

## Where To Download Sharepoint 2010 Quick Reference Guide

# *Sharepoint 2010 Quick Reference Guide*

Laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference, showing Office 2007 commands and their Office 2010 equivalents. The following topics are covered: Office: Customizing the Ribbon, Backstage View (The File Menu), Protected View, Recovering Unsaved Versions, Pasting with Live Preview, Inserting a Screenshot, Saving to Sharepoint or Windows Live SkyDrive, Work Anywhere (Office Web Apps), Co-

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authoring (Word/PowerPoint),  
Removing a Picture's Background,  
Cropping a Picture, Other New or  
Changed Picture Features, Other New  
or Changed Features, Features No  
Longer Available. Word: Navigating  
and Reorganizing Using Headings,  
Searching Using the Navigation Pane,  
Other New or Changed Features,  
Features No Longer Available. Excel:  
Renamed Functions, Filtering Pivot  
Tables and Charts with Slicers,  
Inserting a Chart in a Cell (Sparklines),  
Filter Improvements, Conditional  
Formatting Changes, Other New or  
Changed Features. PowerPoint:  
Organizing Slides with Sections, Using  
the Animation Painter, Video  
Improvements, Linking to a Web  
Video, Syncing Animation/Text

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Overlays with Audio/Video, Creating a Video File, Broadcasting Using the Internet, Merging/Comparing Presentations, Other New or Changed Features, Features No Longer Available. Also included is a command reference showing the Office 2007 command and the 2010 equivalent. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in SharePoint 2010. Intended for users familiar with the desktop Microsoft Office suite. Suitable for BOTH Windows and Mac end users. Topics

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include: General: Creating a New Document, Opening Existing Documents, Saving and Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts.

Market\_Desc: Primary: IT administrators new to SharePoint 2010 or upgrading from SharePoint 2007.

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**Secondary:** Power users. **Special Features:** " EFFECTIVELY DELIVERS QUICK REFERENCE: Thumb tabs, secondary and tertiary table of contents, and special heading treatments ensure quick and easy look up of practical solutions administrators need on the spot. " **HUGE INSTALLED BASE:** Over 100 million SharePoint licensees." **STRONG AUTHOR PLATFORM:** Written by authors who present regularly at industry shows and large audiences and a SharePoint MVP." **HOT TOPIC:** According to CIO Magazine (January 2010), collaboration technology is among the top 10 areas of interest for IT decision makers." **PROMISING SIGNS FOR SHAREPOINT 2010 ADOPTION:** According to a survey

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conducted by Metalogix, about 46% of current SharePoint users have plans to migrate to SharePoint 2010 in 2010.

About The Book: SharePoint 2010 Administration Instant Reference is a quick-reference guide for day-to-day administration of Microsoft's newest collaboration solution. The book includes design features such as thumb tabs, secondary and tertiary tables of contents, and special heading treatments to provide quick and easy lookup, as well as quick-reference tables, lists, and step-by-step instruction to provide VMware administrators answers on the spot. This book is the perfect companion to any book on SharePoint, including Sybex's Mastering SharePoint titles. SharePoint 2010 is among the many

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cutting-edge applications to be found within Microsoft's Office Suite software--our newest 3-panel guide will help you get the most out of this handy tool. The fluff-free content includes important definitions, tips, and step-by-step instructions on how to perform each key function within SharePoint; full-color screen shots are also provided for ease of use.

Pro SharePoint Designer 2010

Pro ASP.NET SharePoint 2010

Solutions

Mastering Microsoft Exchange Server  
2010

Designing Forms for SharePoint and  
InfoPath Using InfoPath Designer 2010

SharePoint 2013 User's Guide

SHAREPOINT 2010

ADMINISTRATION INSTANT

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### REFERENCE

*The must-have study guide for all three Windows Server 2008 R2 MCTS exams Network administrators boost their value to their employers with certification, and Microsoft's three Windows Server 2008 exams offer certification specialties in configuring Active Directory, Network Infrastructure, and Applications Infrastructure. With complete coverage to prepare you for all three exams, this comprehensive study guide has three times the value. Real-world scenarios and hands-on exercises supplement the*



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*information to facilitate learning. The three Windows Server 2008 R2 exams (70-640, 70-642, and 70-643) are the first step in achieving Microsoft Certified Technology Specialist status; this complete study guide covers all three Includes information on installing and configuring Microsoft exchange servers; monitoring and reporting; configuring recipient and public folders, exchange infrastructure, disaster recovery, addressing and services, name resolution, network access, and remote desktop services; monitoring and managing network*

