

## Sharepoint 2007 User Guide

Microsoft SharePoint now has a 10 percent share of the portal market, and the new release, which features enhanced integration with Office 2007, is sure to give SharePoint a boost. Offers clear instructions and soup-to-nuts coverage of this complex product, focusing instead on practical solutions to real-world SharePoint challenges. Features tips, tricks, and techniques for administrators who need to install and configure a SharePoint portal as well as ordinary users who need to populate and maintain the portal and use it for collaborative projects. Topics covered include setting up a SharePoint portal, matching SharePoint to business needs, managing portal content, branding, collaborating on SharePoint sites, using a portal to improve employee relations and marketing, putting expense reports and other interactive forms on a portal, and monitoring and backing up SharePoint.

Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment, this book shows you how to make effective use of what can be a confusing array of features. You'll 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> )

An introduction to next-generation web technologies This is a comprehensive, candid introduction to Web 2.0 for every executive, strategist, technical professional, and marketer who needs to understand its implications. The authors illuminate the technologies that make Web 2.0 concepts accessible and systematically identify the business and technical best practices needed to make the most of it. You'll gain a clear understanding of what's really new about Web 2.0 and what isn't. Most important, you'll learn how Web 2.0 can help you enhance collaboration, decision-making, productivity, innovation, and your key enterprise initiatives. The authors cut through the hype that surrounds Web 2.0 and help you identify the specific innovations most likely to deliver value in your organization. Along the way, they help you assess, plan for, and profit from user-generated content, Rich Internet Applications (RIA), social networking, semantic web, content aggregation, cloud computing, the Mobile Web, and much more. This is the only book on Web 2.0 that: Covers Web 2.0 from the perspective of every participant and stakeholder, from consumers to product managers to technical professionals Provides a view of both the underlying technologies and the potential applications to bring you up to speed and spark creative ideas about how to apply Web 2.0 Introduces Web 2.0 business applications that work, as demonstrated by actual Cisco® case studies Offers detailed, expert insights into the technical infrastructure and development practices raised by Web 2.0 Previews tomorrow's emerging innovations—including "Web 3.0," the Semantic Web Provides up-to-date references, links, and pointers for exploring Web 2.0 first-hand Krishna Sankar, Distinguished Engineer in the Software Group at Cisco, currently focuses on highly scalable Web architectures and frameworks, social and knowledge graphs, collaborative social networks, and intelligent inferences. Susan A. Bouchard is a senior manager with US-Canada Sales Planning and Operations at Cisco. She focuses on Web 2.0 technology as part of the US-Canada collaboration initiative. Understand Web 2.0's foundational concepts and component technologies Discover today's best business and technical practices for profiting from Web 2.0 and Rich Internet Applications (RIA) Leverage cloud computing, social networking, and user-generated content Understand the infrastructure scalability and development practices that must be address-ed for Web 2.0 to work Gain insight into how Web 2.0 technologies are deployed inside Cisco and their business value to employees, partners, and customers This book is part of the Cisco Press® Fundamentals Series. Books in this series introduce networking professionals to new networking technologies, covering network topologies, example deployment concepts, protocols, and management techniques. Category: General Networking Covers: Web 2.0

SharePoint 2007 Development Recipes offers a range of ready-to-use code recipes that provide the building blocks for solving many common SharePoint 2007 programming dilemmas. This practical, hands-on guide categorizes recipes by problem area, for example site management, event handlers, users, lists, and web parts, and source code is provided in both VB and C#. As well as providing an invaluable reference, Mark Gerow also includes clear, supporting guidelines to help you modify the code samples for the broadest range of applications. For each recipe you will find Background and design considerations Source code in both VB and C# Discussion of variations on the provided examples Cross-reference to core SharePoint classes If you find yourself asking, "How do I solve this SharePoint development problem?" you will find all the answers in Mark Gerow's supremely useful book.

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.

SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's Guide (Apress, 2005). This book provides guidance about the new workflows, interface, and other technologies within SharePoint 2007. Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity.

