

Sharepoint 2010 Quick Reference Guide

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office SharePoint 2010. The following topics are covered: Accessing a SharePoint Site, Signing Out, Navigating to a Parent Site, to a Subsite, and within a Site; Creating a New List Item, Editing a List Item, Deleting a List Item, Assigning a Task, Liking, Tagging, and Adding Notes; Viewing Tags and Notes, Searching for Documents, Searching for People, Creating a Subsite, Creating a Meeting Workspace, Using Document Libraries, Adding an Existing File to a Document Library, Creating a Document Workspace, 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. Using the Recycle Bin. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Over 1,800 total pages ... Included publications: Social Media and the Policy-Making Process a Traditional Novel Interaction Social Media Principles Applied to Critical Infrastructure Information Sharing Trolling New Media: Violent Extremist Groups Recruiting Through Social Media An Initial Look at the Utility of Social Media as a Foreign Policy Tool Indicators of Suicide Found on Social Networks: Phase 1 Validating the FOCUS Model Through an Analysis of Identity Fragmentation in Nigerian Social Media Providing Focus via a Social Media Exploitation Strategy Assessing the Use of Social Media in a Revolutionary Environment Social Media Integration into State-Operated Fusion Centers and Local Law Enforcement: Potential Uses and Challenges Using Social Media Tools to Enhance Tacit Knowledge Sharing Within the USMC Social Media: Strategic Asset or Operational Vulnerability? Tweeting Napoleon and Friending Clausewitz: Social Media and the Military Strategist The U.S. Military and Social Media Balancing Social Media with Operations Security (OPSEC) in the 21st Century Division Level Social Media Understanding Violence Through Social Media The Investigation of Social Media Data Thresholds for Opinion Formation The Impact of Social Media on the Nature of Conflict, and a Commander's Strategy for Social Media Provenance Data in Social Media Conflict Prediction Through Geo-Spatial Interpolation of Radicalization in Syrian Social Media Social Media Effects on Operational Art Assessing the Potential of Societal Verification by Means of New Media Army Social Media: Harnessing the Power of Networked Communications Analysis of Department of Defense Social Media Policy and Its Impact on Operational Security Social Media: Valuable Tools in Today's Operational Environment Conflict Prediction Through Geo-Spatial Interpolation of Radicalization in Syrian Social Media 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 architecture consultants 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)

You've run into this issue numerous times. You are developing an ASP.NET application, and you need to incorporate functionality that comes pre-packaged in SharePoint. Wikis, blogs, document management, user authentication, access management—common needs across a variety of solutions. Without guidance and examples, interacting with underlying SharePoint components can be challenging, and working with the different SharePoint APIs is complicated. This book will introduce you to a variety of techniques to master the art of developing ASP.NET applications that are built upon a SharePoint foundation. With these techniques you can start using SharePoint as a development platform to enhance and complement your ASP.NET development. You'll explore: Integration with SharePoint components The SharePoint/.NET/IIS implementation Configuration management Code Access Security Feature packaging Proper use of SharePoint APIs Advanced deployment techniques Pro ASP.NET Sharepoint 2010 walks you through all of the steps needed to successfully build and deploy ASP.NET solutions within the SharePoint platform. You'll then be able to greatly enhance your applications and build unique solutions that are a mixture of SharePoint and ASP.NET.

Microsoft Office SharePoint 2010 Quick Reference Guide

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

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Turning On/Off Track Changes, Tracking Table Changes, Show/Hide the Reviewing Pane, Accepting/Rejecting Changes. Inserting Comments, Reviewing Comments, Show/Hide Comments, Deleting Comments, Changing What is Shown, Showing Deletions and Moves in Balloons, Hiding Formatting Changes, Turning Off/On Tracking Formatting. Hide/Show Specific Authors, Changing Author, Forcing Landscape Printing, Comparing Two Documents: Combining Multiple Documents, Comparing with Previous Versions, Comparing Documents Side by Side. Protecting your Document, Removing Personal or Hidden Information from a Document, Restricting Editing, Blocking Others from Editing Part of a Document Stored on SharePoint, Unblocking. Sharing a Document on SkyDrive, Sending a Link to a SkyDrive Folder, Sharing a Document on a SharePoint, Co-Authoring, Using the Navigation Pane While Co-Authoring, Resolving Conflicts. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Master Microsoft SharePoint 2010 In How to Do Everything: Microsoft SharePoint 2010, Stephen Cawood--a former member of the SharePoint development team--explains how to get the most out of this powerful business collaboration platform. Learn how to use document management functions, wikis, taxonomy, blogs, My Sites, web parts, and more. Take full advantage of the content management, enterprise search, collaboration, and information-sharing capabilities of SharePoint 2010 with help from this practical guide. Set up a SharePoint site Add documents, use the SharePoint content approval workflow, and work with document versioning features Collaborate with others during discussion boards, blogs, wikis, events, surveys, calendars, and workspaces Use social tagging to create a folksonomy of keywords Create a taxonomy hierarchy using Enterprise Managed Metadata Build publishing sites, My Sites, and public-facing websites Show data on pages using web parts Customize lists, forms, site themes, and navigation Use SharePoint with client applications, including Microsoft Office Backstage, Outlook, InfoPath, SharePoint Designer, and third-party applications

Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

Provides instructions on creating XML-based data collection products that can be integrated with SharePoint, covering such topics as rules and functions, Web data integration, PowerShell, permissions, and administration.

Compiles articles from EndUserSharePoint.com that convey tricks, tips, and troubleshooting advice from the end users themselves.

Provides information on ways to use InfoPath and SharePoint to build business forms, covering such topics as Forms Services, data retrieval and submission, customization, publishing, coding, and workflow.

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 Visio client installation is enough to get started. Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API, and how to build a custom data provider. The final chapter covers some useful information on administering Visio Services. Get started bringing your Visio diagrams to life with the Visio Services Quick Guide.

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.

Laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference, showing Office 2007 commands and their Office 2010 equivalents. The following topics are covered: Office: Customizing the Ribbon, Backstage View (The File Menu), Protected View, Recovering Unsaved Versions, Pasting with Live Preview, Inserting a Screenshot, Saving to Sharepoint or Windows Live SkyDrive, Work Anywhere (Office Web Apps), Co-authoring (Word/PowerPoint), Removing a Picture's Background, Cropping a Picture, Other New or Changed Picture Features, Other New or Changed Features, Features No Longer Available. Word: Navigating and Reorganizing Using Headings, Searching Using the Navigation Pane, Other New or Changed Features, Features No Longer Available. Excel: Renamed Functions, Filtering Pivot Tables and Charts with Slicers, Inserting a Chart in a Cell (Sparklines), Filter Improvements, Conditional Formatting Changes, Other New or Changed Features. PowerPoint: Organizing Slides with Sections, Using the Animation Painter, Video Improvements, Linking to a Web Video, Syncing Animation/Text Overlays with Audio/Video, Creating a Video File, Broadcasting Using the Internet, Merging/Comparing Presentations, Other New or Changed Features, Features No Longer Available. Also included is a command reference showing the Office 2007 command and the 2010 equivalent. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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

Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in and really support collaboration. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle SharePoint Foundation 2010—and challenge yourself to new levels of mastery! Build team sites with non-code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries—online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company's business intelligence Design custom SharePoint solutions using Microsoft .NET and Visual Studio

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This is learning made easy! Get productive fast with SharePoint 2016, and jump in wherever you need answers: brisk lessons and colorful screen shots show you exactly what to do, step by step – and practice files help you build your skills. Fully updated for today's powerful new version of SharePoint, Microsoft SharePoint 2016 Step by Step shows you how to do all this: Customize your team site's layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and collaborate Work with SharePoint's business intelligence features Publish content using enhanced web content management Use SharePoint with Excel, Access, Outlook, and Lync And much more...

Learn from Pro SharePoint Migration on how to migrate your existing farm - infrastructure, upgrade approaches, code, branding, and impact of new features of SharePoint 2010 - in a strategic way that results in smooth transition. Noted author Sahil Malik, with Srinu Sistla, work together to provide detailed strategies and tools to assess, plan and execute a SharePoint 2010 migration that is efficient and cost-effective—and that doesn't use expensive third-party software. The "clean slate" approach embraced by this book, coupled with flexible tools designed by Microsoft and the author, will provide you with the statistics, charts, and diagrams necessary to perform a meaningful assessment of your current SharePoint 2007 environment. You'll then be able to plan the lowest-cost, least-hassle way to migrate your current environment, and its applications and data, to SharePoint 2010, and how to map your existing use of SharePoint 2007 to the new features and enhancements in SharePoint 2010. Pro SharePoint Migration will help you: Gain a better understanding of high level comparison and changes you need to learn between the two versions To migrate or not? Learn about new functionality that might replace your existing custom built code or non-code based solutions. Build a strong toolset to create, update, administer, and migrate 90% of the most commonly used SharePoint objects Grasp the intricacies of the SharePoint 2010 application programming interface (API) Become a better SharePoint 2010 administrator in your newly-migrated environment

