

# Microsoft Sharepoint 2010 User Guide

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*Beginning SharePoint Designer 2010* Woodrow W. Windischman 2010-10-28 Teaching Web designers, developers, and IT professionals how to use the new version of SharePoint Designer Covering both the design and business applications of SharePoint Designer, this complete Wrox guide brings readers thoroughly up to speed on how to use SharePoint Designer in an enterprise. You'll learn to create and modify web pages, use CSS editing tools to modify themes, use Data View to create interactivity with SharePoint and other data, and much more. Coverage includes integration points with Visual Studio, Visio, and InfoPath. Shows web designers, developers, and IT professionals how to use SharePoint Designer 2010 to customize Microsoft SharePoint Server 2010 and Windows SharePoint Services 4.0 Covers both the design and business application of SharePoint Designer 2010 Delves into modifying and enhancing every aspect of your SharePoint site—not just the look and feel Explores creating and modifying web pages, how to add interactivity with SharePoint and other data, and using CSS editing tools to modify themes With the explosive growth in SharePoint, this book is your key to customizing your SharePoint sites with SharePoint Designer 2010.

**SharePoint 2010 User's Guide** Seth Bates 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.

*Microsoft SharePoint 2016 Step by Step* Olga M. Londer 2016-11-14 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This is learning made easy! Get productive fast with SharePoint 2016, and jump in wherever you need answers: brisk lessons and colorful screen shots show you exactly what to do, step by step – and practice files help you build your skills. Fully updated for today's powerful new version of SharePoint, Microsoft SharePoint 2016 Step by Step shows you how to do all this: Customize your team site's layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and collaborate Work with SharePoint's business intelligence features Publish content using enhanced web content management Use SharePoint with Excel, Access, Outlook, and Lync And much more...

*SharePoint 2010 Development For Dummies* Ken Withee 2011-02-09 A much-needed guide that shows you how to leverage SharePoint tools without writing a line of code! The great news about SharePoint is...you don't need to be a seasoned .NET developer to develop custom functions for it. This book shows you how to use SharePoint Designer, Report Builder, Dashboard Designer, InfoPath, Excel, Word, Visio, and the SharePoint web-based UI to design and develop—without ever writing a line of code! Learn how to customize your site, build SharePoint apps, start social networking, or add Web parts. This straightforward guide makes everything easier. Introduces you to SharePoint 2010 components and features, and how you can use them in development Explains useful development tools, including document libraries, lists, basic workflows, Excel, Visio, Visual Studio, InfoPath, and Word Shows how to tap the tools of business users and analysts, such as SharePoint Designer, Report Builder, and Dashboard Designer Also covers topics for more experienced programmers, including SharePoint Object Model (OM), SharePoint Web Services, SharePoint Software Developer Kit (SDK), Silverlight, JavaScript, the .NET Framework, and Web Part development Learn how to extend the functionality of the top enterprise portal and collaboration technology on the market with SharePoint 2010 Development For Dummies.

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

**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.

**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

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**Microsoft SharePoint 2010 Customizing My Site** Michael Doyle 2011-09-28 Customize your implementation of My Site in Microsoft SharePoint 2010—and capture the enthusiasm for social networking in your organization. With this concise, practical guide, SharePoint expert Michael Doyle shows you how to modify key My Site features to meet specific business needs. You'll learn how to apply best practices, tackle hard-to-solve problems—and create a valuable sense of community

for your employees. It's the ideal quick reference for IT and business professionals alike. Take charge of social networking opportunities with a custom My Site solution! Set up My Site user profiles with Active Directory data Help users share ideas, documents, and personal information Create several My Site hosts to serve distinct audiences Establish unified profiles across multiple SharePoint farms Apply your company's look and feel with themes Determine a user content quota to avoid taxing your database Manage metadata to keep user tags consistent on each site Edit profile properties to personalize the Twitter widget

**MCTS Microsoft SharePoint 2010 Configuration Study Guide** James Pyles 2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market, with many more companies indicating they plan to join the fold. IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist: Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training. Microsoft SharePoint claims over half the market for collaboration and content management software; IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios, hands-on exercises, and challenging review questions Covers installing, deploying, configuring, and upgrading SharePoint Server 2010; managing search, business intelligence, and administration; configuring content management and business forms; and more With plenty of practice questions on the companion CD, this guide to exam 70-667 prepares IT professionals to achieve the MCTS: Microsoft SharePoint Server 2010 Configuring certification.