SharePoint® 2007 How-To Ishai Sagi Real Solutions for SharePoint Users SharePoint 2007 How-To delivers quick, to-the-point answers to common problems and tasks in SharePoint 2007. You'll find answers to the most common end-user tasks, as well as some of the more complex problems and tasks faced by content and site managers. From the basics of navigating a site, to more complex tasks such as customizing a site and managing site security, SharePoint 2007 How-To is a focused resource that provides access to all the answers you need—now! Fast, Accurate, and Easy to Use! . Discover all the core SharePoint components and their practical uses and applications . Learn the essentials for navigating a SharePoint site . Find fresh ideas for working with the various SharePoint file formats . Perform detailed searches within SharePoint . Manage personal sites . Create organized lists and document libraries that are easy to navigate . Modify and customize list views by using filtering, grouping, and sorting . Control user access by managing permissions for lists, libraries, files, and other components . Implement and track custom workflows within SharePoint . Create subsites for enhanced content management . Customize the look and feel of a site using custom settings, themes, and content types . Manage site permissions and settings for a more secure environment Ishai Sagi is a SharePoint expert who has been working in Microsoft SharePoint since its initial release in 2001. Currently, Ishai is a SharePoint developer and solutions architect in Canberra, Australia. He spends his spare time leading the Canberra SharePoint user group. Since the Microsoft SharePoint launch in 2001, Ishai has trained numerous end users, administrators, and developers in using Microsoft SharePoint or developing solutions for the platform. He has spoken at Microsoft conferences in countries around the world, including Spain, Israel, and Australia. Ishai was the recipient of the Microsoft Most Valuable Professional (MVP) award for SharePoint in 2007, 2008, and 2009. Ishai also is the author of a popular SharePoint blog for developers at <http://www.sharepoint-tips.com> and manages the Canberra SharePoint User Group website at <http://www.sharepointusers.org.au/Canberra/default.aspx>. Category: Microsoft Servers/SharePoint User Level: Beginner—Intermediate

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.

Microsoft SharePoint 2013 provides 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 2013, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. The SharePoint 2013 User's Guide 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 search, workflow, and social) that make up these environments. In the fourth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These real-world 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. Pick up a copy of the SharePoint 2013 User's Guide today.

The smart way to learn Office SharePoint Designer 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of building customized SharePoint sites and applications. You'll learn how to work with Windows SharePoint Services 3.0 and Office SharePoint Server 2007 to create Web pages complete with Cascading Style Sheets, Lists, Libraries, and customized Web parts. Then, make your site really work for you by adding data sources, including databases, XML data and Web services, and RSS feeds. You'll even learn how to create workflows and applications with custom forms, templates, and dashboards to enhance your team's productivity. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them! Includes an easy-search companion CD with hands-on practice files, a complete eBook, and more! For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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

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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.

If you're considering the vastly improved 2007 version of SharePoint, this concise, practical and friendly guide will teach you how to get the most from the latest version of Microsoft's information-sharing and collaboration platform. Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents, structure workflow, and share information over the Web using standard tools business users already know -- Microsoft Office and Internet Explorer. Written in a conversational tone by internationally recognized SharePoint consultant and trainer Jeff Webb, this book helps SharePoint administrators, site owners, and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites, and explains what's new in SharePoint 2007 for experienced SharePoint 2003 administrators. Essential SharePoint 2007 teaches you how to: Use SharePoint 2007 with Outlook, Word and Excel, and as a document management tool, replacing, for example, shared network drives with libraries Build and customize sites, lists, libraries and web parts for intranets and extranets Use SharePoint 2007 for team communication through blogs, wikis, surveys, and RSS and email alerts Build a SharePoint workflow application Create and program web parts in order to deliver custom services and data to a site Deploy and administer

SharePoint 2007 Each chapter ends with a summary of best practices advocated by the author, and the first few chapters of the book are ideal as training materials for end users. Later chapters give developers and administrators tools not only to keep company sites running smoothly, but also to customize and extend them. The book also contains several appendices with a glossary of terms and hard-to-find information. Essential SharePoint 2007 is a one-stop task-oriented guide for learning what's necessary to make this tool a vital part of team productivity.

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, enterprise content management, Web content management, business intelligence, workflow, SharePoint Designer, Web parts, shared services, claims-based security, and more We all learn from experience, and with Real-World SharePoint 2010 you can learn from the experiences of 20 of the leading SharePoint MVPs!

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

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 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, techniques, and insights to get the job done.

