

THE EXPERT'S VOICE® IN SHAREPOINT

# SharePoint 2010 User's Guide

Learning Microsoft's Business  
Collaboration Platform


*Master the capabilities and features  
of Microsoft SharePoint 2010*

Seth Bates and Tony Smith

apress®

# Microsoft Sharepoint 2010 User Guide

**Reza Alirezai, Brian Wilson, Arpan  
Shah, Bill Baer, Martin Kearn**



## **Microsoft Sharepoint 2010 User Guide:**

**SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-05-21 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 *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 the product

### **Installing and Configuring SharePoint 2010 User Guide**

Saifullah Shafiq, 2012-12-18 First edition of this book was published in 2009 and VMware was used to demonstrate the installation and configuration of SharePoint 2010 VMware can still be used but Virtual Box has gained a lot of popularity over the last 2 years Virtual Box is owned by Oracle and is free It is easy to use and configure Most of what is written in this updated edition works for both VMware and Virtual box I have added new content where necessary The content has been modified to work with new downloads New links have been provided throughout the book where needed This step by step guide shows how to install SharePoint 2010 Each step shows a screenshot that makes understanding the step easier Host computer used during the preparation of this guide was a Windows 7 64 bit machine Guest machine used was Virtual Box 4.1.6 r74713 with Windows Server 2008 R2 64 bit The book lists hardware and software requirements It has up to date links to download necessary software Guide gives you tips on what to avoid during the installation This is the most comprehensive compilation of SharePoint 2010 installation steps This book provides users accurate links to download software Anyone can install SharePoint but installing it the right way first time is different Only a few manage to do that You don't have to waste time experimenting yourself Learn from the mistakes others made when learning the installation Save time time is money

### **Office and SharePoint 2010 User's Guide** Michael Antonovich, 2010-08-06 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

### **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 *SharePoint 2016 User's Guide* Tony Smith,2016-11-22 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 **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 Web Applications The Complete Reference Charlie Holland,2010-09-22 Build Data Driven Web Applications with SharePoint 2010 Leverage the revolutionary development capabilities in SharePoint 2010 to build web based business applications Microsoft SharePoint 2010 Web Applications The Complete Reference gets you up and running on the platform and explains how to integrate application services such as content management business intelligence offline synchronization and workflow into your applications After reviewing the fundamentals of SharePoint 2010 this comprehensive resource covers the presentation application services and data access layers and discusses the key tools and techniques that are most appropriate for delivering functionality within each layer Packaging deployment and configuration are also covered in this hands on guide Real world examples illustrate specific features and the code samples contained throughout the book can be used in your own applications     **Microsoft SharePoint 2010 End User Guide** Michael McCabe,Peter Ward,2011     Beginning SharePoint 2010 Administration Göran Husman,Christian Ståhl,2010-08-03 Written by a four time SharePoint MVP this book examines the differences between SharePoint Foundation SPF and SharePoint Server SPS Appropriate for consultants and IT professionals who need to understand how to plan implement and configure SharePoint administrators and the support team that must know how to manage SharePoint IT managers and project leaders it assumes no previous knowledge of SharePoint The version adds full integration support for Microsoft Office 2010 and Visio 2010 Microsoft s new FAST search and mobile and Groove client support     *EBOOK: Using Information Technology Complete Edition* Brian Williams,2012-03-16 *EBOOK Using Information Technology Complete Edition*     **SharePoint 2013 User's Guide** Anthony Smith,2013-07-27 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

**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 SharePoint 2010 QuickSteps** Marty Matthews,Nancy Buchanan,2010-07-28 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

*How to Do Everything Microsoft SharePoint 2010* Stephen Cawood,2010-09-05 Master Microsoft SharePoint 2010 In *How to Do Everything Microsoft SharePoint 2010* Stephen Cawood a former member of the SharePoint development team explains how to get the most out of this powerful business collaboration platform Learn how to use document management functions wikis taxonomy blogs My Sites web parts and more Take full advantage of the content management enterprise search collaboration and information sharing capabilities of SharePoint 2010 with help from this practical guide Set up a SharePoint site Add documents use the SharePoint content approval workflow and work with document versioning

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out of the box functionality so that you can build more complex solutions to these challenges You ll discover intricate details and specific full scale solutions that you can then implement to your own SharePoint 2010 solutions Tackles a variety of SharePoint 2010 problems ranging from simple to complex and offers sound solutions Details the SharePoint object model reviews site provisioning solutions and explores scalable applications Looks at UI design and branding visual web parts and PowerShell Discusses custom global navigation field types content types and list templates SharePoint 2010 Field Guide provides you with the right direction for building solutions to SharePoint 2010 problems **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 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

