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Nota di contenuto	BEGINNING SharePoint® 2010; CONTENTS; INTRODUCTION; CHAPTER 1: GETTING STARTED WITH MICROSOFT SHAREPOINT SERVER 2010; Introducing SharePoint; What Is Portal Technology?; Why Does an Organization Invest in Portal Technology?; What Is SharePoint 2010?; Comparing SharePoint Foundation and SharePoint Server; SharePoint Foundation Primary Benefits; SharePoint Server Primary Benefits; SharePoint Components Overview; The Ribbon; SharePoint Lists; SharePoint Libraries; Web Parts; Workflow; Content Types; Sites, Workspaces, and Site Collections; Enterprise Features; Summary CHAPTER 2: WORKING WITH SHAREPOINT LISTSUnderstanding List Elements; Discovering SharePoint List Column Types; Understanding the Standard List Templates; Understanding the Contacts List; Understanding the Announcements List; Understanding the Tasks List; Understanding the Project Tasks List; Understanding the Issues List; Understanding the Calendar List; Understanding the Links List; Understanding Discussion Lists; Exploring Survey Lists; Understanding the Status List; Understanding the External List; Working with Lists; Working with List Content; Summary; CHAPTER 3: WORKING WITH

LIBRARIES
Understanding Libraries and DocumentsCreating and Managing Documents in a Library; Updating and Sharing Documents; Review Document Version History; Understanding SharePoint Library Templates; Document Libraries; Form Libraries; Wiki Page Libraries; Picture Libraries; Data Connection Libraries; Slide Libraries; Summary; CHAPTER 4: MANAGING AND CUSTOMIZING LISTS AND LIBRARIES; Creating an Environment That Reflects Your Business; Best Practices for Building a Dynamic System for Managing Content; Ensure Your Changes Add Value; Follow Similar Processes and Practices
Provide Guides and DescriptionsWorking with Columns; Exploring List Column Types; Single Line of Text; Multiple Lines of Text; Choice; Number; Currency; Date and Time; Lookup; Yes/No; Person or Group; Hyperlink or Picture; Calculated (Calculation Based on other Columns); External Data; Managed Metadata; What Are Site Columns?; When to Use a List-Centric Column versus a Site Column; Creating and Customizing Views; Working with the Standard View; Setting Up a Gantt, Calendar, or Datasheet View; Working with Access Views; Working with Custom Lists and Libraries; Custom List Basics
Managing Version ControlManaging Document Templates; Summary; CHAPTER 5: WORKING WITH WORKFLOW; Understanding Workflow; Initiating Workflows; Initiation Forms; Steps; Conditions and Actions; Workflow Associations; Working with Workflow Templates; Approval Workflow; Approval Workflow Tasks; Disposition Approval Workflow; Collect Feedback Workflow; Three-State Workflow; Collect Signatures Workflow; Web Analytics Workflows; Web Analytics Alerts; Web Analytics Reports; Creating Custom Workflow Solutions; Getting around the List of Workflows; New; Edit; Manage; Getting around the Workflow Settings
Save

Sommario/riassunto

Two SharePoint MVPs provide the ultimate introduction to SharePoint 2010 Beginning SharePoint 2010: Building Team Solutions with SharePoint provides information workers and site managers with extensive knowledge and expert advice, empowering them to become SharePoint champions within their organizations.Provides expansive coverage of SharePoint topics, as well as specialty areas such as forms, excel services, records management, and web content managementDetails realistic usage scenarios, and includes practice examples that highlight best practices for configuration