

Office And Sharepoint 2010 User's Guide

[DOWNLOAD HERE](#)

1; Title Page; 1 2; Copyright Page; 2 3; Contents at a Glance; 4 4; Table of Contents; 5 5; About the Author; 16 6; About the Technical Reviewer; 17 7; Acknowledgments; 18 8; Introduction; 19 8.1; Who This Book Is For; 21 8.2; Contacting the Author; 21 9; CHAPTER 1 An Overview of SharePoint; 22 9.1; Site Collections, Sites, and Sub-sites; 23 9.2; Site Collections Templates; 26 9.2.1; Collaboration Templates; 26 9.2.1.1; Team Site; 27 9.2.1.2; Blank Site; 29 9.2.1.3; Document Workspace; 29 9.2.1.4; Blog; 29 9.2.1.5; Group Work Site; 30 9.2.1.6; Visio Process Repository; 30 9.2.2; Meeting Templates; 30 9.2.2.1; Basic Meeting Workspace; 31 9.2.2.2; Blank Meeting Workspace; 31 9.2.2.3; Decision Meeting Workspace; 31 9.2.2.4; Social Meeting Workspace; 31 9.2.2.5; Multipage Meeting Workspace; 31 9.2.3; Enterprise Site Types; 31 9.2.3.1; Document Center; 32 9.2.3.2; Records Center; 32 9.2.3.3; Business Intelligence Center; 32 9.2.3.4; Enterprise Search Center; 33 9.2.3.5; My Site Host; 33 9.2.3.6; Basic Search Center; 33 9.2.3.7; FAST Search Center; 33 9.2.4; Publishing Sites (only available from Central Administration); 33 9.2.4.1; Publishing Portal; 34 9.2.4.2; Enterprise Wiki; 34 9.3; Other Site Templates; 35 9.3.1; Applications Site Types; 37 9.3.1.1; Assets Web Database; 37 9.3.1.2; Charitable Contributions; 37 9.3.1.3; Contacts Web Database; 37 9.3.1.4; Issues Web Database; 37 9.3.1.5; Projects Web Database; 37 9.3.2; Additional Site Templates; 38 9.3.2.1; Personalization Site; 38 9.3.2.2; Publishing Site; 38 9.3.2.3; Publishing Site with Workflow; 38 9.3.3; Lists and Library Types; 38 9.3.3.1; Asset Library; 39 9.3.3.2; Data Connection Library; 39 9.3.3.3; Document Library; 39 9.3.3.4; Form Library; 40 9.3.3.5; Picture Library; 40 9.3.3.6; Report Library (SharePoint 2010 Enterprise Edition only); 40 9.3.3.7; Record Library; 40 9.3.3.8; Slide Library; 40 9.3.3.9; Translation Management Library (SharePoint 2010 Enterprise Edition only); 40 9.3.3.10; Wiki Page Library; 41 9.3.4; Permissions and Groups; 41 9.4; Adding a Document Library; 51 9.5; Knowing Your Document Templates ; 55 9.6; Adding a Document to Your New Library; 56 9.6.1; Uploading a Document; 61 9.6.1.1; Displaying Documents in the Datasheet View; 66 9.6.1.2; Displaying Documents in Windows Explorer; 68 9.6.2; Editing Documents Stored in Your Library; 69 9.6.2.1; Editing a Word Document from Standard View; 69 9.6.2.2; Editing a Document from Datasheet View; 70 9.6.2.3; Simple Locking of Documents; 71 9.6.3; What Is a Concurrency Problem?; 73 9.6.4; Why Use Check Out and Check In?; 73

9.6.4.1;How to Check Out a Document;73 9.6.4.2;Checking Documents Back Into the Library;76
9.6.4.3;Overriding a Check Out;78 9.6.5;Tracking Document Versions;79 9.6.6;Promoting a Prior Version
to the Current Version;81 9.6.7;Publishing Documents to Your Document Library;82 9.6.8;Require
Document Approval to Hide Drafts A Simple Workflow;86 9.6.9;Recovering Accidental Deletions with the
Recycle Bin;88 9.7;Summary;89 10;CHAPTER 2 SharePoint Lists;90 10.1;Everything Is a List;90
10.2;Exploring SharePoint s Built-in List Types;91 10.2.1;Content & Data Lists;91
10.2.1.1;Announcements List;92 10.2.1.2;Adding Items to Your New List;95 10.2.1.3;Contacts List;96
10.2.1.4;External List;102 10.2.1.5;Import Spreadsheet;103 10.2.1.6;Links List;103 10.2.1.7;Status
List;104 10.2.1.8;Survey List;104 10.2.2;Collaboration Lists;111 10.2.2.1;Discussion Board List;111
10.2.3;Searching Category;113 10.2.3.1;Calendar List;113 10.2.4;Tracking Lists;116 10.2.4.1;Tasks
List;116 10.2.4.2;Project Tasks List;117 10.2.4.3;Issue Tracking List;118 10.2.5;Other Lists;119
10.3;Editing Data into Your List;121 10.4;Working with List Views;125 10.5;Building a Custom List;128
10.6;Modifying the Column Types in Your List;134 10.7;Using Alerts to Notify You of List Changes;142
10.8;Creating RSS Feeds for Your List;146 10.9;Defining Views for Your List;151 10.10;Sorting and
Filtering Lists;156 10.11;Inline Editing;158 10.12;Validation Settings;159 10.12.1;I EAN/ISBN :
9781430227618 Publisher(s): Springer, Berlin, Apress Discussed keywords: SharePoint Server 2010
Format: ePub/PDF Author(s): Antonovich, Michael P.

[DOWNLOAD HERE](#)

Similar manuals:

[MCTS: Microsoft Office SharePoint Server 2007 Configuration Study Guide](#)

[SharePoint Server 2010 Enterprise Content Management](#)

[SharePoint Server 2010 Administration 24 Hour Trainer](#)

[Microsoft SharePoint Server 2010 Bible](#)