



Microsoft Sharepoint Foundation 2010: Step by Step

By Penelope Coventry, Olga Londer

PHI Learning, 2011. Softcover. Book Condition: New. First edition. Description: This book helps us to learn the fundamentals of SharePoint Foundation 2010 and thereby help improve the way one's team collaborates, communicates and gets work done. It teaches us how to : Set up the team site, customizing its layout and features. Capture and organize contents into libraries and lists. Manage and share the team's ideas, documents, and data. Use blogs, wikis, and workspaces to connect and collaborate. Work seamlessly with Microsoft Office programs. Automate business processes with built-in workflows. Contents: 1. Introduction to SharePoint Foundation 2010 2. Navigating a SharePoint Site 3. Creating and Managing Sites 4. Working with Lists 5. Working with Libraries 6. Working with Web Pages 7. Working with List Settings 8. Working with Library Settings 9. Working with List and Library Views 10. Working with Surveys and Discussion Boards 11. Working with Workflows 12. Working with Workspaces and Blogs 13. Using SharePoint Foundation with Outlook 2010 14. Using SharePoint Foundation with Excel 2010 and Access 2010 15. Using SharePoint Foundation with InfoPath 2010 16. Finding Information on the SharePoint Site Appendix: SharePoint Foundation Permissions Index Printed Pages: 0.



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