



Division of Information Technology

Microsoft SharePoint 2010 End User Quick Reference Card

Microsoft SharePoint 2010 brings together the people, documents, information, and ideas of the community into a centralized workspace where everyone can collaborate. With new features like calendar viewing, better blogging utility, and an improved interface, employees can keep on top of their projects, better understand coworkers and customers within the same central information platform as your team. With a new improved mobile functionality, SharePoint 2010 can work for you on the go.



Microsoft SharePoint is a fully extensible platform that helps you manage your business information. Microsoft SharePoint is a registered trademark.

Sharepoint 2010 End User Quick Guide

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Sharepoint 2010 End User Quick Guide:

SharePoint 2010 Site Owner's Manual Yvonne M. Harryman, 2012-02-12 Summary SharePoint 2010 Site Owner's Manual teaches you what SharePoint 2010 is all about and how to get started using it. The book also includes step by step scenarios for implementing real world scenarios. You will learn how to build powerful sites leveraging SharePoint's out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer. About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites. With it you'll learn how to set up document sharing trackable workflows and many other business applications. You'll go step by step through real world scenarios like content management business intelligence sharing information on the web and search. Along the way you'll learn how to interact with other business tools like Access InfoPath and SharePoint Designer. This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint's out of the box functionality. No programming or system administration experience is required. Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning. Also available is all code from the book. What's Inside Go from user to power user. Build on out of the box features. Customize your SharePoint site. Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality

Microsoft SharePoint 2013 Pocket Guide Ben Curry, 2013-08-16 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 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 *MCTS Microsoft SharePoint 2010 Configuration Study Guide* James Pyles, 2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam. SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold. IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training.

Microsoft SharePoint claims over half the market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification SharePoint 2010 Wrox 10-Pack Digital Library Todd Klindt,2012-03-07

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Visio Services Quick Guide Sahil Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single

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SharePoint 2010 Enterprise Architect's Guidebook Brian Wilson,Reza Alirezaei,Bill Baer,Martin Kearn,2012-03-06 Tips and techniques for becoming a successful SharePoint architect If you re eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment

Professional SharePoint 2010 Development Thomas Rizzo,Reza Alirezaei,Jeff Fried,Paul Swider,Scot Hillier,Kenneth Schaefer,2010-07-23 Learn to leverage the features of the newest version of SharePoint in this update to the bestseller More than simply a portal SharePoint is Microsoft s popular content management solution for building intranets and Web sites or hosting wikis and blogs Offering broad coverage on all aspects of development for the SharePoint platform this comprehensive book shows you exactly what SharePoint does how to build solutions and what features are accessible within SharePoint Written by one of the most recognized names in SharePoint development Professional SharePoint 2010 Development offers an extensive selection of field tested best practices that shows you how to leverage the vast power of this multi faceted tool to build custom workflow and content management applications Plus you ll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint Microsoft s popular content management solution Addresses how the new version adds enhanced developer support for ASP NET Ajax LINQ and Silverlight Demonstrates how to take advantage of new features including improvements to offline and mobile client capabilities social networking additions and more Covers user experience development platform services social media features event handling the business data catalog forms and workflow business intelligence and more With this book you ll get exhaustive coverage on the many possibilities that exist with SharePoint

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

SharePoint 2010 How-To Ishai Sagi, 2010-08-15 Need fast reliable easy to implement solutions for SharePoint 2010 This book delivers exactly what you're looking for step by step help and guidance with the tasks that users authors content managers and site managers perform most often Fully updated to reflect SharePoint 2010's latest improvements this book covers everything from lists and views to social networking workflows and security The industry's most focused SharePoint resource SharePoint 2010 How To provides all the answers you need now Fast Accurate and Easy to Use Quickly review essential SharePoint terminology and concepts Find log on to and navigate SharePoint sites Create manage and use list items documents and forms Set up alerts to notify you about new or changed content Use views to work with content more efficiently Make the most of search in SharePoint Server and SharePoint Foundation Organize content with lists document libraries and templates Use powerful new social networking features including tagging NewsFeed updates and blogs Author and edit each type of SharePoint page Manage site security and control access to specific content Create workflows track them and link them to lists or libraries Create Meeting Workspaces for individual projects Customize a site's appearance settings and behavior Work efficiently with SharePoint 2010's updated interface and new Ribbon

Working with Microsoft FAST Search Server 2010 for SharePoint Marcus Johansson, Mikael Svenson, Robert Piddocke, 2012-03-15 Build robust scalable search solutions to fit the way your business works Deliver powerful search tools to your clients using Microsoft FAST Search Server 2010 for SharePoint Led by three search experts you'll learn how to deliver advanced intranet search capabilities and build custom search driven applications for your business Use your skills as a SharePoint architect or developer to configure and program this server for different search scenarios based on real world examples Discover how to Integrate FAST Search Server for SharePoint into your existing SharePoint architecture Use best practices to develop solutions specific to your business Enable users to search millions of SharePoint documents efficiently Master powerful indexing and data modification techniques Expand document processing capabilities to handle data more effectively Develop custom search applications and web parts Configure your server for current content volume and plan for future expansion Manage search operations and monitor performance directly from

