



Microsoft SharePoint 2010 End User Guide: Business Performance Enhancement

Taking the basics to the business with no-coding
solutions for SharePoint 2010

*A from-the-trenches tutorial filled with hints, tips, and real world
best practices for applying SharePoint 2010 to your business*

Foreword by Mark Miller, Founder and Editor, EndUserSharePoint.com

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**Emer McKenna, Kevin Laahs, Veli-Matti
Vanamo**



Microsoft Sharepoint 2010 End User Guide Business Performance Enhancement McCabe Michael:

Microsoft Sharepoint 2010 End User Guide Peter Ward, Michael McCabe, 2011 An essential hands on guide this book describes functionality ideas and terminology related to SharePoint and applies the knowledge to enhance your business This is not a heavy technical book for the professional IT department power user weighed down with technical jargon and techniques but a tutorial full of great advice and short cuts to SharePoint s functionality where the authors remember all the tough stuff so you don t have too While other books will tell you what SharePoint can do from a technical standpoint and may leave you wondering if the product is appropriate for your day to day needs this guide will provide you with the information and hands on tools so you can immediately apply solutions to your work environment If you are a SharePoint 2010 end user and you want to take back control of your workday and Inbox by applying your knowledge of SharePoint then this book is ideal for you By using SharePoint to complement your Office desktop tools this book will be a tremendous aid if you are an end user willing to invest a few hours of reading to become highly productive and efficient in working with information on a day to day basis You should be comfortable with the basic functionality of Outlook other Office applications and basic web page functions No prior knowledge of SharePoint is required

Microsoft SharePoint 2010 End User Guide Michael McCabe, Peter Ward, 2011 *Microsoft Sharepoint for Business Executives* Peter Ward, Pavlo Andrushkiw, 2012-01-01 100 Essential Questions and Answers about SharePoint 2010 for Executives considering deployment [Microsoft SharePoint 2010 Customizing My Site](#) Michael Doyle, 2011-09-28 Customize your implementation of My Site in Microsoft SharePoint 2010 and capture the enthusiasm for social networking in your organization With this concise practical guide SharePoint expert Michael Doyle shows you how to modify key My Site features to meet specific business needs You ll learn how to apply best practices tackle hard to solve problems and create a valuable sense of community for your employees It s the ideal quick reference for IT and business professionals alike Take charge of social networking opportunities with a custom My Site solution Set up My Site user profiles with Active Directory data Help users share ideas documents and personal information Create several My Site hosts to serve distinct audiences Establish unified profiles across multiple SharePoint farms Apply your company s look and feel with themes Determine a user content quota to avoid taxing your database Manage metadata to keep user tags consistent on each site Edit profile properties to personalize the Twitter widget

Microsoft SharePoint 2010 Unleashed Michael Noel, Colin Spence, 2010-10-08 Microsoft SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies organizations can bring together utilize and collaborate with information from virtually any source Microsoft SharePoint 2010 Unleashed is the most complete practical resource for all administrators managers architects users and power users who want to make the most of this powerful platform Drawing on their experience implementing SharePoint solutions in hundreds of organizations Michael Noel and Colin Spence cover all facets of succeeding with SharePoint planning deployment migration scalability administration security Microsoft Office integration

workflow and dashboard development and more Noel and Spence illuminate the newest SharePoint innovations from new social networking features to improved search helping you make the most of both SharePoint Foundation and SharePoint Server 2010 Using easy to understand step by step examples the authors help you streamline administration optimize performance control cost and implement high value solutions for collaboration document management and business intelligence Architect and implement SharePoint 2010 and migrate from legacy SharePoint servers Perform advanced installations that maximize scalability Monitor back up and restore SharePoint environments Maintain the SQL Server databases on which SharePoint 2010 relies Systematically improve edge transport and content security Deploy SharePoint in extranets and alternative authentication scenarios Create highly efficient virtualized SharePoint 2010 farms Customize and manage libraries and lists for your specific requirements Design and manage pages and sites for knowledge workers Effectively manage metadata and content types Integrate content using Office Web Apps and Excel Access and Visio Graphics Services Create both out of the box and customized SharePoint workflows Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010 Create BI solutions with PerformancePoint and Business Connectivity Services Govern your SharePoint ecosystem for maximum value Michael Noel MS MVP MCITP is an internationally recognized technology expert bestselling author and well known public speaker on a wide range of IT topics He is the author of 17 books including Exchange Server 2010 Unleashed Windows Server 2008 R2 Unleashed and Microsoft Forefront Unleashed His books have been translated into more than a dozen languages Colin Spence MCP MCTS SharePoint has worked with SharePoint technologies for nearly a decade helping hundreds of clients architect implement and manage customized SharePoint solutions He speaks publishes and blogs regularly on SharePoint technologies Noel and Spence are partners at Convergent Computing a leading Microsoft partner in the San Francisco Bay area and co authors of SharePoint 2007 Unleashed ON THE WEB Download all examples and source code presented in this book from informit.com title 9780672333255 Category Microsoft Office 2010 Covers Microsoft SharePoint 2010 User Level Intermediate Advanced

Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-05-12 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you 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 and 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 small to medium sized businesses can use to reach these goals *Office and SharePoint 2007 User's Guide* Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe 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 the experienced power user. 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. What you'll learn: In this book you will discover how to access, customize, share, and extend SharePoint document libraries in conjunction with Word, Excel, and other Office products. Different ways to working through Office while interacting with SharePoint like synchronizing your calendar and contacts, exporting databases, and modifying them with SharePoint's list view, and so on. The best ways of managing content across teams and your entire organization. What it really means to leverage all of SharePoint's capabilities by tying them directly into the Office applications you use every day. Who this book is for: Office and SharePoint 2007 User's Guide: Integrating SharePoint with Excel, Outlook, Access, and Word is a perfect reference for everyone who works at a company or organization that is using or planning to use either Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007 and who wants to make a difference by developing content collaboration and benefiting from the synergism working with several Microsoft products can provide.

Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-06-29

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.

Microsoft Sharepoint 2010 Power User Cookbook Adrian Colquhoun, 2011-10-01

This hands-on cookbook takes readers through many highly applicable intermediate and advanced SharePoint recipes, as well as offering three real world business scenarios to complement the knowledge already gained. The book specifically sets out to cover important SharePoint 2010 topics that are often avoided by other authors. If you are an advanced End User or Power User of SharePoint 2010 who wants to accomplish specific business tasks beyond the basics, then this cookbook is not to be missed. You should already be comfortable with SharePoint in order to get the most out of the recipes, which are applicable up to and including SharePoint Enterprise edition. You'll find this book useful not only as a learning tool but also as a reference guide as your SharePoint skills and experience increase.

SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 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 theproduct **Microsoft**

SharePoint 2010 Business Connectivity Services Brett Lonsdale,Penelope Coventry,Phill Duffy,2012-06-15 Put your organization s data to work with Business Connectivity Services in SharePoint 2010 and build valuable business solutions Led by a team of SharePoint experts you ll learn how to integrate data from several systems such as sales accounting and inventory and then search display combine and modify the information using code and no code SharePoint solutions This hands on guide is ideal for SharePoint project managers business analysts architects and administrators Create a central hub for your business data with SharePoint 2010 Access data from applications and databases using Business Connectivity Services Create external lists in SharePoint to display your business data Build dashboards to present charts and key performance indicators Use business information offline with Microsoft Office applications Create custom SharePoint applications to insert modify and delete business data Populate SharePoint user profiles with information from several sources Build Business Connectivity Service solutions in SharePoint Online *Business Intelligence in Microsoft SharePoint 2010* Norm Warren,Mariano Neto,John Campbell,Stacia Misner,2011-04-15 Dive into the business intelligence BI features in SharePoint 2010 and use the right combination of tools to deliver compelling solutions This practical guide helps you explore several BI application services available in SharePoint 2010 and Microsoft SQL Server 2008 R2 You ll learn each technology

with step by step instructions and determine which ones work best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Choose the BI tools that meet your needs and learn how they work together Examine the BI lifecycle from determining key performance indicators to building dashboards Take Microsoft Excel further gain more control and functionality with web based Excel Services Mash up data from multiple sources using PowerPivot for Excel 2010 Create data visualizations with objects context and metrics using Microsoft Visio Services Build dashboards scorecards and other monitoring and analysis tools with PerformancePoint Services Use SharePoint to view BI reports side by side no matter which tools were used to produced them Your companion web content includes Interactive exercises that help you try out concepts or techniques Code samples that enable you to work with the exercises

SharePoint Server 2010 Enterprise Content Management Todd Kitta,Brett Grego,Chris Caplinger,Russ Houberg,2011-08-24 SharePoint experts focus on SharePoint 2010 as a platform for Enterprise Content Management SharePoint allows all users in an organization to manage and share their content reliably and securely If you re interested in building Web sites using the new capabilities of enterprise content management ECM in SharePoint 2010 then this book is for you You ll discover how SharePoint 2010 spans rich document management records management business process management and web content management in a seamless way to manage and share content The team of SharePoint experts discusses the ECM capabilities included in SharePoint Server 2010 that will assist with your workflow and content management They cover Web content management WCM features and discuss accessibility and extensibility as well as scale and compliance Shows how to use the capabilities of enterprise content management ECM to build Web sites Covers SharePoint 2010 ECM features and WCM Web Content Management features Reviews workflow and content management mater pages and layouts scale and compliance and accessibility and extensibility Features real world examples and code samples to help with your learning process Packed with code examples and real world scenarios this comprehensive book provides you with the information you need to get started using ECM with SharePoint 2010 today

