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# Sharepoint 2010 Basic User Guide

**Gustavo Moraes, Douglas Romão**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the authors' names.

## **Sharepoint 2010 Basic User Guide:**

**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

**SharePoint 2010 User's Guide** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you'll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

*SharePoint 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

SharePoint 2013 User's Guide Anthony Smith,Tony 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 **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 throughout the book where needed This step by step guide shows how to install SharePoint 2010 Each step shows a screenshot that makes understanding the step easier Host computer used during the preparation of this guide was a Windows 7 64 bit machine Guest machine used was Virtual Box 4 1 6 r74713 with Windows Server 2008 R2 64 bit The book lists hardware and software requirements It has up to date links to download necessary software Guide gives you tips on what to avoid during the installation This is the most comprehensive compilation of SharePoint 2010 installation steps This book provides users accurate links to download software Anyone can install SharePoint but installing it the right way first time is different Only a few manage to do that You don t have to waste time experimenting yourself Learn from the mistakes others made when learning the installation Save time time is money 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

**SharePoint® 2010 Field Guide** Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software

*SharePoint 2010 Wrox 10-Pack Digital Library* Todd Klindt, 2012-03-07

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**Microsoft SQL Server 2008 Implementation and Maintenance Lab Manual** Microsoft Official Academic Course, 2011-02-15 A must have resource for students preparing to become certified for the 70-444 and 70-432 Microsoft SQL Server 2005/2008 Database Administration exam Written by academics under the supervision of the experts at Microsoft this manual gets instructors ready to teach and students ready to work on the design and implementation of security or server automation as well as SQL server activity monitoring and troubleshooting The book provides rigorous realistic exercises covering everything from installing and configuring Microsoft SQL Server and managing and maintaining databases and multidimensional databases user accounts database availability recovery and reporting Instructor readiness student software student assessment instruction resources and learning validation are also covered in detail *Pro SharePoint 2010 Solution Development* Ed Hild, Chad Wach, 2010-08-04 This book takes a practical problem solution approach to common business challenges You'll not only encounter interesting code samples but also see how to combine these examples with the Microsoft collaboration platform's services The book's solutions focus on using Visual Studio 2008 and its built in Office development tools to construct the user interface layer And solutions can interact with SharePoint as a service provider taking advantage of SharePoint's many collaboration features like document repositories collaboration sites and search functions This book is unique because it starts with challenges that end users deal with every day when using the Microsoft collaboration platform to support business processes The solutions are presented as hypothetical business challenges of a fictional company By presenting the examples in this context author Ed Hild makes it easier to relate to the

challenges and solution value The goal of these examples is to build applications that apply the benefits of the Office desktop interface to the richness of SharePoint collaboration features This book will help you develop real world solutions to complex business problems and challenges     *Microsoft SharePoint 2010 Business Intelligence Unleashed* Steven Mann,Chuck Rivel,Ray Barley,Jim Pletscher,Aneel Ismaily,2011-05-01 SharePoint 2010 is today s leading presentation and deployment system for Business Intelligence BI solutions based on Microsoft technologies This book brings together all the information you need to successfully implement and use SharePoint 2010 s powerful BI capabilities It reflects the unsurpassed real world experience of five expert consultants at RDA a Microsoft Gold Partner specializing in delivering advanced BI solutions with SharePoint You ll first learn how to prepare SharePoint 2010 for the deployment of BI solutions Next the authors walk through integrating configuring and using Reporting Services PerformancePoint Services PowerPivot Visio Services and other key related technologies Building on what you ve learned you ll walk step by step through constructing and integrating two end to end BI solutions Finally in a comprehensive troubleshooting section the authors present today s most common SharePoint BI issues identify proven solutions and teach effective problem solving techniques Get started fast by using the Business Intelligence Center s prebuilt site collection and template Build integrated end to end SharePoint BI solutions Present business data to the enterprise through Excel Services Install configure and integrate Reporting Services and the Reporting Services Add In for SharePoint Define document library content types and manage reports Use Report Viewer Web Parts to render reports on SharePoint web pages Build enterprise dashboards with PerformancePoint Services Secure dashboards via data source delegation SharePoint permissions and groups Analyze enormous datasets with PowerPivot for Excel and SharePoint Publish Visio 2010 data driven web diagrams that integrate multiple data sources Utilize the fine grained security available through Visio Graphics Service Troubleshoot problems with Reporting Services PerformancePoint Services PowerPivot and Visio Services     **Beginning Microsoft Visual Studio LightSwitch Development** István Novák,2011-06-24 Learn how LightSwitch can accelerate and simplify application development As Microsoft s newest offering for simplifying application development LightSwitch opens the development door to creating applications without writing code This introductory full color book shows you how to quickly create modify and distribute information for your business with LightSwitch Packed with simple example programs this beginner level resource guides you through a complete small business application using LightSwitch to demonstrate the capabilities of this exciting new tool You ll explore the most common application development issues that developers encounter on a daily basis and learn how LightSwitch makes them easier to handle with solutions that streamline application development without requiring code Gets you started with Visual Studio LightSwitch Microsoft s newest offering for simplifying application development Shows you how to prepare a LightSwitch application and looks at the technologies behind a LightSwitch application Addresses working with simple data screens working with master detail data screens and using exciting SQL server data Looks at deploying applications using