SharePoint **Microsoft SharePoint 2010 Administrator's Pocket Consultant** Ben Curry,2010-06-24 Portable and precise this pocket sized guide delivers ready answers for the day to day administration of SharePoint 2010 Featuring easy to scan tables step by step instructions and handy lists this book offers the streamlined straightforward information you need to solve problems and get the job done whether at your desk or in the field Topics include deployment site configuration enterprise content management search and indexing workflows shared service providers information management policies scalability availability security logging and processing analysis and backup and recovery SharePoint 2013 Field Guide Errin O'Connor,2014-05-27 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 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 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 architectureconsultants 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 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 Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS Microsoft SharePoint 2010 Creating and Implementing Real World Projects Jennifer Mason,Christian Buckley,Brian Jackett,Wes Preston,2012-03-15 Build effective solutions for real world business scenarios using out of the box

tools in Microsoft SharePoint Server SharePoint Foundation and Office 365 Each chapter in this hands on book focuses on a single business project using a standard approach to guide you through the solution building process from start to finish Apply your skills as a SharePoint power user or site administrator and get started now Tackle 10 common business problems with proven SharePoint solutions Set up a help desk solution to track service requests Build a modest project management system Design a scheduling system to manage resources Create a site to support geographically dispersed teams Implement a course registration system Build a learning center with training classes and resources Design a team blog platform to review content Create a process to coordinate RFP responses Set up a FAQ system to help users find answers quickly Implement a cost effective contact management system [Professional Microsoft Search](#) Mark Bennett,Jeff Fried,Miles Kehoe,Natalya Voskresenskaya,2010-10-07 Use Microsoft s latest search based technology FAST search to plan customize and deploy your search solution FAST is Microsoft s latest intelligent search based technology that boasts robustness and an ability to integrate business intelligence with Search This in depth guide provides you with advanced coverage on FAST search and shows you how to use it to plan customize and deploy your search solution with an emphasis on SharePoint 2010 and Internet based search solutions With a particular appeal for anyone responsible for implementing and managing enterprise search this book presents the key features and functions that are available with FAST search Real world examples show you how the technology works and the author team of experts demonstrates how FAST can be used to solve key challenges in the Enterprise FAST search is Microsoft s latest search based technology that enables large companies to filter through enormous amounts of data to find very specific pieces of information Reviews the key features and functions of FAST and provides examples of how FAST can be used to solve common challenges you may face Covers Enterprise Search and the Microsoft search product line SharePoint focused Enterprise search and FAST search for Internet business Demonstrates how to implement and manage an enterprise system with FAST search Addresses the future of Enterprise search and the role FAST search will play Don t waste any time This book will help you act fast so you can get started implementing FAST search today **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 [Windows Small Business Server 2011 Administrator's Companion](#) Charlie Russel,Sharon Crawford,2011-05-15 Your comprehensive one volume guide

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Microsoft SharePoint 2013 Inside Out Darvish Shadravan, Penelope Coventry, Thomas Resing, Christina Wheeler, 2013 Published with the authorization of Microsoft Corporation Title page verso

Microsoft SharePoint 2013 Developer Reference Paolo Pialorsi, 2013-05-15 Design and develop great solutions using SharePoint 2013 Develop your business collaboration solutions quickly and effectively with the rich set of tools classes libraries and controls available in Microsoft SharePoint 2013 With this practical reference enterprise development expert Paolo Pialorsi shows you how to extend and customize the SharePoint environment and helps you sharpen your development skills Ideal for ASP NET developers with Microsoft NET and C knowledge Discover how to Create custom SharePoint apps and publish them in the Office Store Orchestrate your workflows with the new Workflow Manager 1 0 Access and manage your SharePoint data with the REST APIs Federate SharePoint with Windows Azure Access Control Services Customize your SharePoint 2013 UI for a better user experience Gain a thorough understanding of authentication and authorization

Real World SharePoint 2010 Reza Alirezaei, Darrin Bishop, Todd Bleeker, Robert Bogue, Karine Bosch, Claudio Brotto, Adam Buenz, Andrew Connell, Randy Drisgill, Gary Lapointe, Jason Medero, Ágnes Molnár, Chris O'Brien, Todd Klindt, Joris Poelmans, Asif Rehmani, John Ross, Nick Swan, Mike Walsh, Randy Williams, Shane Young, Igor Macori, 2010-11-02 Proven real world best practices from leading Microsoft SharePoint MVPs SharePoint enables Web sites to host shared workspaces and is a leading solution for Enterprise Content Management The newest version boasts significant changes impressive enhancements and new features requiring developers and administrators of all levels of experience to quickly get up to speed on the latest changes This book is a must have anthology of current best practices for SharePoint 2010 from 20 of the top SharePoint MVPs They offer insider advice on everything from installation workflow and Web parts to business connectivity services Web content management and claims based security SharePoint 2010 boasts significant updates new features and numerous changes and this comprehensive overview gets you up to speed on all the latest enhancements Serves as an anthology of current best practices regarding SharePoint 2010 from 20 of the top SharePoint MVPs Offers helpful real world advice on such topics as business connectivity services

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