

Sharepoint Wiki User Guide

Do you need to learn how to use Microsoft Teams? Are you questioning how to drive user adoption, govern content, and manage access for your Teams deployment? Either way, Mastering Microsoft Teams is your one-stop-shop to learning everything you need to know to find success with Microsoft Teams. Microsoft's new chat-based collaboration software has many rich features that enable teams to be more efficient, and save valuable time and resources. However, as with all software, there is a learning curve and pitfalls that should be avoided. Begin by learning the core components and use cases for Teams. From there the authors guide you through ideas to create governance and adoption plans that make sense for your organization or customer. Wrap up with an understanding of features and services in progress, and a road map to the future of the product. What You'll Learn Implement, use, and manage Microsoft Teams Understand how Teams drives productivity and engagement by combining the functionality of Microsoft Groups, SharePoint, OneDrive, Outlook, and other services in one location Govern, explain, and use Teams in your organization Know the pitfalls to avoid that may create challenges in your usage of Teams Become familiar with the functionality and components of Teams via walkthroughs, including opportunities for automating business processes in Teams Who This Book Is For Anyone who wants to learn Microsoft Teams. To get the most out of the book, a basic understanding of Office 365 and a subscription, including a Microsoft Teams license, is useful.

Close the gap between introductory and advanced resources available on SharePoint 2016 with this guide and identify the core benefits of specific techniques in a real-world context, including best practice scenarios. You will find this book to be a comprehensive collection of tutorials and solutions for all of the most widely used techniques (e.g., intranet, Internet, formal metadata management, informal metadata management, document management, social media, project management). To overcome the high volume, velocity, and variety of data, content management systems usually focus on different sub-tasks, namely document management, web content management, digital asset management, and enterprise records management. As a leading enterprise CMS and all-around solution, SharePoint Server handles all of these sub-tasks using one system; however, the opportunities and limits of SharePoint are often unknown at the management level. Many managers who decide to use SharePoint do not know how SharePoint can concretely help to improve their business and day-to-day operations. They are often overwhelmed with its functionalities. In addition, daily users are often overwhelmed with the complexity and extensive features and possibilities of the system. Both SharePoint administrators and users need a clear explanation of when SharePoint can be used, where it can help, and how to use it. Manager's Guide to SharePoint Server 2016 is that solution. The book provides coverage of: SharePoint technology, including the core technologies of SharePoint and the MySite technology, as well as SharePoint administration levels Template technology, including the most widely used collaboration, enterprise, and publishing site templates Hands-on tutorials and solutions for users and administrators, including use cases in a real-world context Best practice scenarios of SharePoint governance, template usage, and additional tools to improve SharePoint What You'll Learn Discern how and where SharePoint can help improve a company's success Understand the core elements of SharePoint for customization and how to improve the site's functionalities Know how SharePoint can be used as a collaboration and management platform Discover what to do within SharePoint and how to more effectively manage SharePoint in daily business across teams Who This Book Is For Content managers, systems managers, and software engineering professionals. SharePoint managers, end users, and site administrators will also find this book useful.

Step-by-Step, Full-Color Graphics! Start using SharePoint 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful collaboration platform. Follow along and quickly learn how to use a SharePoint site, add pages and web parts, create and manage lists and libraries, and integrate with and collaborate using Microsoft Office applications. You'll also find out how to customize pages with SharePoint Designer, use SharePoint Workspace to work offline on SharePoint content, handle permissions and security, and much more. Get up to speed on SharePoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