SharePoint 2010 lists and extending Visual Studio LightSwitch If you re ready to simplify the application development process without writing a piece of code then this is the book for you      **Windows Server 2012 Unleashed** Rand Morimoto,Michael Noel,Guy Yardeni,Omar Droubi,Andrew Abbate,Chris Amaris,2012-09-10 This is the most comprehensive and realistic guide to Windows Server 2012 planning design prototyping implementation migration administration and support Extensively updated it contains unsurpassed independent and objective coverage of Windows Server 2012 s key innovations including improved virtualization components enhanced security tools new web and management resources and Windows 8 integration Windows Server 2012 Unleashed reflects the authors extraordinary experience implementing Windows Server 2012 in large scale environments since its earliest alpha releases reaching back more than two years prior to its official launch Microsoft MVP Rand Morimoto and his colleagues fully address every aspect of deploying and operating Windows Server 2012 including Active Directory networking and core application services security migration from Windows Server 2003 2008 administration fault tolerance optimization troubleshooting and much more Valuable for Windows professionals at all skill levels this book will be especially indispensable for intermediate to advanced level professionals seeking expert in depth solutions Every chapter contains tips tricks best practices and lessons learned from actual deployments practical information for using Windows Server 2012 to solve real business problems Plan and migrate from Windows Server 2003 and 2008 Leverage powerful capabilities that are truly new in Windows Server 2012 Install Windows Server 2012 and the GUI less Windows Server Core Upgrade to Windows Server 2012 Active Directory Utilize advanced AD capabilities including federated forests and identity management Plan and deploy network services from DNS and DHCP to IPv6 IPAM and IIS Protect systems and data with server level security transport level security and security policies Deliver true end to end secured anytime anywhere access to remote mobile clients Efficiently configure and manage users sites OUs domains and forests through Server Manager console Create more fault tolerant environments with DFS clustering and Network Load Balancing Leverage major Hyper V virtualization improvements in availability redundancy and guest support Manage Active Directory more efficiently with Active Directory Administrative Center Best Practice Analyzer and PowerShell scripts Systematically tune optimize debug and troubleshoot Windows Server 2012      *Access 2010 For Dummies* Laurie A. Ulrich,Ken Cook,2010-05-10 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting

relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application

**Microsoft Manual of Style** Microsoft Corporation,2012-01-15 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

**Essential SharePoint 2010** Scott Jamison,Susan Hanley,Mauro Cardarelli,2010-08-12 The Only Book That s Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions to achieve superior business results The authors are leading enterprise SharePoint consultants and draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You ll find practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value from new innovations such as social tagging and mashups The book includes comprehensive in the trenches guidance on planning architecture governance training and other key issues most SharePoint books ignore The authors identify success factors intangibles and gotchas helping you systematically reduce project risk and time to value ratio Learn how to Customize your best portal or collaboration strategy Sustain a portal for continual measurable value Leverage the new community and social features in SharePoint 2010 Succeed with enterprise content management Streamline business processes with Workflow and Forms Choose the right roles for Web collaboration search and Microsoft Office Plan for secure external collaboration Migrate smoothly from SharePoint 2007 Train and communicate for a successful launch Whether you re a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results