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*infrastructure; and deploying servers Supplemented with plenty of hands-on exercises and real-world scenarios to prepare you for the exam and the work beyond Anyone planning to take exam 70-640, 70-642, or 70-643 will be better prepared with MCTS: Windows Server 2008 R2 Complete Study Guide.*

*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*

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*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 features Collaborate with others during discussion boards, blogs, wikis, events, surveys, calendars, and workspaces Use social tagging*

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*to create a folksonomy of keywords Create a taxonomy hierarchy using Enterprise Managed Metadata Build publishing sites, My Sites, and public-facing websites Show data on pages using web parts Customize lists, forms, site themes, and navigation Use SharePoint with client applications, including Microsoft Office Backstage, Outlook, InfoPath, SharePoint Designer, and third-party applications Customize your implementation of My Site in Microsoft SharePoint 2010—and capture the enthusiasm for social networking in your organization.*

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*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*

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*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*

*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 lot of popularity over the*

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*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 through-out 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.*

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*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*



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*from the mistakes others made  
when learning the installation.*

*Save time, time is money!!*

*Microsoft SharePoint 2010*

*Customizing My Site*

*Microsoft Word 2010*

*Collaboration Features Quick  
Reference Guide (Cheat Sheet  
of Instructions, Tips and*

*Shortcuts - Laminated Card*

*SharePoint 2010 How-To*

*Exam 70-667*

*Beginning SharePoint 2010*

*Development*

Learn to leverage the features of the newest version of SharePoint, in this update to the bestseller More than simply

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a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites 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 one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage

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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. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution

Addresses how the new version adds enhanced developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and

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mobile client capabilities,  
social networking additions,  
and more Covers user  
experience development,  
platform services, social  
media features, event  
handling, the business data  
catalog, forms and workflow,  
business intelligence, and  
more With this book, you'll  
get exhaustive coverage on  
the many possibilities that  
exist with SharePoint.

Microsoft Office SharePoint  
2010 Quick Reference Guide  
Beginning PowerShell for  
SharePoint 2013 is a book  
for the SharePoint  
administrator looking to  
expand his or her toolkit  
and skills by learning  
PowerShell, Microsoft's

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vastly flexible and versatile object oriented scripting language. PowerShell is the future of Microsoft administration, and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts. This book helps bridge the gap, introducing PowerShell fundamentals and operations in the context of deploying, migrating, managing, and monitoring SharePoint 2013. Author Nik Charlebois-Laprade begins by explaining the fundamental concepts behind the PowerShell language. Then, with copious real-world examples and scripts, he

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lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform. For SharePoint administrators wanting to do more with the technology, or for SharePoint developers trying to build their skills on the administration side, Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey. You've run into this issue numerous times. You are developing an ASP.NET application, and you need to incorporate functionality that comes pre-packaged in

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SharePoint. Wikis, blogs, document management, user authentication, access management—common needs across a variety of solutions. Without guidance and examples, interacting with underlying SharePoint components can be challenging, and working with the different SharePoint APIs is complicated. This book will introduce you to a variety of techniques to master the art of developing ASP.NET applications that are built upon a SharePoint foundation. With these techniques you can start using SharePoint as a development platform to

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enhance and complement your ASP.NET development. You'll explore: Integration with SharePoint components The SharePoint/.NET/IIS implementation Configuration management Code Access Security Feature packaging Proper use of SharePoint APIs Advanced deployment techniques Pro ASP.NET

Sharepoint 2010 walks you through all of the steps needed to successfully build and deploy ASP.NET solutions within the SharePoint platform. You'll then be able to greatly enhance your applications and build unique solutions that are a mixture of SharePoint and ASP.NET.