Qualified SharePoint administrators are in demand, and what better way to show your expertise in this growing field than with Microsoft's new MCTS: Microsoft Office SharePoint Server 2007, Configuration certification. Inside, find everything you need to prepare for exam 70-630, including full coverage of exam topics—such as configuring content management, managing business intelligence, and more—as well as challenging review questions, real-world scenarios, practical exercises, and a CD with advanced testing software. For Instructors: Teaching supplements are available for this title.

Essential SharePoint® 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision-making, streamline processes, and solve real-world business problems. Three leading SharePoint consultants systematically address the crucial success factors, intangibles, and "gotchas" in SharePoint deployment—showing exactly how to maximize business value and reduce project risk. Drawing on their unsurpassed experience, the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business. Next, they address the operational support and end-user functionality needed to make SharePoint 2007 work—with special attention given to the organizational and political issues that can make or break your project. Learn how to: Define optimal, workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance, reliability, and value. Provide your customers with state-of-the-art sites, blogs, and wikis Use SharePoint content management to integrate documents, records, and Web content, and make it all searchable Implement forms-based workflow to

optimize virtually any business process Quickly build business intelligence solutions using Web-base dashboards and server-based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you're a project manager, consultant, analyst, line-of-business executive, or developer, this book helps you align your SharePoint project with your business strategy—and deliver quantifiable results fast. Preface Chapter 1 Your Collaboration Strategy: Ensuring Success Chapter 2 Office SharePoint Server 2007: High-Impact Collaboration Across the Extended Enterprise Chapter 3 Introduction to the 2007 Office System as a Collaboration and Solutions Platform Chapter 4 SharePoint Architecture Fundamentals Chapter 5 Planning Your Information Architecture Chapter 6 Planning Your Move from SharePoint 2003 to 2007: Upgrade or Rebuild? Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management: Documents, Records, and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work: Workflow and Forms Chapter 12 Office 2007: Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS/Browser/Office Compatibility Index

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office SharePoint 2007. The following topics are covered: Accessing a SharePoint site, Signing Out, Navigating to a Top-Level Site, to a Subsite, and within a Site. Creating a New List Item, Editing a List Item, Deleting a List Item Setting an Automatic Expiry for Announcements, Assigning a Task Using the Recycle Bin, Creating a Subsite, Creating a Meeting Workspace, Creating a Document Workspace, Using Document Libraries Adding an Existing File to a Document Library & Checking Files Out/In. List and Library Functions: Sorting, Filtering, Changing View, Accessing SharePoint Lists and Libraries in Outlook, Using Email Alerts, Using Datasheet View, Creating a List or Library, Deleting a List or Library. Creating a Survey, Adding Questions to an Existing Survey, Changing an Existing Survey, Using Your Personal Site & Using Personal Links. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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

Set up and administer a SharePoint Server 2007 environment Get started on Microsoft Office SharePoint Server 2007 quickly and easily with help from this step-by-step guide. Using clear instructions, Microsoft Office SharePoint Server 2007: A Beginner's Guide shows you how to set up and configure SharePoint Server, collect and store data, build lists and libraries, and enable enterprise search capabilities. You'll learn how to create portals and Web pages, secure your SharePoint Server 2007 environment, and optimize performance. Microsoft Office 2007 integration techniques are also covered. Install and configure SharePoint Server 2007 Secure your SharePoint Server network and data Easily locate files and folders using the Search feature Simplify data collection using forms and workflows Logically organize content into lists and libraries Monitor, maintain, and back up your SharePoint Server environment Build Web applications and portals from reusable, modular Web Parts Improve efficiency using customized views and metadata schemes Seamlessly integrate with Microsoft Office Outlook 2007

The data locked in your organization's systems and databases is a precious -- and sometimes untapped -- resource. The SharePoint Business Data Catalog makes it easy to gather, analyze, and report on data from multiple sources, through SharePoint. Using standard web parts, an efficient management console, and a simple programming model, you can build sites, dashboards, and applications that maximize this business asset. SharePoint 2007 Developer's Guide to Business Data Catalog is a practical, example-rich guide to the features of the BDC and the techniques you need to build solutions for end users. The book starts with the basics -- what the BDC is, what you can do with it, and how to pull together a BDC solution. With the fundamentals in hand, it explores the techniques and ideas you need to put BDC into use effectively in your organization. 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. Knowledge of SharePoint Server and WSS is required. "This book is an absolute must-have!"-Christina Wheeler, SharePoint Consultant, Summit 7 Systems " from experts who know the BDC inside and out."-Monty Grusendorf, Senior Web Developer, Bantrel "An excellent guide for working with the BDC."-Darren Neimke, Author of ASP.NET 2.0 Web Parts in Action "A one-stop guide for SharePoint BDC developers."-Prajwal Khanal, Senior Software Engineer, D2HawkeyeServices Pvt. Ltd.