*jQuery 2 Recipes* Arun Pande,2014-09-26 jQuery is often referred to as the write less do more JavaScript library It allows a few clear lines of elegant well tested code to replace many pages of complex hand coded script speeding development times and providing substantial cost savings You will find jQuery 2 Recipes problem solution approach to be an excellent value and a feature packed resource as you begin to include jQuery in your own projects This book is bursting with fully worked example recipes showing the core jQuery frameworks jQuery jQuery Mobile jQuery UI in action



Starting with fundamental principals and progressing to more advanced topics you ll be shown how to make the very best use of jQuery every step of the way Early on you ll learn to work confidently with dynamic data and to handle the jQuery events that form the foundation of your application We ll then build on this foundation to demonstrate how fully working user interface animations and AJAX data validation can be constructed within jQuery We ll show how add on libraries like jQwidgets can be deployed to create professional quality apps for both the desktop and web with minimal coding Finally a full set of debugging and error handling recipes is included to help you track down bugs and ensure your code is as robust as it can be

**Microsoft 365 Fundamentals Guide** Gustavo Moraes,Douglas Romão,2022-05-27 Become a Microsoft 365 superuser and overcome challenges using the wide range of features offered by Microsoft 365 apps including SharePoint Teams Power Automate Planner and To Do Key Features Enhance your productivity with this consolidated guide to using all the tools available in Microsoft 365 Improve your collaboration and maximize efficiency using various M365 features Integrate project task and people management within one ecosystem Book Description With its extensive set of tools and features for improving productivity and collaboration Microsoft 365 is being widely adopted by organizations worldwide This book will help not only developers but also business people and those working with information to discover tips and tricks for making the most of the apps in the Microsoft 365 suite The Microsoft 365 Fundamentals Guide is a compendium of best practices and tips to leverage M365 apps for effective collaboration and productivity You ll find all that you need to work efficiently with the apps in the Microsoft 365 family in this complete quick start guide that takes you through the Microsoft 365 apps that you can use for your everyday activities You ll learn how to boost your personal productivity with Microsoft Delve MyAnalytics Outlook and OneNote To enhance your communication and collaboration with teams this book shows you how to make the best use of Microsoft OneDrive Whiteboard SharePoint and Microsoft Teams You ll also be able to be on top of your tasks and your team s activities automating routines forms and apps with Microsoft Planner To Do Power Automate Power Apps and Microsoft Forms By the end of this book you ll have understood the purpose of each Microsoft 365 app when and how to use it and learned tips and tricks to achieve more with M365 What you will learn Understand your Microsoft 365 apps better Apply best practices to boost your personal productivity Find out how to improve communications and collaboration within your teams Discover how to manage tasks and automate processes Get to know the features of M365 and how to implement them in your daily activities Build an integrated system for clear and effective communication Who this book is for Whether you re new to Microsoft 365 or an existing user looking to explore its wide range of features you ll find this book helpful Get started using this introductory guide or use it as a handy reference to explore the features of Microsoft 365 All you need is a basic understanding of computers

**Access 2010: The Missing Manual** Matthew MacDonald,2010-06-18 Unlock the secrets of this powerful database program and discover how to use your data in creative ways With this book s easy step by step process you ll quickly learn how to build and maintain a complete Access database

using Access 2013's new simpler user interface and templates. You also get practices and tips from the pros for good database design, ideal whether you're using Access for school, business, or at home. The important stuff you need to know: Build a database with ease. Store information to track numbers, products, documents, and more. Customize the interface. Build your own forms to make data entry a snap. Find what you need fast. Search, sort, and summarize huge amounts of information. Put your data to use. Turn raw info into printed reports with attractive formatting. Share your data. Collaborate online with SharePoint and the Access web database. Dive into Access programming. Get tricks and techniques to automate common tasks. Create rich data connections. Build dynamic links with SQL Server, SharePoint, and other systems.

**Beginning SharePoint 2010 Administration** Göran Husman, Christian Ståhl, 2010-06-08. 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 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 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 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 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 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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