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# SharePoint 2007 User's Guide

Learning Microsoft's Collaboration and Productivity Platform

> A comprehensive guidefunk für anm of Microsoft Wannifesion (MIII)

Seth Bates and Tony Smith

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**Michael Antonovich** 

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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 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 Pro PerformancePoint Server 2007 Philo Janus, 2008-09-26 Pro PerformancePoint Server 2007 is Microsoft's latest product in its line of business intelligence applications a piece of software that gathers data from corporate databases and delivers it to an end user in a friendly graphical fashion PerformancePoint offers the next step in the digitization world Businesses now have gigabytes upon terabytes of data in databases there s a need to interpret the data and glean key business insights from it and PerformancePoint Author Philo Janus walks you through the business process management and architecture of the PerformancePoint product before delving into developing a complete business intelligence solution from start to finish

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review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow integrate Office documents with line of business applications provide search capabilities across all types of documents and data and distribute these tools internally and externally on Web sites for end users Plus the book offers you well designed examples and explanations that can be easily applied in real world situations Martin WP Reid Belfast Ireland is an analyst for The Queens University of Belfast Northern Ireland He is the author and technical editor of more than a dozen technical books He is a regular contributor to the Microsoft Office SharePoint blog Get the Point http sharepoint microsoft com blogs getthepoint

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