**SharePoint 2013 User's Guide** Anthony Smith 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management, sharing and collaboration solutions.

**Mastering Microsoft SharePoint Foundation 2010** C. A. Callahan 2011-03-08 Everything IT professionals need to create collaborative solutions SharePoint Foundation 2010 is the newest version of a powerful collaboration tool used in many Exchange-enabled organizations. This book gets network professionals and business application administrators up to speed on the updates, features, and installation procedures, preparing them to create powerful collaboration structures for their companies. Microsoft SharePoint Foundation 2010 is the successor to Windows SharePoint Services 3.0 and is used with Microsoft Office SharePoint Server to enable collaboration; this guide prepares IT professionals to install and service the newest version Designed for administrators who are familiar with the previous version, this book doesn't waste time with basic instruction but focuses directly on skills needed to manage the upgrade Covers administration, customization, disaster recovery, and migrating from Windows SharePoint Services 3.0 to Windows SharePoint Foundation 2010 Packed with real-world examples to support the instructions, Mastering Microsoft SharePoint Foundation 2010 gets administrators up to speed quickly on this essential technology.

**SharePoint 2010 For Dummies** Vanessa L. Williams 2012-06-13 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.

**How to Do Everything Microsoft SharePoint 2010** Stephen Cawood 2010-09-05 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.

**Microsoft SharePoint 2010 Unleashed** Michael Noel 2010-10-08 Microsoft® SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies, organizations can bring together, utilize, and collaborate with information from virtually any source. *Microsoft SharePoint 2010 Unleashed* is the most complete, practical resource for all administrators, managers, architects, users, and power users who want to make the most of this powerful platform. Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Spence cover all facets of succeeding with SharePoint: planning, deployment, migration, scalability, administration, security, Microsoft Office integration, workflow and dashboard development, and more. Noel and Spence illuminate the newest SharePoint innovations, from new social networking features to improved search, helping you make the most of both SharePoint Foundation and SharePoint Server 2010. Using easy-to-understand, step-by-step examples, the authors help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document management, and business intelligence. Architect and implement SharePoint 2010, and migrate from legacy SharePoint servers. Perform advanced installations that maximize scalability. Monitor, back up, and restore SharePoint environments. Maintain the SQL Server databases on which SharePoint 2010 relies. Systematically improve edge, transport, and content security. Deploy SharePoint in extranets and alternative authentication scenarios. Create highly efficient virtualized SharePoint 2010 farms. Customize and manage libraries and lists for your specific requirements. Design and manage pages and sites for knowledge workers. Effectively manage metadata and content types. Integrate content using Office Web Apps and

Excel, Access, and Visio Graphics Services. Create both out-of-the-box and customized SharePoint workflows. Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010. Create BI solutions with PerformancePoint and Business Connectivity Services. Govern your SharePoint ecosystem for maximum value. Michael Noel, MS-MVP, MCITP, is an internationally recognized technology expert, bestselling author, and well-known public speaker on a wide range of IT topics. He is the author of 17 books, including *Exchange Server 2010 Unleashed*, *Windows Server 2008 R2 Unleashed*, and *Microsoft Forefront Unleashed*. His books have been translated into more than a dozen languages. Colin Spence, MCP, MCTS SharePoint, has worked with SharePoint technologies for nearly a decade, helping hundreds of clients architect, implement, and manage customized SharePoint solutions. He speaks, publishes, and blogs regularly on SharePoint technologies. Noel and Spence are partners at Convergent Computing, a leading Microsoft partner in the San Francisco Bay area, and co-authors of *SharePoint 2007 Unleashed*. ON THE WEB: Download all examples and source code presented in this book from [informit.com/title/9780672333255](http://informit.com/title/9780672333255). Category: Microsoft Office 2010 Covers: Microsoft SharePoint 2010 User Level: Intermediate–Advanced [Microsoft SharePoint 2010 Administrator's Companion](#) Bill English 2010-09-03 Get the critical, in-depth information you need to administer SharePoint 2010. Led by SharePoint MVPs and featuring insights from the SharePoint community and members of the SharePoint Team at Microsoft, you'll discover how to plan, design, deploy, and manage strategic solutions using SharePoint 2010, Microsoft SQL Server, Windows PowerShell, and other key technologies. Topics include architecture, deployment scenarios, design considerations, security best practices, high availability, performance, centralized administration, disaster recovery, customization, solution development, and upgrade and migration strategies. Key solutions include building and managing a server farm, automating tasks, FAST search application management, enterprise and web content management, and business intelligence. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

