SharePoint 2010 Field Guide provides you with the right direction for building solutions to SharePoint 2010 problems [How to Do Everything Microsoft SharePoint 2010](#) Stephen Cawood,2010-07-26 Master Microsoft SharePoint 2010 In [How to Do Everything Microsoft SharePoint 2010](#) Stephen Cawood a former member of the SharePoint development team explains how to get the most out of this powerful business collaboration platform Learn how to use document management functions wikis taxonomy blogs My Sites web parts and more Take full advantage of the content management enterprise search collaboration and information sharing capabilities of SharePoint 2010 with help from this practical guide Set up a SharePoint site Add documents use the SharePoint content approval workflow and work with document versioning features Collaborate with others during discussion boards blogs wikis events surveys calendars and workspaces Use social tagging to create a folksonomy of keywords Create a taxonomy hierarchy using Enterprise Managed Metadata Build publishing sites My Sites and public facing websites Show data on pages using web parts Customize lists forms site themes and navigation Use SharePoint with client applications including Microsoft Office Backstage Outlook InfoPath SharePoint Designer and third party applications *Exam 70-667 Microsoft Office SharePoint 2010 Configuration Lab Manual* Microsoft Official Academic Course,2012-04-03 This book is for students preparing to become certified for the 70 630 Microsoft Office SharePoint Server 2007 Configuration exam The Microsoft Official Academic Course MOAC lessons correlate and are mapped to the Microsoft Certified Technology Specialist MCTS 70 630 certification exam This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification

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and data access layers and discusses the key tools and techniques that are most appropriate for delivering functionality within each layer Packaging deployment and configuration are also covered in this hands on guide Real world examples illustrate specific features and the code samples contained throughout the book can be used in your own applications

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Microsoft Sharepoint for Business Executives Peter Ward,Pavlo Andrushkiw,2012-01-01 100 Essential Questions and Answers about SharePoint 2010 for Executives considering deployment

SharePoint 2010 Enterprise Architect's Guidebook Reza Alirezaei,Brian Wilson,Arpan Shah,Bill Baer,Martin Kearn,2012-04-03 Tips and techniques for becoming a successful SharePoint architect If you re eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment

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