

MICROSOFT SHAREPOINT USER GUIDE

The Ultimate Handbook for Storing, Organizing,
Sharing and Accessing Information from any Device



MARK O. HERBERT

Microsoft Sharepoint User Guide 2010

Niklas Goude, Mattias Karlsson



Microsoft Sharepoint User Guide 2010:

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 *Microsoft SharePoint 2010 Web Applications The Complete Reference* Charlie Holland,2010-09-22 Build Data Driven Web Applications with SharePoint 2010 Leverage the revolutionary development capabilities in SharePoint 2010 to build web based business applications Microsoft SharePoint 2010 Web Applications The Complete Reference gets you up and running on the platform and explains how to integrate application services such as content management business intelligence offline synchronization and workflow into your applications After reviewing the fundamentals of SharePoint 2010 this comprehensive resource covers the presentation application services 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 *Microsoft SharePoint 2010 End User Guide* Michael McCabe,Peter Ward,2011 Pro SharePoint 2010 Search Josh Noble,Robert Piddocke,Dan Bakmand-Mikalski,2011-08-06 Pro SharePoint 2010 Search gives you expert advice on planning deploying and customizing searches in SharePoint 2010 Drawing on the authors extensive experience of working with real world SharePoint deployments this book teaches everything you ll need to know to create

well designed SharePoint solutions that always keep the end user s experience in mind Increase your search efficiency with SharePoint 2010 s search functionality extend the search user interface using third party tools and utilize analytics to improve relevancy This practical hands on book is a must have resource for anyone looking to unlock the full potential of their SharePoint server s search capabilities Pro SharePoint 2010 Search empowers you to customize a SharePoint 2010 search deployment and maximize the platform s potential for your organization EBOOK: Using Information Technology Complete Edition Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition PowerShell for Microsoft SharePoint 2010 Administrators Niklas Goude,Mattias Karlsson,2010-10-06 Take control of SharePoint 2010 with PowerShell Administer SharePoint 2010 using PowerShell with help from this practical guide PowerShell for Microsoft SharePoint 2010 Administrators explains how to configure and manage the latest version of the powerful enterprise collaboration platform Find out how to automate the installation process construct dynamic SharePoint environments create and extend Web applications and manage service applications Backup security and performance enhancement techniques are also fully covered in this comprehensive resource Understand key SharePoint 2010 concepts and components Learn the basics of PowerShell for SharePoint administration Develop custom PowerShell scripts and functions Automate SharePoint 2010 management using PowerShell Manage Web applications and content databases Administer sites and site collections Control list items and metadata Handle document management Enable Remote BLOB Storage Query SQL Server databases

Office and SharePoint 2010 User's Guide Michael Antonovich,2010-06-29 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals *Office and SharePoint 2010 User s Guide* demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the 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 **Microsoft Office SharePoint 2010 Quick Reference Guide** Beezix, Inc Staff,2010-10-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2010 The following topics are covered Accessing a SharePoint Site Signing Out Navigating to a Parent Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Assigning a Task Liking Tagging and Adding Notes