Microsoft Office SharePoint Server 2007 has improved and changed dramatically over previous versions of the product. The capabilities of the platform have expanded greatly with the inclusion of an automated workflow engine, web content management capabilities, and a vast number of document management enhancements. However, the value of this tool to an enterprise will depend primarily on the ability of individuals in the organization to understand the features and capabilities of the platform and effectively map those to specific business requirements. This book is designed to mentor and coach business and technical leaders in an organization on the use of SharePoint to address critical information management problems. It gives detailed descriptions and illustrations of the product's functionality and also includes realistic usage scenarios to provide contextual relevance and a personalized learning experience to the reader. The mission of this book is to provide extensive knowledge to information workers and site managers that will empower them to become SharePoint Application champions in the organization. This book should be the premiere handbook of any active or aspiring SharePoint expert. To complete the exercises in this book, you should have a basic comfort level using Microsoft Office application to create content and a general understanding of how to interact with a web site through the browser. This book is intended as a starting point for any SharePoint 2007 user whether that user has never used SharePoint before or has some

familiarity with a previous version and just wants to understand the differences with the new release.

Provides information on the features, applications, and extensions of Microsoft Office SharePoint 2007.

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment – his role is helping desktop users integrate and use SP features seamlessly – our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products.

Organizations are expected to spend \$26 billion on business intelligence initiatives in 2008. Now that all the data is in relational databases, it's time to start getting value at the organizational level from that data. Microsoft has a host of tools to provide easy access to aggregated business data from multiple back ends and to display that data in comprehensive, easy-to-read graphics and reports, namely PerformancePoint Server. This book, written by a Microsoft-employed PerformancePoint expert, walks the reader through the entire product.

For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents, this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools. Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people, information, processes, and systems both within and beyond the organizational firewall. SharePoint 2007: The Definitive Guide provides a detailed discussion of all Sharepoint features, applications and extensions. You learn how to build Sharepoint sites and site collections, along with ways to administrate, secure, and extend Sharepoint. This book teaches you how to: Get up to speed on SharePoint, including ways to create lists, libraries, discussions and surveys Integrate email, use web parts, track changes with RSS, and use database reporting services Customize your personal site, create sites and areas, and organize site collections Integrate with Office applications, including Excel, Word, Outlook, Picture Manager, and InfoPath Install, deploy, maintain and secure SharePoint Brand a portal, using your corporate style sheet, designing templates, and building site definitions Extend SitePoint, such as creating client side and server side web parts, using the SharePoint class library and SharePoint web services Each chapter starts with a "guide" that lets you know what it covers before you dive in. The book also features a detailed reference section that includes information on compatibility, command line utilities, services, and CSS styles. Why wait? Get a hold of SharePoint 2007: The Definitive Guide today!

\* Provides a "real world" view and best practices around using SharePoint 2003 technologies to meet business needs. \* Seth Bates was the technical reviewer for both of Scot Hillier's books.

\* Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios.

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.

Work with the powerful subscription software, Office 365 to increase your organization's efficiency by managing file sharing, email exchange and much more. Key Features Become well versed with Office 365 and leverage its capabilities for your business Speed up your workflow and effectively collaborate using Office Web Apps Learn to set audio and web conferences and seamlessly access your workspace Book 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 learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you are an IT professional who wants to upgrade your traditional Office suite, this book is for you. Users looking to learn, configure, manage, and maintain an Office 365 environment in their organization will also find this book useful. Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

For some organizations, Lessons Learned (LL) is an informal process of discussing and recording project experiences during the closure phase. For others, LL is a formal process that occurs at the end of each phase of a project. Regardless of when they are performed, if you are a project team member, chances are you will soon be required to present

Delivering IT projects on time and within budget, while maintaining privacy, security, and accountability, remains one of the major public challenges of our time. In the four short years since the publication of the second edition of the Handbook of Public Information Systems, the field of public information systems has continued to evolve. This ev

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