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Microsoft SharePoint 2016  
Step by Step

Microsoft SharePoint  
Foundation 2010 Inside Out  
Business Performance  
Enhancement

Microsoft® SharePoint®  
Administrator's Kit

Integrating SharePoint with  
Excel, Outlook, Access and  
Word

MCTS Microsoft SharePoint  
2010 Configuration Study  
Guide

SharePoint 2010 offers  
developers, designers, and  
users a sophisticated intranet,  
web application, and Internet  
site platform. But until now,  
SharePoint users have had to  
painfully edit code or seek

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developer assistance to customize more than just the most minor parts of their sites. All of that has changed with SharePoint Designer 2010. Gain complete control and enhance your SharePoint sites with a depth not previously possible using this book. Pro SharePoint Designer 2010 is your soup-to-nuts reference for unlocking the power of SharePoint Designer. Covering everything you'll need to know to create custom, rich SharePoint experiences, Pro SharePoint Designer 2010 is a masterful guide to getting the most from this powerful

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application quickly and easily. This book starts with a fast-paced introduction to the 2010 version of the SharePoint Designer solution, including an overview of its features and capabilities. Then, the authors demonstrate those tools in action in a practical, results-oriented way, showing you how to vastly improve the functionality, fit and finish of your SharePoint sites. With Pro SharePoint Designer 2010 at hand, you'll master the customization of the end user's complete SharePoint 2010 experience and be on your way to enhancing your

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sites in no time.

Demonstrate your expertise  
with Microsoft Office!

Designed to help you practice  
and prepare for four Microsoft  
Office Specialist (MOS) exams,  
this all-in-one study guide  
features: Full, objective-by-  
objective exam coverage Easy-  
to-follow procedures and  
illustrations to review  
essential skills Hands-on  
practice tasks to apply what  
you've learned Includes  
downloadable practice files  
Use the in-depth exam prep,  
practice, and review to help  
advance your proficiency with  
Microsoft Office—and earn the

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credential that proves it!  
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

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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

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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,

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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. Portable and precise, this pocket-sized guide delivers



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ready answers for the day-to-day administration of SharePoint 2010. Featuring easy-to-scan tables, step-by-step instructions, and handy lists, this book offers the streamlined, straightforward information you need to solve problems and get the job done—whether at your desk or in the field! Topics include deployment, site configuration, enterprise content management, search and indexing, workflows, shared service providers, information management policies, scalability, availability, security, logging

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and processing analysis, and backup and recovery.

SharePoint 2010 User's Guide Exams 70-640, 70-642 and 70-643

Customizing My Site Techniques for Building SharePoint Functionality into ASP.NET Applications Professional SharePoint 2010 Development

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams

*Conquer SharePoint 2013—from the inside out! You're beyond the basics, so dive right into SharePoint 2013—and really put your business*

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*collaboration platform to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting techniques, and workarounds. It's all muscle and no fluff. Discover how the experts facilitate information sharing across the enterprise—and challenge yourself to new levels of mastery. Efficiently manage documents throughout the enterprise Build team sites and collaborate with Microsoft OneNote and SkyDrive Design workflows with SharePoint Designer and Microsoft Visio Produce e-forms using Microsoft InfoPath and Access Manage community sites using business social features Connect*

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*SharePoint to external data and business systems Create business intelligence dashboards and key performance indicators Customize and control Sharepoint enterprise search*

*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*

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*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*

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*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.*

*Discover how to take advantage of the many new features in SharePoint 2010. SharePoint 2010 is a significant leap forward from the 2007 release, and you will find that there are a ton of features built into the platform for you to leverage in your solution development. Because SharePoint is a broad platform that covers a lot, this book also covers quite a bit of ground. As a Wrox Beginning book, the goal of*

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### *Beginning SharePoint 2010*

*Development is to get you started with many of the fundamentals so that you can continue on to advanced programming beyond this book. The book's goal is to quickly take you from the basics of SharePoint, to installing and configuring a development environment, and then into how you can develop for SharePoint. The book is heavy on coding exercises, but tries to stick to a common set of .NET patterns to ensure you walk away with understanding the different ways in which you can code for SharePoint. Moving from beginning to advanced means that you can expect the walkthroughs*

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*and chapters to become increasingly more complex within each chapter and throughout the book. The walkthroughs have been created to be concise and to guide you through all of the steps you must accomplish to complete a coding task.*

*Beginning SharePoint 2010*

*Development is aimed at the developer who is new to SharePoint. The book assumes you have some programming experience and a passion to learn how to develop for SharePoint. But this book does not assume that you've programmed against SharePoint before. With regard to your general development background, the two assumptions in this book are that you have some*



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*familiarity with Web development, and you have an understanding of .NET programming. With regard to Web development, this book assumes that you understand HTML, and may have an understanding of Cascading Style Sheets (CSS), Extensible Markup Language/Extensible Stylesheet Language (XML/XSL), and dynamic languages such as JavaScript. You may have a light understanding of ASP.NET and are looking to apply this knowledge to the SharePoint space. In any case, you have some understanding of the fundamentals of Web and .NET development, and are looking to apply those to the SharePoint space.*