**Microsoft SharePoint 2013 Designing and Architecting Solutions** Shannon Bray 2013-07-15 Get the information you need to make good SharePoint design decisions. Determine the best design for your SharePoint implementation by gaining a deeper understanding of how the platform works. Written by a team of SharePoint experts, this practical guide introduces the Microsoft SharePoint 2013 architecture, and walks you through design considerations for planning and building a custom SharePoint solution. It's ideal for IT professionals, whether or not you have experience with previous versions of SharePoint. Discover how to: Dive deeper into SharePoint 2013 architecture components. Gather requirements for a solution that fits your needs. Upgrade from Microsoft SharePoint 2010 to 2013. Design service applications for performance and redundancy. Provide the right storage plan for a SharePoint farm. Map authentication and authorization requirements to your solution. Take steps necessary to design a secure implementation. Plan your business continuity management strategy. Validate your SharePoint architecture to ensure success.

*Professional SharePoint 2010 Development* Thomas Rizzo 2010-07-23 Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller. More than simply a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or hosting wikis and blogs. Offering broad coverage on all aspects of development for the SharePoint platform, this comprehensive book shows you exactly what SharePoint does, how to build solutions,

and what features are accessible within SharePoint. Written by one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage the vast power of this multi-faceted tool to build custom workflow and content management applications. Plus, you'll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution Addresses how the new version adds enhanced developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and mobile client capabilities, social networking additions, and more Covers user experience development, platform services, social media features, event handling, the business data catalog, forms and workflow, business intelligence, and more With this book, you'll get exhaustive coverage on the many possibilities that exist with SharePoint.

**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!!

Microsoft Sharepoint 2010 End User Guide Peter Ward 2011-01-27 Taking the basics to the business with no-coding solutions for SharePoint 2010 using this book and eBook.

*Microsoft SharePoint Foundation 2010 Inside Out* Errin O'Connor 2011-10-07 Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft

.NET and Visual Studio

**Microsoft SharePoint 2013 Inside Out** Darvish Shadravan 2013 Features timesaving solutions, troubleshooting techniques, and workarounds that will enable users to maximize the effectiveness of Microsoft's business collaboration platform. *SharePoint 2010 User's Guide* Seth Bates 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 All-in-One For Dummies* Emer McKenna 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.

*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 and was authored for college instructors and college students.

**SharePoint 2016 User's Guide** Tony Smith 2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. 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 search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn Create and use common SharePoint resources like lists, libraries, sites, pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention, management, and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

**Beginning SharePoint 2010 Administration** Göran Husman 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 Grooveclient support. **Office and SharePoint 2010 User's Guide** Michael Antonovich 2010-08-06 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 Sharepoint 2010 Power User Cookbook** Adrian Colquhoun 2011-10-01 This hands-on cookbook takes readers through many highly applicable intermediate and advanced SharePoint recipes, as well as offering three real-world business scenarios to complement the knowledge already gained. The book specifically sets out to cover important SharePoint 2010 topics that are often avoided by other authors. If you are an advanced End User or Power User of SharePoint 2010 who wants to accomplish specific business tasks beyond the basics, then this cookbook is not to be missed. You should already be comfortable with SharePoint in order to get the most out the recipes, which are applicable up to and including SharePoint Enterprise edition. You'll find this book useful not only as a learning tool, but also as a reference guide as your SharePoint skills and experience increase.

