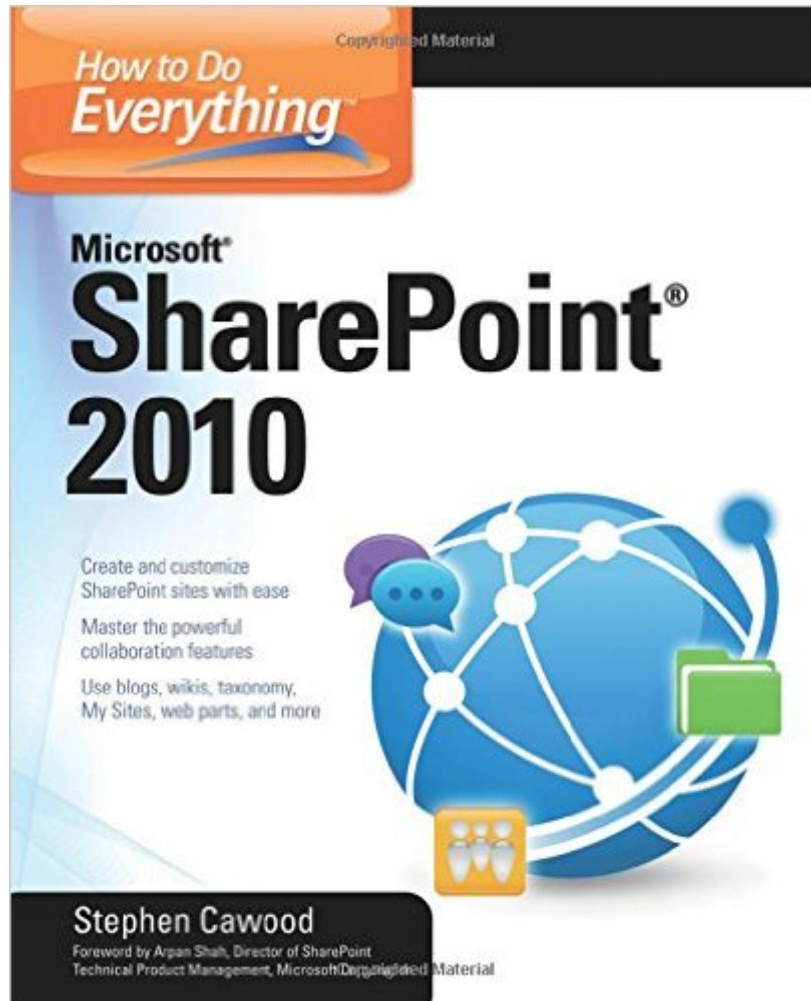


The book was found

How To Do Everything Microsoft SharePoint 2010



Synopsis

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

Book Information

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Customer Reviews

I seldom review books as I find that other reviews are sufficient. Although that's true for this book , I feel compelled to add my voice to those who find this a great Sharepoint book.Over the last 6 months or so I've spent some time using or learning SharePoint, as such I have an "okay" idea of

what SharePoint is, and an understanding of general end user functionality as well as the business value it provides. However as a Business Analyst it was important for me to understand how Sharepoint components fit together. I've waded through the Microsoft sites, Sharepoint blogs, and two other books but just encountered a list of features and marketing mumbo jumbo. After reading this book, I was able to develop a mental model of Sharepoint 2010, and understand how the major Sharepoint components/concepts fit together to deliver value to users. If you are a business analyst and want to gain command of sharepoint, I strongly recommend that you start with this book, and then I would strongly recommend *Essential SharePoint 2010: Overview, Governance, and Planning* (Addison-Wesley Microsoft Technology Series) Thank you Mr. Cawood.

My company just started using SharePoint 2010 and my team was in the dark on all of the changes we were seeing. In searching for training materials, I found "How to Do Everything" to be a great reference for helping everyone get up to speed and productive quickly. Unlike most "How To" books, this one is easy to get through and thankfully doesn't read like a manual. There are 11 chapters, each covering a certain feature with a quick overview and some sample exercises. The chapters are also fairly to the point and short, so they're very helpful for someone to get through the most important details in a half hour. Probably the best part was the section on how to find things using the new ribbon. This was a confusing point to a lot of people when we made the 2010 switch and it does a great job of explaining how to navigate. Overall, we're having a great experience with it... people in my group have started using their profile pages and our team sites more effectively. A couple folks who had never even set up their profile in years past have suddenly become users. It's a great book to put on everyone's desk to make them feel more comfortable, as a supplement to a training course or before your team has a chance to be trained. Would highly recommend it.

Stephen Cawood's new book on SharePoint 2010 has been written specifically for end users who want to get the most out of their SharePoint 2010 implementation. The book covers a lot of ground, including a history of SharePoint as well as a wealth of practical and often step-by-step information that will help organizations and end users get quickly up to speed on SharePoint in general and the new features and capabilities of SharePoint 2010 in particular. One area that he spends a lot of time is on metadata, where he offers some excellent information on the use and benefit of metadata, specifically the new enterprise managed metadata (EMM) and term store functionality of SharePoint 2010. Chapter 10 titled "Using SharePoint with Client Applications" provides a unique look at SharePoint client technology and the benefits of third party tools in addition to those available from

Microsoft. Stephen provides an interesting, easy to read, and highly practical book on SharePoint 2010. I highly recommend it.

As an SharePoint expert, I often get questions such as "How do I modify a view?", "How do I create an InfoPath library?", "How do I check in a Word document using Microsoft Office?" This book How to Do Everything: SharePoint 2010 answers this type of questions in simple language and with screenshots. It covers the common features for end users in SharePoint 2010 and explains the details so well that even a dummy can understand. I highly recommend this book to SharePoint 2010 end users. Administrators may also need this book to save some time answering how-to questions about SharePoint 2010.

Having worked with SharePoint for over 3 years I found this book to be extremely helpful to dissect SharePoint 2010 as if from the perspective of a user with no SharePoint experience at all. Stephen has an uncanny way of exploring all of the elements on a screen and explaining them in very simple terms while also giving detailed background to areas that may not be apparent to a new user. I especially liked the flow of this book as it kept things primarily focused on end user usage with small dips into administrative scenarios but only when necessary. Screenshots are used very well to point out and highlight specific screens in a logical manner. I would highly recommend this book to anyone who is new to SharePoint 2010 or would like a complete overview of all of the end user functionality and concerns.

Having only started learning SharePoint recently it can tend to be overwhelming at first as there is so much possible when it comes to creating your own site, creating list and libraries to upload documents, and even editing web parts. I started learning SharePoint shortly before SharePoint 2010 came out and having just learned SharePoint 2007 I was worried that the transition may be difficult. However that was not so after reading this book. It was a very light read and explained everything in an easy to understand way that made reading multiple chapters a breeze. Many end user books can tend to be difficult to read and you will sometimes end up reading chapters over again having not understood it clearly. That is not so with How to Do Everything: SharePoint 2010 as all the unnecessary technical terminology is left out, making it a pleasure to even browse through if something has you stumped. I would strongly recommend this book to any SharePoint 2010 end-user whether brand new or even if you consider yourself an expert.

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