Dive into the business intelligence features in SharePoint 2013—and use the right combination of tools to deliver compelling solutions. Take control of business intelligence (BI) with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012. Led by a group of BI and SharePoint experts, you'll get step-by-step instructions for understanding how to use these technologies best in specific BI scenarios—whether you're a SharePoint administrator, SQL Server developer, or business analyst. Discover how to: Manage the entire BI lifecycle, from determining key performance indicators to building dashboards Use web-based Microsoft Excel services and publish workbooks on a SharePoint Server Mash up data from multiple sources and create Data Analysis Expressions (DAX) using PowerPivot Create data-driven diagrams that provide interactive processes and context with Microsoft Visio Services Use dashboards, scorecards, reports, and key performance indicators to monitor and analyze your business Use SharePoint to view BI reports side by side, no matter which tools were used to produced them

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

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it!

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. In just 24 sessions of one hour or less, you'll learn how to create great websites, collaboration and content management applications, and social solutions with SharePoint Foundation 2010! Using this book's straightforward, step-by-step approach, you'll learn how to build, administer, and secure solutions with the free version of SharePoint 2010. One step at a time, you'll master libraries, lists, and other powerful features; create blogs and wikis; provide advanced search and workflow; integrate SharePoint with Office; and much more. Each lesson builds on what you've already learned, helping you get the job done fast—and get it done right! Step-by-step instructions carefully walk you through the most common SharePoint Foundation 2010 tasks. Quizzes at the end of each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them. Learn how to... Install SharePoint Foundation 2010 and use the Administration Site Add users, provide user access rights, and enforce authentication Plan the most effective structure for your site Make the most of libraries, lists, views, folders, Web parts, and other powerful features Construct and work with wikis, blogs, and other social features Provide fast, efficient search with Microsoft Search Server 2010 Express Integrate either Office 2007 or Office 2010 with SharePoint Foundation Share OneNote notebooks, Access tables, Outlook calendars and contacts, and more Instantly create useful reports based on one or more SharePoint lists Create efficient workflows with SharePoint Foundation 2010 and SharePoint Designer 2010 Add even more functionality to your sites and applications

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.

Fast, accurate answers on SharePoint 2010 administration—in an instant If you're a SharePoint administrator and are looking for fast, accurate, easy-to-understand answers and solutions, then this reference is for you. Thumb tabs, secondary and tertiary tables of contents, and special heading treatments ensure quick and easy ways to find practical solutions on the spot. In addition, quick-reference tables, lists, and step-by-step instruction provide even more helpful information on the day-to-day administration of Microsoft's newest collaboration solution. Features invaluable answers and solutions on a variety of SharePoint 2010 issues Includes quick-reference tables, lists, and step-by-step instructions on handling different SharePoint 2010 situations Serves as the perfect companion to any book on SharePoint Designed for busy IT professionals, this instant reference is the perfect go-to resource.

Manage and administrate your SharePoint Online site with ease KEY FEATURES - Explore next generation sites, libraries, lists for better collaboration. - Configure SharePoint features. - Permission management a modern approach to secure and share. - Design modify site with next-generation webparts. - Next generation approach to monitor and analyze reports. DESCRIPTION This book is a one-stop guide for everyone who wants to learn how to administer SharePoint online sites. This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next-generation SharePoint Site templates. You will learn how to select the right template for your business. You will get familiar with Site contents and all the upgraded features of lists and libraries. Furthermore, the book focuses on features such as Information Management Policy, Permissions, Content Approval Concept, Document ID Service, Managing metadata, and Server Publishing. You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online. You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site. Towards the end, you will organize and monitor site content and usage. WHAT WILL YOU LEARN - Configure features like Information Management Policy, Document ID, Content Organizer, Managed Metadata and Server Publishing etc. - Improved Permission Management for better/quick navigation and sharing. - Configure and Integrate external content types with site. - Designing, configuring modern web parts and site. - New approach of Monitoring and analyzing site's, reports. WHO THIS BOOK IS FOR This book is a must-read for everybody who uses SharePoint Online, users responsible for managing or administrating sites, users with roles like owner, designer, approver, contributor. TABLE OF CONTENTS 1. Introduction and Site Information 2. Library and List of Smart Management 3. Content Approval Concept 4. Configure Document ID Service 5. Document Sets Feature 6. Content Organizer Feature 7. Manage Permission 8. Managed Metadata Concept 9. SharePoint Server Publishing Infrastructure Feature 10. Application of Business Connectivity Services 11. Site Designing and Enhancement 12. Manage Site Usage

