

1. Record Nr.	UNINA9910456897503321
Titolo	Microsoft SharePoint 2010 end user guide [[electronic resource]] : 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 // Michael McCabe, Peter Ward ; [foreword by Mark Miller]
Pubbl/distr/stampa	Birmingham, U.K., : Packt Enterprise, 2011
ISBN	1-283-01295-2 9786613012951 1-84968-067-1
Descrizione fisica	1 online resource (424 p.)
Altri autori (Persone)	McCabeMichael WardPeter MillerMark
Disciplina	004.682
Soggetti	Intranets (Computer networks) Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Copyright; Credits; Foreword; About the Authors; About the Reviewers; www.PacktPub.com; Table of Contents; Preface; Chapter 1: Where Should end users Start with SharePoint?; The typical end user; ""I'm fine, leave me alone""; ""That's great, it'll help me""; ""This is amazing""; ""Show me and tell me more""; Webinizing information; Key takeaways; Technical considerations for an end user; SharePoint 2010; SharePoint Foundation 2010; Workflow; Search; Personalization; SharePoint Server 2010 Standard Edition; Standard; Enterprise; Integration with other technologies; External access GovernanceSummary; Chapter 2: SharePoint Essentials; SharePoint's core components; Site hierarchy; User interface; The Ribbon; Site navigation; Breadcrumb menus; Creating content; Your profile; Search Functionality; Key search features; Thesaurus support to queries; People and expertise search; Refinement and Exact Count Sorting;

Phonetics and Nickname expansion; Recently authored content; Summary; Chapter 3: SharePoint Team Sites; Site overview; Sites; Site collection; Libraries and Lists; Library Ribbons; Lists; List Ribbons; Creating Sites; Site Security for your team Hierarchy and InheritanceManaging users and groups; Creating and managing navigation; Themes; Navigation; Super Tool Tips; Summary; Chapter 4: List Management; The basics; Creating Lists; List templates; Out of the Box List templates; Managing lists; Creating views; Standard view; Calendar view; Access view; Datasheet view; Gantt view; Existing views; Modifying views; How to add, view, edit, and manage content to a list; The Ribbon method; List method; Managing content; Alerts; E-mail a Link; Managing Permissions; RSS feeds; Datasheet View; Adding columns; Sync to SharePoint Workspace List WorkflowsVisio, Access, Project; Export to Excel; View navigation; Front loading; Advanced list features; Form Web Parts; List Setting; Permissions and management; Summary; Chapter 5: Library Management; The basics; Creating Libraries; Library templates; Document library; Form library; Picture library; Wiki page library; Report library; Data connection library; Slide library; Asset library; Managing libraries; Adding, viewing, editing, and managing Library content; Document libraries; Adding documents; Editing documents; Managing content; Send To; Document Workspaces; Picture libraries Managing picturesWiki libraries; Adding pages; Editing pages; Managing pages; Report libraries; Adding a content type; Editing content types; Managing content types; Data Connection Libraries; Adding a connection to an Excel file; To use a data connection in Excel file; Slide Libraries; Adding slides; Editing slides; Managing slides and presentations; Asset libraries; Adding files; Editing files; Managing files; Libraries best practices; Advanced library features; Document IDs; Content types; Document sets; Summary; Chapter 6: Workflow Fundamentals; Workflow basics; Participants; Input data Tasks

Sommario/riassunto

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