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you plan to build an SPF based solution read this If you plan to build an SPS solution this chapter covers the basic functionality you also need to know Chapter 3 Office Integration This chapter describes how SharePoint 2010 integrates with MS Office If you are interested in document management features in SharePoint then you should read this chapter Chapter 4 Content Management in SharePoint 2010 This chapter focus on managing content especially web content management using wiki pages but also social computing features integration with offline solutions like MS Outlook and SharePoint Workspace and managing multilanguage sites Chapter 5 Managing My Sites This chapter focus on features only available in SPS not SPF It describes how to manage and and take advantage of the user s personal My Site both for personal use and for collaboration and information sharing Chapter 6 SharePoint Administration This chapter is a deep dive into many important features in SharePoint such as permissions templates search and indexing and how to manage SharePoint 2010 with PowerShell and STSADM Readers only interested in SPF should read the parts that covers SPF features while the SPS administrator and IT pro should read the complete chapter Chapter 7 Building Intranets and Internet Portals This chapter focuses on features related to intranets and public facing Internet sites It explains what features will be of interest and how to use them You will get a number of tips in this chapter such as how to display Twitter content on a SharePoint site Chapter 8 Customizing SharePoint 2010 This chapter explains how to customize both SPF and SPS sites You will learn how to use SharePoint Designer 2010 as well as how to customize web parts including Silverlight based media web parts Chapter 9 Using SharePoint Designer 2010 This chapter focus on what you can do with the free tool SharePoint Designer 2010 If you need to know how to configure and design web pages in SharePoint this chapter is for you Chapter 10 Backup and Restore This chapter describes how to backup and then restore documents lists sites site collections and complete SharePoint farms using SharePoint Central Administration PowerShell and STSADM If you are a SharePoint administrator you should read this chapter Appendix A Installing SharePoint Foundation 2010 This appendix describes how to plan and implement SharePoint Foundation 2010 It also covers how to upgrade from WSS 3 0 Appendix B Configuring SharePoint Foundation 2010 This appendix describes how to configure and manage a newly installed SPF environment It covers many important and general concepts in SharePoint that are also valid for SPS so both SPF and SPS administrators and IT professionals should read this appendix Appendix C Installing SharePoint Server 2010 This appendix describes how to plan and implement SharePoint Server 2010 including how to upgrade and migrate from MOSS 2007 Appendix D Configuring SharePoint Server 2010 This appendix describes how to configure and manage a newly created SPS 2010 environment Before you read this appendix you should read Appendix B

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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

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

SharePoint® 2010 For Dummies® Vanessa L. Williams, 2010-04-15 Learn the nuts and bolts of SharePoint 2010 the fun and easy way Microsoft SharePoint the powerful collaboration tool sometimes blurs the line between technical and non technical users Whether you're an administrator who needs to install and configure SharePoint or a non techie who's been charged with managing content on a SharePoint portal this book will make your job easier You'll find the nuts and bolts information that enables you to install and configure a SharePoint portal plus specific solutions for SharePoint issues and the knowledge you need to design populate and maintain portal areas SharePoint is Microsoft's complex but powerful tool for enabling collaboration through a portal site Both technical and non technical people may be called upon to work with SharePoint in some capacity this guide addresses the needs of both Focuses on making a confusing topic clearer by walking

you through real world scenarios for getting a SharePoint portal up and running Provides essential information for administrators solutions for specific problems and a guide for those in non technical positions who are responsible for sections of a SharePoint portal Microsoft SharePoint 2010 For Dummies breaks a complex topic into understandable pieces so you can succeed with SharePoint Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Programming Microsoft's Clouds Thomas Rizzo, Michiel van Otegem, Zoiner Tejada, Razi bin Rais, Darrin Bishop, George Durzi, David Mann, 2012-05-01 A detailed look at a diverse set of Cloud topics particularly Azure and Office 365 More and more companies are realizing the power and potential of Cloud computing as a viable way to save energy and money This valuable book offers an in depth look at a wide range of Cloud topics unlike any other book on the market Examining how Cloud services allows users to pay as they go for exactly what they use this guide explains how companies can easily scale their Cloud use up and down to fit their business requirements After an introduction to Cloud computing you ll discover how to prepare your environment for the Cloud and learn all about Office 365 and Azure Examines a diverse range of Cloud topics with special emphasis placed on how Cloud computing can save businesses energy and money Shows you how to prepare your environment for the Cloud Addresses Office 365 including infrastructure services SharePoint 2010 online SharePoint online development Exchange online development and Lync online development Discusses working with Azure including setting it up leveraging Blob storage building Azure applications programming and debugging Offers advice for deciding when to use Azure and when to use Office 365 and looks at hybrid solutions between Azure and Office 365 Tap into the potential of Azure and Office 365 with this helpful resource

SharePoint 2010 For Dummies Vanessa L. Williams, 2012-07-10 Here s the bestselling guide on SharePoint 2010 updated to cover Office 365 SharePoint Portal Server is an essential part of the enterprise infrastructure for many businesses The Office 365 version includes significantly enhanced cloud capabilities This second edition of the bestselling guide to SharePoint covers getting a SharePoint site up and running branded populated with content and more It explains ongoing site management and offers plenty of advice for administrators who want to leverage SharePoint and Office 365 in various ways Many businesses today rely on SharePoint Portal Server to aggregate SharePoint sites information and applications into a single portal This updated edition covers the enhanced cloud capacities of Office 365 and Microsoft SharePoint Online Shows how to use SharePoint to leverage data centers and collaborate with both internal and external customers including partners and clients Covers getting a site up and running populating it with content branding it and managing the site long term Administrators and small business website managers will find SharePoint 2010 For Dummies 2nd Edition gives them the information they need to make the most of this technology