Market_Desc: Primary: IT administrators new to SharePoint 2010 or upgrading from SharePoint 2007. Secondary: Power users. Special Features: " EFFECTIVELY DELIVERS QUICK REFERENCE: Thumb tabs, secondary and tertiary table of

contents, and special heading treatments ensure quick and easy look up of practical solutions administrators need on the spot. " HUGE INSTALLED BASE: Over 100 million SharePoint licensees." STRONG AUTHOR PLATFORM: Written by authors who present regularly at industry shows and large audiences and a SharePoint MVP." HOT TOPIC: According to CIO Magazine (January 2010), collaboration technology is among the top 10 areas of interest for IT decision makers." PROMISING SIGNS FOR SHAREPOINT 2010 ADOPTION: According to a survey conducted by Metalogix, about 46% of current SharePoint users have plans to migrate to SharePoint 2010 in 2010. About The Book: SharePoint 2010 Administration Instant Reference is a quick-reference guide for day-to-day administration of Microsoft's newest collaboration solution. The book includes design features such as thumb tabs, secondary and tertiary tables of contents, and special heading treatments to provide quick and easy lookup, as well as quick-reference tables, lists, and step-by-step instruction to provide VMware administrators answers on the spot. This book is the perfect companion to any book on SharePoint, including Sybex's Mastering SharePoint titles.

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!

Simplify SharePoint with this comprehensive, understandable guide SharePoint is a Microsoft technology that enables project collaboration through a single portal. It can be complex, but not when approached the Dummies way! This guide offers eight self-contained minibooks that examine each aspect of SharePoint 2010. Whether you're an experienced administrator or developer or you're just getting your feet wet, you'll find it's easy to locate what you need and learn to install, configure, and manage a SharePoint portal. You can dig as deeply into SharePoint as you want or need to. SharePoint 2010 is the newest version of collaboration technology that allows you to aggregate SharePoint sites, information, and applications into a single portal Administrators, page producers, and developers will be able to get SharePoint installed, configured, and running with the advice in this guide Eight minibooks address the Microsoft Office SharePoint system, SharePoint services, collaboration, SharePoint Server, enterprise content management, managing users, architecting SharePoint, and SharePoint deployment Covers planning, installation, configuration, performance, troubleshooting, data structure, and more If you work with SharePoint, you'll find Microsoft SharePoint 2010 All-in-One For Dummies provides what you need to get starting and keep going with SharePoint 2010.

SharePoint Starts right here. 'Microsoft SharePoint' is a Web program program elaborated by Microsoft. First started in 2001, SharePoint has with reference to past events been related with Intranet, subject matter administration and file administration, however new adaptations have notably wider abilities. There has never been a SharePoint Guide like this. It contains 98 answers, much more than you can imagine; comprehensive answers and extensive details and references, with insights that have never before been offered in print. Get the information you need--fast! This all-embracing guide offers a thorough view of key knowledge and detailed insight. This Guide introduces what you want to know about SharePoint. A quick look inside of some of the subjects covered: SharePoint Designer - Features, SharePoint 2010 - Sites, Microsoft SharePoint - Compliance, standards and integration, Microsoft SharePoint 2010 - Web browser support, Microsoft SharePoint 2010 - Pages, Microsoft SharePoint Workspace, SharePoint 2010 - Compliance, standards and integration, Sharepoint - Applications, Microsoft Office SharePoint Portal Server - Office 365 - SharePoint Online, SharePoint Server - Intranet portals, Microsoft SharePoint 2010 - System requirements, FAST Search Server 2010 for SharePoint, SharePoint 2010 - Site collections, Microsoft SharePoint Designer - History, Microsoft SharePoint 2010 - Changes in SharePoint Foundation 2010, Windows SharePoint Services - Enterprise content and document management, FAST Search Server 2010 for SharePoint - Microsoft acquisition, SharePoint 2010 - SharePoint editions, SharePoint Server - System requirements, Microsoft SharePoint Server - Pages, Microsoft SharePoint 2010 - Service applications, SharePoint Foundation - The SharePoint Wheel, Microsoft Office SharePoint Portal Server - Internet sites, Microsoft SharePoint Server - Farms, SharePoint Foundation - Changes in SharePoint Foundation 2010, and much more...