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*Learn from Pro SharePoint Migration on how to migrate your existing farm - infrastructure, upgrade approaches, code, branding, and impact of new features of SharePoint 2010 - in a strategic way that results in smooth transition. Noted author Sahil Malik, with Srini Sistla, work together to provide detailed strategies and tools to assess, plan and execute a SharePoint 2010 migration that is efficient and cost-effective—and that doesn't use expensive third-party software. The "clean slate" approach embraced by this book, coupled with flexible tools designed by Microsoft and the author, will provide you with the*

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*statistics, charts, and diagrams necessary to perform a meaningful assessment of your current SharePoint 2007 environment. You'll then be able to plan the lowest-cost, least-hassle way to migrate your current environment, and its applications and data, to SharePoint 2010, and how to map your existing use of SharePoint 2007 to the new features and enhancements in SharePoint 2010. Pro SharePoint Migration will help you: Gain a better understanding of high level comparison and changes you need to learn between the two versions To migrate or not? Learn about new functionality that might replace your existing custom built*

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*code or non-code based solutions.  
Build a strong toolset to create,  
update, administer, and migrate  
90% of the most commonly used  
SharePoint objects Grasp the  
intricacies of the SharePoint 2010  
application programming interface  
(API) Become a better SharePoint  
2010 administrator in your newly-  
migrated environment*

*What's New in Microsoft Office  
2013 (from 2010) Quick Reference  
Guide (Cheat Sheet of New Features  
and Instructions)*

*Pro SharePoint Migration  
Microsoft SharePoint 2013 Inside  
Out*

*Moving from MOSS 2007 to  
SharePoint Server 2010*

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*Beginning PowerShell for  
SharePoint 2013*

*Learning Microsoft's Business  
Collaboration Platform*

**Your practical guides to  
SharePoint 2010  
planning, deployment,  
and administration Get  
your business  
collaboration platform  
up and running smoothly  
with this two-in-one  
administrator's toolkit.  
Plan and deploy your  
SharePoint 2010  
implementation with the  
Administrator's  
Companion. Then, get the  
ready answers you need**

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for day-to-day  
SharePoint  
administration with the  
Administrator's Pocket  
Consultant—ideal whether  
you're at your desk or  
in the field. The two  
books included in this  
kit are: Microsoft  
SharePoint 2010  
Administrator's  
Companion This  
indispensable, single-  
volume reference details  
the features,  
components, and  
capabilities of  
SharePoint 2010. Gain  
the real-world insights,

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practical workarounds,  
and key troubleshooting  
tactics you need for on-  
the-job results. Plan  
server-farm topology and  
information architecture  
Walk through installation  
and upgrade procedures  
Configure and integrate  
Microsoft SQL Server®  
2008 Build and manage  
web applications and  
site collections Design  
and administer site-  
search services Get  
scenario-based guidance  
for scaling out services  
Implement an Enterprise  
Content Management

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solution Administer  
information-management  
policies Apply best  
practices for security,  
data protection, and  
disaster recovery  
Streamline  
administration with  
Windows PowerShell®  
Microsoft SharePoint  
2010 Administrator's  
Pocket Consultant  
Portable and precise,  
this pocket-sized guide  
delivers the focused  
information you need for  
daily SharePoint 2010  
administration. Zero in  
on core commands and



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techniques using quick-  
reference tables,  
instructions, and lists.  
Install or upgrade to  
SharePoint 2010  
Configure core server-  
farm operations Build  
and manage Web  
applications and site  
collections Administer  
Enterprise Content  
Management Set up  
document and information  
management policies  
Configure and scale your  
site search services  
Test and implement  
security settings Use  
Windows PowerShell

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**cmdlets Conduct backups  
and recovery**

**A must have guide for  
creating engaging and  
usable SharePoint 2010  
branding With SharePoint  
2010, Microsoft has  
provided a more robust  
environment for creating  
collaboration and  
content management sites  
that rival any of the  
popular websites on the  
internet. Creating a  
branded SharePoint site  
involves understanding  
both traditional web  
design techniques as  
well as topics that are**

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typically reserved for developers. This book bridges that gap by not only providing expert guidance for creating beautiful public facing and internal intranet sites but it also addresses the needs of those readers that only want to understand the basics enough to apply some style to their sites. Things like creative design, the experience visitors have navigating your user interface, ease of use—these are all

