



Microsoft SharePoint 2010 End User Guide: Business Performance Enhancement

**Taking the basics to the business with no-coding
solutions for SharePoint 2010**

*A from-the-trenches tutorial filled with hints, tips, and real world
best practices for applying SharePoint 2010 to your business*

Foreword by Mark Miller, Founder and Editor, EndUserSharePoint.com

Michael McCabe

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Sharepoint User Guide 2010

Huangqi Zhang



Sharepoint User Guide 2010:

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

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these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product **Microsoft**

SharePoint 2010 QuickSteps Marty Matthews,Nancy Buchanan,2010-07-28 Step by Step Full Color Graphics Start using SharePoint 2010 right 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 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 *Office 365 User Guide* Nikkia Carter,2019-04-30 Work with the powerful subscription software Office 365 to increase your organization s efficiency by managing file sharing email exchange and much more Key FeaturesBecome well versed with Office 365 and leverage its capabilities for your businessSpeed up your workflow and effectively collaborate using Office Web AppsLearn to set audio and web conferences and seamlessly access your workspaceBook Description Microsoft Office 365 combines the popular Office suite with next generation cloud computing capabilities With this user guide you ll be able to implement its software features for effective business communication and collaboration This book begins by providing you with a quick introduction to the user interface UI and the most commonly used features of Office 365 After covering the core aspects of this suite you ll learn how to perform various email functions via Exchange Next you will learn how to communicate using Skype for Business and Microsoft Teams To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint By the end of this book you ll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization s productivity What you will learnUnderstand the UI of Office 365Perform a variety of email functions through ExchangeCommunicate using Skype for Business and Microsoft TeamsExplore file management using OneDrive for BusinessCollaborate using SharePointUnderstand how to leverage Office 365 in your daily tasksWho this book is for If you

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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 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 **EBOOK: Using Information Technology Complete Edition** Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition

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Table of Contents Sharepoint User Guide 2010

1. Understanding the eBook Sharepoint User Guide 2010
 - The Rise of Digital Reading Sharepoint User Guide 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint User Guide 2010
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sharepoint User Guide 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint User Guide 2010
 - Personalized Recommendations
 - Sharepoint User Guide 2010 User Reviews and Ratings
 - Sharepoint User Guide 2010 and Bestseller Lists
5. Accessing Sharepoint User Guide 2010 Free and Paid eBooks
 - Sharepoint User Guide 2010 Public Domain eBooks
 - Sharepoint User Guide 2010 eBook Subscription Services
 - Sharepoint User Guide 2010 Budget-Friendly Options
6. Navigating Sharepoint User Guide 2010 eBook Formats

- ePub, PDF, MOBI, and More
- Sharepoint User Guide 2010 Compatibility with Devices
- Sharepoint User Guide 2010 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sharepoint User Guide 2010
 - Highlighting and Note-Taking Sharepoint User Guide 2010
 - Interactive Elements Sharepoint User Guide 2010
- 8. Staying Engaged with Sharepoint User Guide 2010
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sharepoint User Guide 2010
- 9. Balancing eBooks and Physical Books Sharepoint User Guide 2010
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sharepoint User Guide 2010
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sharepoint User Guide 2010
 - Setting Reading Goals Sharepoint User Guide 2010
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sharepoint User Guide 2010
 - Fact-Checking eBook Content of Sharepoint User Guide 2010
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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