

# Read Online Sharepoint User Guide 2010

## **Sharepoint User Guide 2010**

Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell, Microsoft's vastly flexible and versatile object oriented scripting language. PowerShell is the future of Microsoft administration, and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts. This book helps bridge the gap, introducing PowerShell fundamentals and operations in the context of deploying, migrating, managing, and monitoring SharePoint 2013. Author Nik Charlebois-Laprade begins by explaining the fundamental concepts

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behind the PowerShell language. Then, with copious real-world examples and scripts, he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform. For SharePoint administrators wanting to do more with the technology, or for SharePoint developers trying to build their skills on the administration side, *Beginning PowerShell for SharePoint 2013* is the perfect book to kick off your PowerShell journey.

Taking the basics to the business with no-coding solutions for SharePoint 2010 using this book and eBook.

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.

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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,

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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.

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

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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,

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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.

The SharePoint Shepherd's Guide for End Users

Microsoft Office SharePoint 2010 Quick Reference Guide

SharePoint 2016 User's Guide

Installing and Configuring SharePoint 2010 User Guide

InfoPath with SharePoint 2013 How-To Business Performance Enhancement

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Dive into the business intelligence (BI) features in SharePoint 2010—and use the right combination of tools to deliver compelling solutions. This practical guide helps you explore several BI application services available in SharePoint 2010 and Microsoft SQL Server 2008 R2. You'll learn each technology with step-by-step instructions, and determine which ones work best in specific BI scenarios—whether you're a SharePoint administrator, SQL Server developer, or business analyst. Choose the BI tools that meet your needs—and learn how they work together

Examine the BI lifecycle, from determining key performance indicators to building dashboards

Take Microsoft Excel further—gain

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more control and functionality with web-based Excel Services Mash up data from multiple sources using PowerPivot for Excel 2010 Create data visualizations with objects, context, and metrics using Microsoft Visio Services Build dashboards, scorecards, and other monitoring and analysis tools with PerformancePoint Services Use SharePoint to view BI reports side by side, no matter which tools were used to produced them Your companion web content includes: Interactive exercises that help you try out concepts or techniques Code samples that enable you to work with the exercises Teaching Web designers, developers, and IT professionals how to use the new version of SharePoint Designer



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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

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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.

This is your most concise, practical reference to deploying, configuring, and running SharePoint 2013. Perfect for admins at all levels, it covers both technical topics and business solutions. SharePoint MVP Ben Curry focuses on the crucial step-by-step information for performing day-to-day tasks quickly, reliably, and

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well. No obscure settings, abstract theory, or hype...just help you can really trust—and really use! Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites/collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools, including microblogging Back up and restore 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

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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

Microsoft Sharepoint 2010 End User Guide

Microsoft SharePoint 2013 Step by Step

SharePoint 2010 For Dummies  
Learning Microsoft's Business  
Collaboration Platform

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Microsoft SharePoint 2010

QuickSteps

Microsoft SharePoint 2016 Step by Step

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

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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.

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

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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 of 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.

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

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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



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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

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STARTED WITH SHAREPOINT  
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SharePoint A deeper dive  
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with business intelligence  
Creating application sites  
with SharePoint Designer  
Collecting and managing data  
by integrating with InfoPath  
Reporting and web

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applications using Access Pulling it all together with search, My Sites, and cross-site functionality Learn to build business solutions with SharePoint2013 Now in its third edition, this perennial bestseller features acomplete overhaul for the latest version of SharePoint. A must-havefor building business solutions in SharePoint, real-world scenariosaddress critical information management problems and detaileddescriptions explain how to efficiently and successfully handlethese challenges. Plus, best practices for configuration

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and customization round out the coverage of getting started with SharePoint 2013 so that you can confidently make this platform work for your business today.

