



Information Technology

Training

# **Microsoft Office SharePoint 2007 User Guide**

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# Microsoft Office Sharepoint 2007 User Guide

**Michael Antonovich**



## **Microsoft Office Sharepoint 2007 User Guide:**

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*SharePoint 2007: The Definitive Guide* James Pyles, Christopher M. Buechler, Bob Fox, Murray Gordon, Michael Lotter, Jason Medero, Nilesh Mehta, Joris Poelmans, Christopher Pragash, Piotr Prussak, Christopher J. Regan, 2007-09-24 For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools. Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people information processes and systems both within and beyond the organizational firewall. SharePoint 2007 The Definitive Guide provides a detailed discussion of all Sharepoint features applications and extensions. You learn how to build Sharepoint sites and site collections along with ways to administrate secure and extend Sharepoint. This book teaches you how to Get up to speed on SharePoint including ways to create lists libraries discussions and surveys Integrate email use web parts track changes with RSS and use database reporting services.

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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

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