SharePoint 2010 All-in-One For Dummies Emer McKenna,Kevin Laahs,Veli-Matti Vanamo,2010-10-15 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 **Microsoft SharePoint Server 2010 Bible** Steven Mann,2010-09-17 A must have resource on the new features of Microsoft s enhanced SharePoint Server 2010 With SharePoint Server an organization s information can be organized and combined in a central Web based application Featuring in depth coverage on all of SharePoint Server 2010 s new features this authoritative resource provides you with solid timesaving techniques fast solutions and expert advice on connecting employees and managing data easily and efficiently You ll explore ways SharePoint Server 2010 enhances corporate intranets and portals proposal management portals project management portals team and customer collaboration sites document management systems and enterprise application integration portals Examines the newest updates and enhancements to the latest version of Microsoft SharePoint Server Shares timesaving techniques sophisticated solutions and expert advice on how to manage data easily and efficiently with SharePoint Server 2010 Reviews ways to enhance portals collaboration sites and management systems Featuring expert advice for content managers project managers administrators and small business owners or managers who use SharePoint Server Microsoft SharePoint Server 2010 Bible is a must read

Microsoft SharePoint Foundation 2010 Inside Out Errin O'Connor,Johnathan Lightfoot,Penelope Coventry,Thomas Resing,2011-10-07 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 *Microsoft SharePoint 2010 Business Intelligence Unleashed* Steven Mann,Chuck Rivel,Ray Barley,Jim Pletscher,Aneel Ismaili,2011-05-01 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

Real World SharePoint 2010 Reza Alirezai, Darrin Bishop, Todd Bleeker, Robert Bogue, Karine Bosch, Claudio Brotto, Adam Buenz, Andrew Connell, Randy Drisgill, Gary Lapointe, Jason Medero, Ágnes Molnár, Chris O'Brien, Todd Klindt, Joris Poelmans, Asif Rehmani, John Ross, Nick Swan, Mike Walsh, Randy Williams, Shane Young, Igor Macori, 2010-11-02 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

SharePoint 2010 For Dummies Vanessa L. Williams, 2012-06-13 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 **Professional Workflow in SharePoint 2010** Paul J. Galvin,Udayakumar Ethirajulu,Chris Beckett,Peter Ward,Mark Miller,2011-11-08 SharePoint MVPs offer practical WF4 guidance for SharePoint 2010 developers With the new Workflow Foundation 4 WF4 toolkit in SharePoint 2010 companies have new ways to build custom solutions for common or frequent business processes This unique book is packed with instructions and tips that show you how You ll use WF4 to create and implement office practical apps such as expense report approvals RFPs sale pipeline management and more The book also covers how to design custom activities with SharePoint Designer 2010 Explains how to build business solutions using the Workflow Foundation 4 toolkit in SharePoint 2010 Shows even non IT readers how to create and implement processes such as sales pipeline management creating and managing RFPs setting up a conference room scheduling solution across a multi national company and more Explores the basics vital to all process design system analysis researching requirements and basic design considerations Includes a SharePoint 2007 template for Training and Scheduling the book walks you through how to upgrade that to 2010 and extend it with new features Create the processes your business needs with SharePoint 2010 s new Workflow 4 and this practical guide *Professional SharePoint 2010 Development* Thomas Rizzo,Reza Alirezai,Jeff Fried,Paul Swider,Scot Hillier,Kenneth Schaefer,2012-03-06 Updated guidance on how to take advantage of the newest features of SharePoint programmability More than simply a portal SharePoint is Microsoft s popular content management solution for building intranets and websites 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 a team of SharePoint experts this new edition 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 Keeps you thoroughly up to date on all the most recent changes to SharePoint 2010 Reveals broad and deep coverage of social media features content management applications enterprise search business connectivity services user experience development and custom workflow Examines SharePoint Server 2010 vs SharePoint Foundation Server Highlights ways you can take advantage of improvements to offline and mobile client capabilities improvements to SQL Server table support Cloud based offerings with Azure integration social networking additions and more Professional SharePoint 2010 Development Second Edition presents you with authoritative coverage on

all aspects of development for the SharePoint platform

The Enigmatic Realm of **Microsoft Sharepoint 2010 End User Guide Business Performance Enhancement Mccabe Michael**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Microsoft Sharepoint 2010 End User Guide Business Performance Enhancement Mccabe Michael** a literary masterpiece penned by a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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