Examines product functionality alongside realistic scenarios to provide you with contextual relevance

Addresses managing permissions, reporting in SharePoint, and working with access services

Offers updated content on working with lists, libraries, workflow, content types, and web parts

Reviews social features, forms management, business connectivity

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services, and more Beginning SharePoint 2013 is an ideal introduction to the latest iteration of this popular content management provider. Beginning SharePoint 2013 Microsoft Sharepoint 2010 Power User Cookbook Windows SharePoint Foundation 2010 and Microsoft SharePoint Server 2010 Practical SharePoint 2010 Information Architecture SharePoint 2010 User's Guide SharePoint 2010 Development For Dummies

**SharePoint 2010 is among the many cutting-edge applications to be found within Microsoft's Office Suite software--our newest 3-panel guide will help you get the most out of this**

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handy tool. The fluff-free content includes important definitions, tips, and step-by-step instructions on how to perform each key function within SharePoint; full-color screen shots are also provided for ease of use.

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

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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

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the mistakes others made when learning the installation. Save time, time is money!!

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



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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

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

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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

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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 Manual of Style

Microsoft SharePoint Foundation

2010 and Microsoft SharePoint Server 2010

Using Microsoft InfoPath 2010 with Microsoft SharePoint 2010 Step by Step

Beginning SharePoint 2010

Administration

Professional SharePoint 2010

Branding and User Interface Design

Sharepoint 2010

SharePoint 2010 is a huge technology with tens of thousands of companies adopting it from all across the globe. Within the

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SharePoint product stack, workflows are one of the most compelling and ROI generating features for many business. SharePoint 2010 Workflows in Action will take you through the SharePoint workflow fundamentals, and all the way to very advanced topics to help you meet your most complex workflow requirements. This includes covering topics such as the out of box workflows, and building custom workflows with SharePoint Designer 2010, Office Visio 2010, and Visual Studio 2010. Additionally, the book covers topics that are very important to workflow such as building forms with InfoPath 2010, building custom task processes, building custom

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activities and conditions, and how to leverage external data sources in your workflows via Business Connectivity Services. Other goodies include building State Machine workflows, leveraging ASP.NET forms, workflow event handlers, and publishing custom actions and conditions into SharePoint Designer. The book is a one stop shop workflow resource for anyone building workflows for the SharePoint 2010 platform. 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.

If you've ever struggled to find something with SharePoint you'll

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appreciate the highly visual step-by-step nature that the SharePoint Shepherd's Guide uses. You will be able to find and use all of the common features that every user needs. With over 116 tasks you'll find what you need. Find out more about the book and see samples at <http://www.sharepointshepherd.co> SharePoint 2010 offers developers, designers, and users a sophisticated intranet, web application, and Internet site platform. But until now, SharePoint users have had to painfully edit code or seek developer assistance to customize more than just the most minor parts of their sites. All of that has changed with SharePoint Designer 2010. Gain complete

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control and enhance your SharePoint sites with a depth not previously possible using this book. Pro SharePoint Designer 2010 is your soup-to-nuts reference for unlocking the power of SharePoint Designer. Covering everything you'll need to know to create custom, rich SharePoint experiences, Pro SharePoint Designer 2010 is a masterful guide to getting the most from this powerful application quickly and easily. This book starts with a fast-paced introduction to the 2010 version of the SharePoint Designer solution, including an overview of its features and capabilities. Then, the authors demonstrate those tools in action in a practical, results-

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oriented way, showing you how to vastly improve the functionality, fit and finish of your SharePoint sites. With Pro SharePoint Designer 2010 at hand, you'll master the customization of the end user's complete SharePoint 2010 experience and be on your way to enhancing your sites in no time. 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,



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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,

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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.

Business Intelligence in Microsoft SharePoint 2010

Beginning PowerShell for SharePoint 2013

Flexible Collaboration without Programming

Exam 70-667

Microsoft SharePoint 2013 Pocket Guide

MS SharePoint 2016 Step \_p1

**Step-by-Step, Full-Color Graphics! Start using SharePoint 2010 right**

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**away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful collaboration platform. Follow along and quickly learn how to use a SharePoint site, add pages and web parts, create and manage lists and libraries, and integrate with and collaborate using Microsoft Office applications. You'll also find out how to customize pages with SharePoint Designer, use SharePoint Workspace to work offline on SharePoint content, handle permissions and security, and**

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**much more. Get up to speed on SharePoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks 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**

**The smart way to learn Microsoft SharePoint 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to boost team**

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**collaboration with SharePoint 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! 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 Publish content using enhanced web content management Pro SharePoint 2010 Search gives you expert advice on**

