

Flexible collaboration without programming

SharePoint 2010 Site Owner's Manual

Yvonne M. Harryman



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SharePoint 2010 Site Owner's Manual Yvonne M. Harryman, 2012-02-12 Summary SharePoint 2010 Site Owner's Manual teaches you what SharePoint 2010 is all about and how to get started using it. The book also includes step by step scenarios for implementing real world scenarios. You will learn how to build powerful sites leveraging SharePoint's out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer. About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites. With it you'll learn how to set up document sharing trackable workflows and many other business applications. You'll go step by step through real world scenarios like content management business intelligence sharing information on the web and search. Along the way you'll learn how to interact with other business tools like Access InfoPath and SharePoint Designer. This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint's out of the box functionality. No programming or system administration experience is required. Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning. Also available is all code from the book. What's Inside Go from user to power user. Build on out of the box features. Customize your SharePoint site. Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint. A deeper dive into SharePoint capabilities. Creating sites using site and list templates. PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site. Leveraging enterprise content management features. Publishing information to the web. Empowering users with business intelligence. Creating application sites with SharePoint Designer. Collecting and managing data by integrating with InfoPath Reporting and web applications using Access. Pulling it all together with search My Sites and cross site functionality **Exam 70-667**

Microsoft Office SharePoint 2010 Configuration Lab Manual Microsoft Official Academic Course, 2012-04-03 This book is for students preparing to become certified for the 70-630 Microsoft Office SharePoint Server 2007 Configuration exam. The Microsoft Official Academic Course (MOAC) lessons correlate and are mapped to the Microsoft Certified Technology Specialist (MCTS) 70-630 certification exam. This text covers facilitating collaboration understanding content management features implementation of business processes and supplying access to information essential to organizational goals and processes. Students master skills to utilize SharePoint sites that support specific content publishing content management records management and business intelligence needs. The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students. Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small. But learning the software is only half the battle. What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care. This book explains it all helping you go from project manager to project master. Get a project management primer

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