The style and approach of the book is an easy-to-read SharePoint admin guide. This is not a step-by-step instruction book, but rather a guide on how to implement and execute a disaster recovery plan to your SharePoint environment. This book is great for both SharePoint and SQL administrators new to the SharePoint 2013 architecture, and who are looking to get a good grounding in how to use implement a solid disaster recovery plan. It's assumed that you have some experience in SharePoint and Windows Server and, as well be familiar with SQL. Prepare for the Project Management Institute's (PMI®) Agile Certified Practitioner (ACP®) exam. Augment your professional experience with the necessary knowledge of the skills, tools, and techniques that are required for passing the examination. This is a comprehensive and one-stop guide with 100% coverage of the exam topics detailed in the PMI-ACP® Exam content outline. Rehearse and test your knowledge and understanding of the subject using the practice quizzes after each chapter, three full-length mock exams, and practical tips and advice. You will be able to understand the Agile manifesto, its principles and many facets of Agile project management such as planning, prioritization, estimation, releases, retrospectives, risk management, and continuous improvement. The book covers Agile metrics and means of demonstrating progress. People management aspects such as behavioral traits, servant leadership, negotiation, conflict management, team building, and Agile coaching are explained. Whether you are a beginner or a seasoned practitioner, this book also serves as a practical reference for key concepts in Agile and Agile methodologies such as Scrum, XP, Lean, and Kanban. What you will learn: •The necessary knowledge of the skills, tools, and techniques that are required for passing the PMI-ACP examination •To understand the scope and objectives of the PMI-ACP exam, and gain confidence by taking practice quizzes provided in each chapter and three full-length mock exams •To gain exposure to Agile methodologies such as Scrum, XP, Lean, and Kanban plus various tools and techniques required to conduct Agile projects •The focus is to "Be Agile", rather than "Do Agile" Who this book is for: The audience for this book primarily includes IT professionals who wish to prepare for and pass the Agile Certified Professional (ACP) exam from the Project Management Institute (PMI). The book also is a practical reference book for Agile Practitioners. /div

Beginning SharePoint 2013 Development eBook and SharePoint-videos.com Bundle.

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.

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

The first and only Study Guide for the MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Windows SharePoint Services 3.0 is a free collaborative tool that allows you to share and organize documents, contacts, and calendars; create polls; moderate the content of lists and share libraries; and more. Exam 70-631 tests your knowledge of SharePoint Services 3.0 and this book sharpens your skills as you prepare to take Exam 70-631. Packed with chapter review questions, real-world scenarios, and hands-on exercises, this study guide also readies you for specific aspects of Exam 70-631, including: deploying Windows SharePoint Services 3.0, monitoring SharePoint Services, configuring security for SharePoint Services, administering SharePoint Services, managing customization, and configuring network infrastructure for SharePoint Services. First and only study guide to cover MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Examines deploying, monitoring, and administering SharePoint Services, which are specific topics featured in Exam 70-631 CD features two practice exams, electronic flashcards, interactive chapter review questions, and the book in a searchable PDF With this unique study guide, you'll be armed and ready as you prepare to take Exam 70-631. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. 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 using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

All you need to know about SharePoint Online and SharePoint Server SharePoint is an enterprise portal server living under the Microsoft Office umbrella. It can be used as a local installation (on-premises) or an online service. The SharePoint Online service comes bundled with Office 365. You can use SharePoint to aggregate sites, information, data, and applications into a single portal. SharePoint 2019 contains highly integrated features that allow you to work with it directly from other Office products such as Teams, Word, Excel, PowerPoint, and many others. SharePoint For Dummies provides a thorough update on how to make the most of all the new SharePoint and Office features—while still building on the great and well-reviewed content in the prior editions. The book shows those new to SharePoint or new to SharePoint 2019 how to get up and running so that you and your team can become productive with this powerful tool. Find high-level, need-to-know information for “techsumers”, administrators, and admins Learn how SharePoint Online can get you started in minutes without the hassle and frustration of building out your own servers Find everything you need to know about the latest release of SharePoint Online and SharePoint Server Get your hands on the best guide on the market for SharePoint!

This timely second edition of Power Plant Construction Management: A Survival Guide is revised and updated to include new technologies, evolving regulations, and the changing power generation mix between gas and coal plants. Hessler expands upon the first edition and provides a thorough plan for managing the financials of building a power plant. He covers the entire process from preplanning to contingency planning to the business of on-site construction management. The book includes checklists, guidelines, photos, and examples that serve as useful tools in the decision-making process. With a focus on finances, management skills, regulations, technology, and much more, this book is a must-read for anyone with a stake in the power plant construction process.