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important branding considerations and not always intuitive. This unique book from a team of SharePoint branding experts lays it all out. Whether you want to make SharePoint look completely different or just make minor design changes, this expert guide will provide tips, techniques, and insights to get the job done. Conquer Microsoft SharePoint Foundation 2010—from the inside out! You're beyond the basics—so dive right in

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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

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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

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Microsoft .NET and  
Visual Studio  
Need fast, reliable,  
easy-to-implement  
solutions for SharePoint  
2010? This book delivers  
exactly what you're  
looking for: step-by-  
step help and guidance  
with the tasks that  
users, authors, content  
managers, and site  
managers perform most  
often. Fully updated to  
reflect SharePoint  
2010's latest  
improvements, this book  
covers everything from  
lists and views to

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social networking,  
workflows, and security.  
The industry's most  
focused SharePoint  
resource, SharePoint  
2010 How-To provides all  
the answers you  
need-now! Fast,  
Accurate, and Easy to  
Use! Quickly review  
essential SharePoint  
terminology and concepts  
Find, log on to, and  
navigate SharePoint  
sites Create, manage,  
and use list items,  
documents, and forms Set  
up alerts to notify you  
about new or changed



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content Use views to work with content more efficiently Make the most of search in SharePoint Server and SharePoint Foundation Organize content with lists, document libraries, and templates Use powerful new social networking features, including tagging, NewsFeed updates, and blogs Author and edit each type of SharePoint page Manage site security and control access to specific content Create

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workflows, track them,  
and link them to lists  
or libraries Create  
Meeting Workspaces for  
individual projects  
Customize a site's  
appearance, settings,  
and behavior Work  
efficiently with  
SharePoint 2010's  
updated interface and  
new Ribbon

What's New in Microsoft  
Office 2010 (from 2007)  
Quick Reference Guide  
(Cheat Sheet of New  
Features and  
Instructions - Laminated  
Ca

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Pro SharePoint 2010  
Development for Office  
365

Practical SharePoint  
2010 Branding and  
Customization

Learning Microsoft's  
Business Collaboration  
Platform

MCTS Windows Server 2008  
R2 Complete Study Guide  
Sharepoint 2010

*Provides information on  
ways to use InfoPath and  
SharePoint to build  
business forms, covering  
such topics as Forms  
Services, data retrieval  
and submission,*

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*customization,  
publishing, coding, and  
workflow.*

*In just 24 sessions of  
one hour or less, you'll  
learn how to create  
great websites,  
collaboration and  
content management  
applications, and social  
solutions with  
SharePoint Foundation  
2010! Using this book's  
straightforward, step-by-  
step approach, you'll  
learn how to build,  
administer, and secure  
solutions with the free  
version of SharePoint*

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***2010. One step at a time, you'll master libraries, lists, and other powerful features; create blogs and wikis; provide advanced search and workflow; integrate SharePoint with Office; and much more. Each lesson builds on what you've already learned, helping you get the job done fast--and get it done right! Step-by-step instructions carefully walk you through the most common SharePoint Foundation 2010 tasks. Quizzes at the end of***

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*each chapter help you test your knowledge. By the Way notes present interesting information related to the discussion. Did You Know? tips offer advice or show you easier ways to perform tasks. Watch Out! cautions alert you to possible problems and give you advice on how to avoid them. Learn how to... Install SharePoint Foundation 2010 and use the Administration Site Add users, provide user access rights, and enforce authentication*

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*Plan the most effective structure for your site*  
*Make the most of libraries, lists, views, folders, Web parts, and other powerful features*  
*Construct and work with wikis, blogs, and other social features*  
*Provide fast, efficient search with Microsoft Search Server 2010 Express*  
*Integrate either Office 2007 or Office 2010 with SharePoint Foundation*  
*Share OneNote notebooks, Access tables, Outlook calendars and contacts, and more Instantly*

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*create useful reports  
based on one or more  
SharePoint lists Create  
efficient workflows with  
SharePoint Foundation  
2010 and SharePoint  
Designer 2010 Add even  
more functionality to  
your sites and  
applications  
Provides an examination  
of the next generation  
of Microsoft SharePoint  
technologies, explaining  
how to use the  
technologies to extend  
the information sharing  
and collaboration  
capabilities to develop*