Your practical guides to SharePoint 2010 planning, deployment, and administration Get your business collaboration platform up and running smoothly with this two-in-one administrator's toolkit. Plan and deploy your SharePoint 2010 implementation with the Administrator's Companion. Then, get the ready answers you need for day-to-day SharePoint administration with the Administrator's Pocket Consultant—ideal whether you're at your desk or in the field. The two books included in this kit are: Microsoft SharePoint 2010 Administrator's Companion This indispensable, single-volume reference details the features, components, and capabilities of SharePoint 2010. Gain the real-world insights, practical workarounds, and key troubleshooting tactics you need for on-the-job results. Plan server-farm topology and information architecture Walk through installation and upgrade procedures Configure and integrate Microsoft SQL Server® 2008 Build and manage web applications and site collections Design and administer site-search services Get scenario-based guidance for scaling out services Implement an Enterprise Content Management solution Administer information-

management policies Apply best practices for security, data protection, and disaster recovery Streamline administration with Windows PowerShell® Microsoft SharePoint 2010 Administrator's Pocket Consultant Portable and precise, this pocket-sized guide delivers the focused information you need for daily SharePoint 2010 administration. Zero in on core commands and techniques using quick-reference tables, instructions, and lists. Install or upgrade to SharePoint 2010 Configure core server-farm operations Build and manage Web applications and site collections Administer Enterprise Content Management Set up document and information management policies Configure and scale your site search services Test and implement security settings Use Windows PowerShell cmdlets Conduct backups and recovery

Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell, Microsoft's vastly flexible and versatile object oriented scripting language. PowerShell is the future of Microsoft administration, and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts. This book helps bridge the gap, introducing PowerShell fundamentals and operations in the context of deploying, migrating, managing, and monitoring SharePoint 2013. Author Nik Charlebois-Laprade begins by explaining the fundamental concepts behind the PowerShell language. Then, with copious real-world examples and scripts, he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform. For SharePoint administrators wanting to do more with the technology, or for SharePoint developers trying to build their skills on the administration side, Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey.

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.

With Practical SharePoint 2010 Branding and Customization, SharePoint branding expert Erik Swenson cuts through the fluff and discusses accessible, easy-to-understand consulting and processes to create aesthetically pleasing, highly usable branded and customized SharePoint websites, both internally and externally. Designed to be a quick reference, how-to guide that lets you dive straight into the task at hand, you'll find this book's attention to detail and pragmatism make it an attractive companion during your branding experience. SharePoint 2010 deployments are more common than ever, as is the desire to make the environment branded and attractive to both internal and external clients. However, since SharePoint is more than just a collection of web pages, customizing the look and feel and completing the process of branding the platform itself is complex and requires a knowledge of web development, web design techniques, and a familiarity with SharePoint administration—a curious niche, to be sure. And sometimes, you just need to make quick fixes, while at other times, building an entirely customized and branded environment is a multi-step process with lots of stakeholder buy-in and development time required. Whether you're interested in applying just a touch of style to a team site, or you're branding a public-facing Fortune 500 website based on SharePoint, Practical SharePoint 2010 Branding and Customization is the only book you'll need to quickly, easily, and efficiently brand and customize your environment. Bonus: Includes the SharePoint 2010 Branding Starter Kit! This kit has everything you need to jumpstart successful and compelling designs. The kit includes a layered Adobe Photoshop file of a SharePoint 2010 site, two pre-built visual design examples, and a Visual Studio solution you can use to deploy either of the designs included. This starter kit is specifically prepared to save you substantial time kicking off your SharePoint branding project and to minimize potential roadblocks. These branding tools would cost you as much as \$500 if purchased separately, but they're included with the purchase of this book at no additional charge! Get started today.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using

PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis: Creating a Power View Sheet, Adding a Visualization to Power View; New Functions; Other New or Changed Features; Features No Longer Available. Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in SharePoint 2010. Intended for users familiar with the desktop Microsoft Office suite. Suitable for BOTH Windows and Mac end users. Topics include: General: Creating a New Document, Opening Existing Documents, Saving and Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts.

Here's the bestselling guide on SharePoint 2010, updated to cover Office 365 SharePoint Portal Server is an essential part of the enterprise infrastructure for many businesses. The Office 365 version includes significantly enhanced cloud capabilities. This second edition of the bestselling guide to SharePoint covers getting a SharePoint site up and running, branded, populated with content, and more. It explains ongoing site management and offers plenty of advice for administrators who want to leverage SharePoint and Office 365 in various ways. Many businesses today rely on SharePoint Portal Server to aggregate SharePoint sites, information, and applications into a single portal. This updated edition covers the enhanced cloud capacities of Office 365 and Microsoft SharePoint Online. Shows how to use SharePoint to leverage data centers and collaborate with both internal and external customers, including partners and clients. Covers getting a site up and running, populating it with content, branding it, and managing the site long term. Administrators and small-business website managers will find *SharePoint 2010 For Dummies, 2nd Edition* gives them the information they need to make the most of this technology.

[Copyright: d4a73c2f82b73207c07fd57603e24f6b](#)