**Beginning SharePoint 2010 Administration** Göran Husman,Christian Ståhl,2010-06-08 Complete coverage on the latest advances in SharePoint 2010 administration SharePoint 2010 comprises an abundance of new features and this book shows you how to take advantage of all SharePoint 2010 s many improvements Written by a four time SharePoint MVP Beginning SharePoint 2010 Administration begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation SPF and SharePoint Server SPS This book is written for several audiences One audience is consultants and IT professionals who need to understand how to plan implement and configure SharePoint Another audience is administrators and the support team that must know how to manage SharePoint both the more advanced administration of service applications and site collections as well as managing sites and workspaces A third audience is the reader who wants to understand how SharePoint works and what to expect from it this is typically IT managers and project leaders This book assumes no previous knowledge of SharePoint but if you do have experience with SharePoint you will learn how SharePoint 2010 differs from previous releases If you intend to read and try all the exercises in this book you will need some basic understanding of network applications such as Windows Servers Microsoft SQL Server Active Directory DNS and IIS as well as experience with Microsoft Office If you don t intend to install SharePoint yourself then it is not necessary to have that network understanding What This Book Covers This book consists of 10 chapters and 4 appendixes If you want to learn how to install and configure SharePoint Foundation you should start reading Appendixes A and B If you will install SharePoint Server 2010 you should still quickly read Appendixes A and B since they cover the basic functionality also valid for SharePoint Server then you should continue reading carefully Appendixes C and D All these

appendixes are very technical and detailed but you need to understand all this in order to install a SharePoint 2010 environment that follows Microsoft's Best Practice to match the requirements of your organization. If you don't plan to install SharePoint yourself then you can start reading Chapter 1 and all the other chapters. If some of them are less interesting to you, you should still read them quickly to get an understanding of what they cover. Later you might need that information and then it will be valuable to know where to find it. The main part of this book is divided into 10 chapters. Some of these chapters focus more on SharePoint Foundation (SPF) some on SharePoint Server (SPS).

**Chapter 1 Introduction to Microsoft SharePoint 2010** This chapter gives you an overview of SharePoint and most of its important features. If you want to understand what SharePoint 2010 can do for you then read this chapter.

**Chapter 2 Building SPF Sites** This chapter focuses on the fundamental features of SharePoint 2010 if you plan to build an SPF based solution read this. If you plan to build an SPS solution this chapter covers the basic functionality you also need to know.

**Chapter 3 Office Integration** This chapter describes how SharePoint 2010 integrates with MS Office. If you are interested in document management features in SharePoint then you should read this chapter.

**Chapter 4 Content Management in SharePoint 2010** This chapter focuses on managing content especially web content management using wiki pages but also social computing features integration with offline solutions like MS Outlook and SharePoint Workspace and managing multilanguage sites.

**Chapter 5 Managing My Sites** This chapter focuses on features only available in SPS not SPF. It describes how to manage and take advantage of the user's personal My Site both for personal use and for collaboration and information sharing.

**Chapter 6 SharePoint Administration** This chapter is a deep dive into many important features in SharePoint such as permissions templates search and indexing and how to manage SharePoint 2010 with PowerShell and STSADM. Readers only interested in SPF should read the parts that covers SPF features while the SPS administrator and IT pro should read the complete chapter.

**Chapter 7 Building Intranets and Internet Portals** This chapter focuses on features related to intranets and public facing Internet sites. It explains what features will be of interest and how to use them. You will get a number of tips in this chapter such as how to display Twitter content on a SharePoint site.

**Chapter 8 Customizing SharePoint 2010** This chapter explains how to customize both SPF and SPS sites. You will learn how to use SharePoint Designer 2010 as well as how to customize web parts including Silverlight based media web parts.

**Chapter 9 Using SharePoint Designer 2010** This chapter focuses on what you can do with the free tool SharePoint Designer 2010. If you need to know how to configure and design web pages in SharePoint this chapter is for you.

**Chapter 10 Backup and Restore** This chapter describes how to backup and then restore documents lists sites site collections and complete SharePoint farms using SharePoint Central Administration PowerShell and STSADM. If you are a SharePoint administrator you should read this chapter.

**Appendix A Installing SharePoint Foundation 2010** This appendix describes how to plan and implement SharePoint Foundation 2010. It also covers how to upgrade from WSS 3.0.

**Appendix B Configuring SharePoint Foundation 2010** This appendix describes how to configure and manage a newly installed SPF environment. It

covers many important and general concepts in SharePoint that are also valid for SPS so both SPF and SPS administrators and IT professionals should read this appendix

Appendix C Installing SharePoint Server 2010 This appendix describes how to plan and implement SharePoint Server 2010 including how to upgrade and migrate from MOSS 2007

Appendix D Configuring SharePoint Server 2010 This appendix describes how to configure and manage a newly created SPS 2010 environment

Before you read this appendix you should read Appendix B

Uncover the mysteries within Explore with is enigmatic creation, **Microsoft Sharepoint 2010 User Guide** . This downloadable ebook, shrouded in suspense, is available in a PDF format ( Download in PDF: \*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

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