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***enterprise information management, sharing and collaboration solutions. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This is learning made easy! Get productive fast with SharePoint 2016, and jump in wherever you need answers: brisk lessons and colorful screen shots show you exactly what to do, step by step – and practice***

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*files help you build your skills. Fully updated for today's powerful new version of SharePoint, Microsoft SharePoint 2016 Step by Step shows you how to do all this: Customize your team site's layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and*

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*collaborate Work with  
SharePoint's business  
intelligence features  
Publish content using  
enhanced web content  
management Use  
SharePoint with Excel,  
Access, Outlook, and  
Lync And much more...  
How to Do Everything  
Microsoft SharePoint  
2010*

*Microsoft SharePoint  
2013 Pocket Guide  
Installing and  
Configuring SharePoint  
2010 User Guide  
Windows Server 2008 R2  
Complete Study Guide*

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***(Exams 70-640, 70-642  
and 70-643)***

***Office and SharePoint  
2010 User's Guide  
SharePoint 2010 For  
Dummies***

It ' s no secret that cloud-based computing is the next big movement in IT, and Microsoft is right there in the market with Office 365—a cloud-based productivity suite which includes a hosted, cloud-focused version of SharePoint 2010. SharePoint 2010 developers who have traditionally developed for on-premise environments will suddenly find themselves being asked to develop for the cloud. While there is a lot of overlap between cloud-based and

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traditional SharePoint development, there are also some important differences and considerations that must be taken into account as well. In particular, the proliferation of cloud-based solutions was a driving force behind certain new features in SharePoint 2010, like sandboxed solutions and the new client object model. As the devil is always in the details, *Pro SharePoint 2010 Development for Office 365* helps you navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365. Authors Dave Milner, Bart McDonough, and Paul Stork bring to the table decades of experience in real-world development of solutions for

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customers—expertise that is the practical result of what works in real-world customer environments. This proven team will cover with you the architectural landscape that SharePoint in the cloud represents, discuss the steps in setting up a development environment, and cover multiple real-world development approaches, technologies, and considerations. This is your most concise, practical reference to deploying, configuring, and running SharePoint 2013. Perfect for admins at all levels, it covers both technical topics and business solutions. SharePoint MVP Ben Curry focuses on the crucial step-by-step information for performing day-to-day tasks

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quickly, reliably, and well. No obscure settings, abstract theory, or hype...just help you can really trust—and really use! Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites/collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools, including microblogging Back up and restore Laminated quick reference card showing step-by-step instructions and shortcuts for how to use

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Microsoft Office SharePoint 2010.  
The following topics are covered:  
Accessing a SharePoint Site,  
Signing Out, Navigating to a Parent  
Site, to a Subsite, and within a Site;  
Creating a New List Item, Editing a  
List Item, Deleting a List Item,  
Assigning a Task, Liking, Tagging,  
and Adding Notes; Viewing Tags  
and Notes, Searching for  
Documents, Searching for People,  
Creating a Subsite, Creating a  
Meeting Workspace, Using  
Document Libraries, Adding an  
Existing File to a Document Library,  
Creating a Document Workspace,  
Checking Files Out/In. List and  
Library Functions: Sorting, Filtering,  
Changing View, Accessing  
SharePoint Lists and Libraries in



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Outlook, Using Email Alerts, Using Datasheet View, Creating a List or Library, Deleting a List or Library. Using the Recycle Bin. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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

MCTS

Microsoft Sharepoint 2010 End User Guide

Sams Teach Yourself SharePoint Foundation 2010 in 24 Hours

MS SharePoint 2016 Step p1

SharePoint 2010 Field Guide

Microsoft Office SharePoint 2010 Quick Reference Guide

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*With Practical SharePoint 2010 Branding and Customization, SharePoint branding expert Erik Swenson cuts through the fluff and discusses accessible, easy-to-understand consulting and processes to create aesthetically pleasing, highly usable branded and customized SharePoint websites, both internally and externally. Designed to be a quick reference, how-to guide that lets you dive straight into the task at hand, you'll find this book's attention to detail and*

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*pragmatism make it an attractive companion during your branding experience.*

*SharePoint 2010*

*deployments are more common than ever, as is the desire to make the environment branded and attractive to both internal and external clients.*

*However, since SharePoint is more than just a collection of web pages, customizing the look and feel and completing the process of branding the platform itself is complex and requires a knowledge of web development, web design*