This book is a complete practical guide. It's full of useful tips and exercises to get users started in no time! It has no fluff, just practical exercises that will provide users the knowledge and know-how to implement SharePoint solutions easily and professionally. SharePoint has a steep learning curve. Without a book like this, it will probably take users months to learn SharePoint. This book will save users great deal of time because it contains ready-to-use solutions and expert advice from someone who is a subject matter expert. This book has everything that users need to equip themselves to work professionally on SharePoint projects. The author is a 7 times awardee of the Microsoft Most Valuable Professional (MVP) award. SharePoint is a huge product. Each component or feature deserves a separate book. Discussing all great features in detail in one book is not possible. Author has tried to include the necessary content that will help users get started straight away. For beginners, the main problem they face is to setup an environment for SharePoint deployment. This book shows how to prepare the environment and then install each piece of software one by one. The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine. The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators. Network administrators who want to learn SharePoint administration will gain lot of useful information from these chapters. Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013. These chapters discuss creating web-enabled InfoPath forms, securing sites with SSL, setting up Extranets, etc. These chapters are for the power users and advanced users. The book guides users in a step-by-step format and explains everything needed to install the software. This includes preparing the machine for the installation. Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise, he can refer to the screenshot to get a better understanding of the step he is stuck on. Clear and crisp screenshots make this book unique. Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots. This book is structured to build logically on the skills you learn as you progress through it. After the initial introduction and deployment chapters, the book moves into the more advanced part of the platform. Each chapter focuses on a new feature. If you are an advanced user, you can skip the initial chapters and go directly to the topic that you are interested in. Some of the topics discussed in the book are as following: SharePoint Deployments - Configure Active Directory, SQL Server, IIS Roles! SharePoint Cloud - Setup SharePoint in the cloud Office 365 Development – Create your first SharePoint app in the cloud SharePoint Modern Apps - Modern, state of the art applications using HTML5 and SharePoint 2013 Extranets Business Processes - Leverage Business Connectivity Services to build Line of Business applications Web Parts Development – Understand and learn to develop web parts Electronic Forms - Learn to program web-enabled electronic forms using InfoPath Public Websites - Design a branded public website using SharePoint Online/Office 365 SharePoint 2013

Search – Learn Search configuration, customization, Managed Metadata SharePoint 2013 Branding – Learn how to brand sites to look elegant, classy and professional

As the 8th most visited site on the Internet according to the Alexa Internet traffic ratings, and with more than 30 million new words a month of content added regularly, Wikipedia has become a symbol of the web's current incarnation the collaborative project that has developed around the world to compile the knowledge and expertise of everyone. Wikis are a great tool that allow any topic, anywhere, to be compiled and crosschecked by just about anyone to great effect whether it is simply to provide knowledge or to promote a business. A wiki is a tool unlike any other. In this book, you will learn everything you need to know to unlock the potential of the Wiki format. The top secrets, techniques, and strategies used by Wiki operators every day are showcased here in a way that makes it possible for the ordinary person to pick up a Web site and start writing right away, sharing or gathering knowledge for the entire world to read. You will learn in this book exactly why the wiki concept has been so successful but also how wikis do things wrong and how they can be done correctly. The fundamental basics of writing a wiki, including how to format your posts, what to write about, the correct means of writing impartial entries, and how to reference outside sources will be covered in full. You will learn how to edit an existing wiki entry and how to start using your wiki for other purposes. Learn the top 20 strategies for wiki marketing as well as the importance of volume in your wiki and why having a great deal of posts to index in search engines is nearly as important as the writing being high quality. The author has spent time talking and listening to more than a hundred of the Internet's top wiki experts, learning their tricks of the trade and how they have been so successful in presenting their information and have compiled and presented it here for you. You will learn how to start making money with your wiki, how to track changes and revisions, and how different kinds of wikis vary and work in different ways. You will learn how to start building your very own wiki from the ground up using free software and open source tools and why linking and SEO optimization is absolutely necessary to be effective. For anyone who has ever spent ten minutes on Wikipedia wondering how they could start building their very own information compendium, this book is for you a complete guide to everything wiki. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

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.

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.

Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013. Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management (ECM) solutions for an effective and end-to-end information design based on your organization's needs and business requirements. Inside, you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint, collaborating on transitory content, and capturing and controlling your records. You'll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution. You learn how to: Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements

Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect, administrator, consultant, or project manager, and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM.

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)

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.

Wikis as information sources, as a form of publishing, and as tools for collaboration, are discussed in this book. The applications of wikis in library and information services, education and business are explored, with examples. Provides an overview of wikis, in the context of the increasing use of 'social software' and the trend towards a more interactive World Wide Web. The different kinds of wikis are identified and described. The advantages and problems associated with using wikis in information work and collaboration are discussed. One of the problems is simply that of finding wikis that deal with a particular topic or activity, and this is addressed through a discussion of directories, search engines and other finding tools. Later chapters cover the options for creating wikis and the management of a wiki. The book concludes with lists of resources related to wikis. No other book currently available, addresses this highly topical subject Wikis are becoming important sources of information on the web yet they are little understood by librarians or the general public Although wikis can be useful sources of information, Internet users need to know how wikis operate if they are to be able to evaluate the information in a wiki

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!

Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team, *How to Do Everything: Microsoft SharePoint 2013* shows you how to get the most out of the latest release of this dynamic business collaboration platform. You'll learn to set up SharePoint sites and use document management, wikis, taxonomy, blogs, social features, and more to organize, manage, and share content. Real-world examples help you accomplish tasks quickly and easily. Basic information on SharePoint development and administration is also included in this practical guide. Work with sites, apps, lists, libraries, and items Upload documents, manage files with document libraries, and use document versioning and content approval features Collaborate via discussion boards, blogs, wikis, events, surveys, calendars, and newsfeeds Use social tagging, enable a folksonomy, and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites, personal sites, and websites Display data on pages using web and app parts Customize apps, lists, forms, and navigation Use SharePoint with client applications, including Microsoft Office, Outlook, InfoPath, SharePoint Designer, and third-party applications Learn the basics of SharePoint administration and development

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.

"We chose to implement SharePoint in our organization because of its awesome speed" is something you don't hear often, if at all. The truth is that SharePoint is an enterprise platform with numerous advantages and built-in features to make you and your organization more productive, but what if it's not correctly configured? Your users are going to painfully stare at the famous "working on it" page multiple times per day. As a SharePoint IT-Professional or SQL Server DBA you have the power to tweak multiple SharePoint and SQL Server settings to increase your SharePoint performance for assuring your users happiness when using SharePoint every day. This is an ultimate guidance on performance for SharePoint Server inspired both by Microsoft's best practices and real life experiences from countless deployments on the field. In this book, you'll learn the following: How to configure the foundation of your platform - Windows Server - for maximum performance How to optimize SQL Server for SharePoint Server and what tasks you should do to keep it performing What configuration mistakes can make your SharePoint Server acting very slow, and how you can fix them? How to optimize your user's performance in a SharePoint Online environment, part of Office 365, even if you don't have access to Microsoft's servers Stop frustrating your users with a slow SharePoint performance and configure SharePoint for maximum performance today!

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.

Learn the nuts and bolts of SharePoint 2010 the fun and easy way Microsoft SharePoint, the powerful collaboration tool, sometimes blurs the line between technical and non-technical users. Whether you're an administrator who needs to install and configure SharePoint or a non-techie who's been charged with managing content on a SharePoint portal, this book will make your job easier. You'll find the nuts-and-bolts information that enables you to install and configure a SharePoint portal, plus specific solutions for SharePoint issues and the knowledge you need to design, populate, and maintain portal areas. SharePoint is Microsoft's complex but powerful tool for enabling collaboration through a portal site Both technical and non-technical people may be called upon to work with SharePoint in some capacity; this guide addresses the needs of both Focuses on making a confusing topic clearer by walking you through real-world scenarios for getting a SharePoint portal up and running Provides essential information for administrators, solutions for specific problems, and a guide for those in non-technical positions who are responsible for sections of a SharePoint portal *Microsoft SharePoint 2010 For Dummies* breaks a complex topic into understandable pieces so you can succeed with SharePoint. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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.

A step-by-step guide to Microsoft Office SharePoint Server 2007 describes how to set up and configure SharePoint Server, ways to collect and store data, how to build lists and libraries, and how to create portals and Web pages.

For the past decade, e-mail has been the preferred method of internal communication in libraries. However, relying on email for organizational knowledge management seems a bit like storing birth certificates, car titles, and deeds in a pile of junk mail: the important documents are lost amongst other items of only minimal or fleeting importance. A successful intranet can provide a secure place for information exchange and storage; however, in order to be successful, a library intranet must be easy to use, have the functionality desired by its users, and be integrated into the daily workflows of all library staff. Accomplishing this can be challenging for web librarians. The book covers, among other topics, third-party hosting; the use of freely available blog and wiki software for internal staff communication; and developing library intranets in ColdFusion, Microsoft SharePoint, and the open source Drupal content management system (CMS). More importantly, the authors examine in detail the human factors, which, when not thoroughly addressed, are more often the cause for a failed intranet than the technology platform. This book was published as a special issue of the Journal of Web Librarianship.

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>

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

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