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**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**

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**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. 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**

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**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; Viewing Tags and Notes, Searching for Documents, Searching for People, Creating a Subsite, Creating a Meeting Workspace, Using Document Libraries, Adding an Existing File to a Document Library, Creating a Document Workspace, Checking Files Out/In. List and Library Functions: Sorting, Filtering, Changing View, Accessing SharePoint Lists and Libraries**



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**in Outlook, Using Email Alerts,  
Using Datasheet View,  
Creating a List or Library,  
Deleting a List or Library.  
Using the Recycle Bin. This  
guide is suitable as a training  
handout, or simply an easy to  
use reference guide, for any  
type of user.**

**Microsoft SharePoint 2010 End  
User Guide**

**SharePoint 2013 User's Guide**

**Professional SharePoint 2010  
Development**

**MCTS Microsoft SharePoint  
2010 Configuration Study  
Guide**

**SharePoint 2013 Field Guide**

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**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**

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**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...  
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.**

**Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on**



**grammar, tone, and voice;  
and best practices for  
writing content for the web,  
optimizing for accessibility,  
and communicating to a  
worldwide audience. Fully  
updated and optimized for  
ease of use, the Microsoft  
Manual of Style is designed  
to help you communicate  
clearly, consistently, and  
accurately about technical  
topics—across a range of  
audiences and media.  
Office and SharePoint 2010  
User's Guide Integrating  
SharePoint with Excel,  
Outlook, Access and  
WordApress  
Building Business Solutions**

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### **SharePoint 2010 Workflows in Action**

### **Beginning SharePoint Designer 2010**

### **SharePoint 2010 Site Owner's Manual**

### **Pro SharePoint Designer 2010**

### **How to Do Everything**

### **Microsoft SharePoint 2010**

Covers SharePoint 2013, Office 365 's SharePoint Online, and Other Office 365 Components In SharePoint 2013 Field Guide, top consultant Errin O ' Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements. Reflecting this unsurpassed experience, they guide you through

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deployments of every type, including the latest considerations around private, public, and hybrid cloud implementations, from ECM to business intelligence (BI), as well as custom development and identity management.

O ' Connor reveals how world-class consultants approach, plan, implement, and deploy SharePoint 2013 and Office 365 ' s SharePoint Online to maximize both short- and long-term value. He covers every phase and element of the process, including initial

“ whiteboarding ” ; consideration around the existing infrastructure; IT roadmaps and the information architecture (IA); and planning for security and compliance in the new IT landscape of the hybrid cloud.

SharePoint 2013 Field Guide will be

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invaluable for implementation team members ranging from solution architects to support professionals, CIOs to end-users. It ' s like having a team of senior-level SharePoint and Office 365 hybrid architecture consultants by your side, helping you optimize your success from start to finish! Detailed Information on How to... Develop a 24-36 month roadmap reflecting initial requirements, longterm strategies, and key unknowns for organizations from 100 users to 100,000 users Establish governance that reduces risk and increases value, covering the system as well as information architecture components, security, compliance, OneDrive, SharePoint 2013, Office 365, SharePoint Online, Microsoft Azure, Amazon Web Services, and identity management

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Address unique considerations of large, global, and/or multilingual enterprises  
Plan for the hybrid cloud (private, public, hybrid, SaaS, PaaS, IaaS)  
Integrate SharePoint with external data sources: from Oracle and SQL Server to HR, ERP, or document management for business intelligence initiatives  
Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations (PHI, PII, HIPAA, Safe Harbor, etc.)  
Plan for disaster recovery, business continuity, data replication, and archiving  
Enforce security via identity management and authentication  
Safely support mobile devices and apps, including BYOD  
Implement true records management (ECM/RM) to support legal/compliance requirements

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Efficiently build custom applications, workflows, apps and web parts Leverage Microsoft Azure or Amazon Web Services (AWS)

Complete coverage on the latest advances in SharePoint 2010 administration SharePoint 2010 comprises an abundance of new features, and this book shows you how to take advantage of all SharePoint 2010's many improvements. Written by a four-time SharePoint MVP, *Beginning SharePoint 2010 Administration* begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation (SPF) and SharePoint Server (SPS). This book is written for several audiences. One audience is consultants and IT