**Real World SharePoint 2010** Reza Alirezai 2010-11-02 Proven real-world best practices from leading Microsoft SharePoint MVPs SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management. The newest version boasts significant changes, impressive enhancements, and new features, requiring developers and administrators of all levels of experience to quickly get up to speed on the latest changes. This book is a must-have anthology of current best practices for SharePoint 2010 from 20 of the top SharePoint MVPs. They offer insider advice on everything from installation, workflow, and Web parts to business connectivity services, Web content management, and claims-based security. SharePoint 2010 boasts significant updates, new features, and numerous changes and this comprehensive overview gets you up to speed on all the latest enhancements Serves as an anthology of current best practices regarding SharePoint 2010 from 20 of the top SharePoint MVPs Offers helpful, real-world advice on such topics as business connectivity services, enterprise content management, Web content management, business intelligence, workflow, SharePoint Designer, Web parts, shared services, claims-based security, and more We all learn from experience, and with Real-World SharePoint 2010 you can learn from the experiences of 20 of the leading SharePoint MVPs!

**Microsoft SharePoint Server 2010 Bible** Steven Mann 2010-09-03 A must-have resource on the new features of Microsoft's enhanced SharePoint Server 2010 With SharePoint Server, an organization's information can be organized and combined in a central, Web-based application. Featuring in-depth coverage on all of SharePoint Server 2010's new features, this authoritative resource provides you with solid timesaving techniques, fast solutions, and expert advice on connecting employees and managing data easily and efficiently. You'll explore ways SharePoint Server 2010 enhances corporate intranets and portals, proposal management portals, project management portals, team and customer collaboration sites, document management systems, and enterprise application integration portals. Examines the newest updates and enhancements to the latest version of Microsoft SharePoint Server Shares timesaving techniques, sophisticated solutions, and expert advice on how to manage data easily and efficiently with SharePoint Server 2010 Reviews ways to enhance portals, collaboration sites, and management systems Featuring expert advice for content managers, project managers, administrators, and small business owners or managers who use SharePoint Server, Microsoft SharePoint Server 2010 Bible is a must-read.

**SharePoint 2010 User's Guide** Seth Bates 2010-05-20 Provides an examination of the

next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management, sharing and collaboration solutions. *SharePoint 2010 Site Owner's Manual* Yvonne M. Harryman 2012-02-25 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

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*A layman's guide to PowerShell 2.0 remoting*

*Configuring Microsoft SharePoint 2010* Dan Holme 2011 A preparation guide for the MCTS (Microsoft Certified Technology Specialist) certification for Microsoft SharePoint 2010.

**SharePoint 2013 User's Guide** Anthony Smith 2013-07-27 Microsoft SharePoint 2013 provides 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 2013, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. The SharePoint 2013 User's Guide 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 search, workflow, and social) that make up these environments. In the fourth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These real-world 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. Pick up a copy of the SharePoint 2013 User's Guide today.

**Pro SharePoint 2010 Search** Josh Noble 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.

**SharePoint 2003 User's Guide** Seth Bates 2006-11-08 \* Provides a "real world" view and best practices around using SharePoint 2003 technologies to meet business needs. \* Seth Bates was the technical reviewer for both of Scot Hillier's books. \* Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios.

*SharePoint 2007 User's Guide* Tony Smith 2007-04-30 SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's Guide (Apress, 2005). This book provides guidance about the new workflows, interface, and other technologies within SharePoint 2007. Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity.

**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.

**Using Microsoft InfoPath 2010 with Microsoft SharePoint 2010 Step by Step** Darvish Shadravan 2011-10-15 The smart way to learn how to build InfoPath forms for SharePoint—one step at a time! Quickly teach yourself how to use Microsoft InfoPath 2010 to create electronic business forms for Microsoft SharePoint 2010. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Design and build InfoPath forms without writing code Add approval workflows to your InfoPath forms Integrate data from SharePoint and other company systems Create forms that offer a rich experience in the browser Build views and dashboards to display form information Create and use forms in the cloud with SharePoint Online

