

Microsoft Sharepoint 2007 User Guide

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Microsoft SharePoint 2007 For Dummies Cheat Sheet. Microsoft SharePoint lets you share information across platforms and users and it helps to know what all the pieces of Sharepoint can do. You may want to look at SharePoint's administration model or its site hierarchy, as well.

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A few days ago I got SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform by Seth Bates and Tony Smith. This book is exactly what I was looking for. It teaches you how to do simple things like creating sites, lists and how to work with documents in document libraries.

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a. Microsoft Office SharePoint Server 2007 is an integrated suite that includes: 1. Comprehensive content management 2. Enterprise search 3. Workflow (business processes such as on-line and automated forms) a 4. Collaboration 5. Ability to turn information to knowledge (business intelligence) b. Why SharePoint? 1. SharePoint is a very flexible solution with a vast amount of capability. 2.

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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.

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.

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.

* 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.

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.

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.

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.

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.

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.

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.

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