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professionals who need to understand how to plan, implement, and configure SharePoint. Another audience is administrators and the support team that must know how to manage SharePoint, both the more advanced administration of service applications and site collections, as well as managing sites and workspaces. A third audience is the reader who wants to understand how SharePoint works and what to expect from it; this is typically IT managers and project leaders. This book assumes no previous knowledge of SharePoint, but if you do have experience with SharePoint you will learn how SharePoint 2010 differs from previous releases. If you intend to read and try all the exercises in this book, you will need some basic understanding of network applications

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such as Windows Servers, Microsoft SQL Server, Active Directory, DNS and IIS, as well as experience with Microsoft Office. If you don't intend to install SharePoint yourself, then it is not necessary to have that network understanding. What This Book Covers This book consists of 10 chapters and 4 appendixes. If you want to learn how to install and configure SharePoint Foundation, you should start reading Appendixes A and B. If you will install SharePoint Server 2010, you should still quickly read Appendixes A and B, since they cover the basic functionality also valid for SharePoint Server; then you should continue reading carefully Appendixes C and D. All these appendixes are very technical and detailed, but you need to understand all



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this in order to install a SharePoint 2010 environment that follows Microsoft's Best Practice to match the requirements of your organization. If you don't plan to install SharePoint yourself, then you can start reading Chapter 1 and all the other chapters. If some of them are less interesting to you, you should still read them quickly to get an understanding of what they cover. Later you might need that information, and then it will be valuable to know where to find it. The main part of this book is divided into 10 chapters. Some of these chapters focus more on SharePoint Foundation (SPF), some on SharePoint Server (SPS):

Chapter 1, "Introduction to Microsoft SharePoint 2010": This chapter gives you an overview of SharePoint and most of its important features. If you want to

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understand what SharePoint 2010 can do for you, then read this chapter. Chapter 2, "Building SPF Sites": This chapter focuses on the fundamental features of SharePoint 2010; if 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

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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

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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

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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

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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.

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

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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

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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.

Provides instructions on creating XML-based data collection products that can be integrated with SharePoint, covering such topics as rules and functions, Web data integration, PowerShell, permissions, and administration.

SharePoint 2010 Field Guide

Microsoft SharePoint Foundation 2010 Inside Out

Integrating SharePoint with Excel, Outlook, Access and Word



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*Expectations are often set very high, and not enough time is invested in understanding how those expectations can be met. Many SharePoint 2010 projects fail to meet their initial goals. Practical SharePoint 2010 Information Architecture arms you with proven tools that will help you to ensure that there is an agreement on the goals and scope, and how to then efficiently design your taxonomies. With author Ruven Gotz' work (with contributions from Michal Pisarek and Sarah Haase) at your side, You will learn how to educate your users on what metadata is and why it is important so you can build SharePoint 2010 solutions that exceed the expectations of your*

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*users. This book: Gives you practical approaches that have been proven in the field Explains how to use visual mind mapping tools and diagramming tools that provide clarity to all stakeholders Gives you techniques on how to teach and motivate your users for adoption and success*

*A must have guide for creating engaging and usable SharePoint 2010 branding With SharePoint 2010, Microsoft has provided a more robust environment for creating collaboration and content management sites that rival any of the popular websites on the internet. Creating a branded SharePoint site involves understanding both traditional web design techniques as well as topics that are typically reserved*

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*for developers. This book bridges that gap by not only providing expert guidance for creating beautiful public facing and internal intranet sites but it also addresses the needs of those readers that only want to understand the basics enough to apply some style to their sites. Things like creative design, the experience visitors have navigating your user interface, ease of use—these are all important branding considerations and not always intuitive. This unique book from a team of SharePoint branding experts lays it all out. Whether you want to make SharePoint look completely different or just make minor design changes, this expert guide will provide tips,*

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*techniques, and insights to get the job done.*

*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.*

*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*

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*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*

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*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  
Learning Microsoft's Business  
Collaboration Platform  
Business Performance  
Enhancement : Taking the Basics  
to the Business with No-coding  
Solutions for SharePoint 2010  
Sharepoint Applied*