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*techniques, and a familiarity with SharePoint administration—a curious niche, to be sure. And sometimes, you just need to make quick fixes, while at other times, building an entirely customized and branded environment is a multi-step process with lots of stakeholder buy-in and development time required. Whether you're interested in applying just a touch of style to a team site, or you're branding a public-facing Fortune 500 website based on SharePoint, Practical SharePoint 2010 Branding*

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*and Customization is the only book you'll need to quickly, easily, and efficiently brand and customize your environment. Bonus: Includes the SharePoint 2010 Branding Starter Kit! This kit has everything you need to jumpstart successful and compelling designs. The kit includes a layered Adobe Photoshop file of a SharePoint 2010 site, two pre-built visual design examples, and a Visual Studio solution you can use to deploy either of the designs included. This*

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*starter kit is specifically prepared to save you substantial time kicking off your SharePoint branding project and to minimize potential roadblocks. These branding tools would cost you as much as \$500 if purchased separately, but they're included with the purchase of this book at no additional charge! Get started today.*

*Laminated quick reference card showing step-by-step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. This guide is*

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*suitable as a training  
handout, or simply an easy  
to use reference guide, for  
any type of user. The  
following topics are covered:  
Turning On/Off Track  
Changes, Tracking Table  
Changes, Show/Hide the  
Reviewing Pane,  
Accepting/Rejecting  
Changes. Inserting  
Comments, Reviewing  
Comments, Show/Hide  
Comments, Deleting  
Comments, Changing What  
is Shown, Showing Deletions  
and Moves in Balloons,  
Hiding Formatting Changes,  
Turning Off/On Tracking*

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*Formatting. Hide/Show Specific Authors, Changing Author, Forcing Landscape Printing, Comparing Two Documents: Combining Multiple Documents, Comparing with Previous Versions, Comparing Documents Side by Side. Protecting your Document, Removing Personal or Hidden Information from a Document, Restricting Editing, Blocking Others from Editing Part of a Document Stored on SharePoint, Unblocking. Sharing a Document on SkyDrive, Sending a Link to*



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*a SkyDrive Folder, Sharing a Document on a SharePoint, Co-Authoring, Using the Navigation Pane While Co-Authoring, Resolving Conflicts. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.*

*4-page laminated quick reference guide showing instructions for the new and changed features of*

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*Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching*

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*Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word:*

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*Tracking Changes;  
Switching Between Simple  
Markup and All Markup;  
Locking Track Changes On;  
Expanding Collapsed  
Comments; Marking  
Comments as Done;  
Resuming Reading; Read  
Mode; Collapsing/Expanding  
Parts of a Document in Print  
Layout View; Opening and  
Editing a PDF; Using  
Alignment Guides; Text  
Wrapping with the Layout  
Options Tool; Quickly  
Inserting Rows/Columns  
Within a Table; Using the  
Border Painter; Copying  
Border Style (Border*

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*Sampler); Repeating Section  
Form Control; Other New or  
Changed Features.*

*PowerPoint: Creating New  
Shapes (Merge Shapes);  
Zoom and Pan While  
Presenting; Jumping to a  
Slide; Widescreen; Applying  
Design Theme Variants;  
Changes to Guides; Using  
Eyedropper to Match Colors;  
Using Smart Guides; Paying  
Audio for Several Slides;  
Other New or Changed  
Features; Features No  
Longer Available. Excel:  
Excel Windows; Using Flash  
Fill; Using Chart  
Recommendations; 3-D*

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*Pyramid and Cone Chart  
Types; Combining Chart  
Types; Changes to Chart  
Data Labels; New Data  
Label Formatting; Using  
Quick Analysis; Filtering  
Tables with Slicers; Using  
PivotTable  
Recommendations;  
PivotTable and PivotChart  
Changes: Adding and Using  
a Timeline, Creating a  
PivotChart with or without a  
Table, Using a PivotTable to  
Analyze Multiple Data  
Sources; Advanced Data  
Analysis: Creating a Power  
View Sheet, Adding a  
Visualization to Power View;*

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*New Functions; Other New  
or Changed Features;  
Features No Longer  
Available.*

*Professional SharePoint  
2010 Branding and User  
Interface Design*

*Microsoft SharePoint 2010  
Administrator's Pocket  
Consultant*

*SharePoint 2010 Web Apps  
Quick Reference Guide  
(Cheat Sheet of Instructions,  
Tips and Shortcuts -  
Laminated Card)*