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 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 through out 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 *SharePoint 2010 All-in-One For Dummies* Emer McKenna, Kevin Laahs, Veli-Matti Vanamo, 2010-10-15 Simplify SharePoint with this comprehensive understandable guide SharePoint is a Microsoft technology that enables project collaboration through a single portal It can be complex but not when approached the Dummies way This guide offers eight self contained minibooks that examine each aspect of SharePoint 2010 Whether you re an experienced administrator or developer or you re just getting your feet wet you ll find it s easy to locate what you need and learn to install configure and manage a SharePoint portal You can dig as deeply into SharePoint as you want or need to SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites information and applications into a single portal Administrators page producers and developers will be able to get SharePoint installed configured and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system SharePoint services collaboration SharePoint Server enterprise content management managing users architecting SharePoint and SharePoint deployment Covers planning installation configuration performance troubleshooting data structure and more If you work with SharePoint you ll find *Microsoft SharePoint 2010 All in One For Dummies* provides what you need to get starting and keep going with SharePoint 2010 **The Microsoft Data Warehouse Toolkit** Joy Mundy, Warren Thornthwaite, 2011-02-25 Best practices and invaluable advice from world renowned data warehouse experts In this book leading data warehouse experts from the Kimball Group share best practices for using the upcoming Business Intelligence release of SQL Server referred to as SQL Server 2008 R2 In this new edition the authors explain how SQL Server 2008 R2 provides a collection of powerful new tools that extend the power of its BI toolset to Excel and SharePoint users and they show how to use SQL Server to build a successful data warehouse that supports the business intelligence requirements that are common to most organizations Covering the complete suite of data warehousing and BI tools that are part of SQL Server 2008 R2 as well as Microsoft Office the authors walk you through a full project lifecycle including design development deployment and maintenance Features more than 50 percent new and revised material that covers the rich new feature set of

the SQL Server 2008 R2 release as well as the Office 2010 release Includes brand new content that focuses on PowerPivot for Excel and SharePoint Master Data Services and discusses updated capabilities of SQL Server Analysis Integration and Reporting Services Shares detailed case examples that clearly illustrate how to best apply the techniques described in the book The accompanying Web site contains all code samples as well as the sample database used throughout the case studies The Microsoft Data Warehouse Toolkit Second Edition provides you with the knowledge of how and when to use BI tools such as Analysis Services and Integration Services to accomplish your most essential data warehousing tasks [Windows 7 for Seniors QuickSteps](#) Marty Matthews,2011-05-01 Step by Step Full Color Graphics Start using Windows 7 right away the QuickSteps way Color photos and screenshots with clear instructions make it easy to get up to speed on all the features of this versatile operating system Follow along and quickly learn how to customize your desktop manage files connect to the internet use email add hardware and software print documents and secure your system You ll also get tips for using Windows 7 to work with your photos play music and make movies Written by a senior for seniors this practical fast paced guide helps you get the most out of Windows 7 The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Personal insights from other seniors Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid [Microsoft Visual Studio 2010: A Beginner's Guide](#) Joe Mayo,2010-04-05 Essential Skills Made Easy Written by a Microsoft MVP and Visual Studio expert this hands on guide gets you started with the latest release of Microsoft s flagship Integrated Development Environment IDE Microsoft Visual Studio 2010 A Beginner s Guide shows you how to build applications from the ground up covering C VB NET ASP NET Silverlight Windows Presentation Foundation WPF and Windows Communication Foundation WCF You ll also learn how to customize the IDE adding your own tools that integrate with Visual Studio 2010 and edit and debug your applications Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Notes Extra information related to the topic being covered Tips Helpful reminders or alternate ways of doing things Annotated Syntax Example code with commentary that describes the programming techniques being illustrated Joe Mayo is an independent consultant specializing in Microsoft NET technologies He is the author of LINQ Programming and other books Joe is also the recipient of multiple Microsoft MVP awards

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