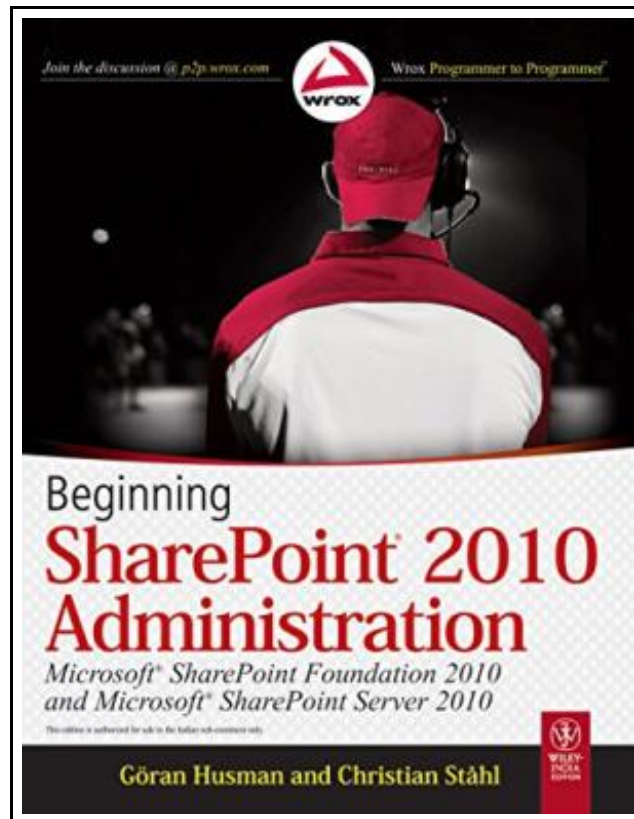# Beinning SharePoint 2010 Administration: MS SharePoint Foundation 2010 and MS sharePoint Server 2010

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Reviews

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Wiley India Pvt. Ltd., 2010. Softcover. Book Condition: New. The objective of this book is to show the reader how to get the most out of SharePoint 2010, both MSS 2010 and Foundation 2010. The reader will learn how to install SharePoint, and how to manage and administrate it, in an effective and secure way. The book covers how to use the features of SharePoint 2010, by describing a lot of well-known scenarios and familiar situations encountered in a typical organization. The book provides detailed step-by-step instructions, plus tips and tricks, based on the experience the author has from many SharePoint installations, and as a SharePoint MVP and MCT trainer. Contents:- INTRODUCTION. CHAPTER 1: INTRODUCTION TO MICROSOFT SHAREPOINT 2010. ? What Is SharePoint? ? What You Need to Run SharePoint 2010. ? Integrating with Microsoft Office. ? Built-In Features of SharePoint. ? Keeping Your Organization Updated. ? Finding Your Information Faster in SharePoint Server. ? Accessing SharePoint over the Internet. CHAPTER 2: BUILDING SHAREPOINT FOUNDATION SITES. ? Defining SharePoint Websites. ? Managing Site Templates. ? Granting Site Permissions. ? Managing Meeting Workspaces. ? Working with Blog Sites. CHAPTER 3: OFFICE INTEGRATION. ? Comparing Offi ce Editions. ? Managing Document Libraries. ? Document Management with Office 2010. CHAPTER 4: CONTENT MANAGEMENT IN SHAREPOINT 2010. ? What Is Content Management? ? Enhancements in Web Content Management. CHAPTER 5: MANAGING MY SITES. ? Getting to Know My Site. ? Working with My Site. ? Discovering the Hub for Interacting with People. CHAPTER 6: SHAREPOINT ADMINISTRATION. ? Setting Up for Administration. ? Controlling What Users Can Do in SharePoint. ? Managing Templates, Lists, and Libraries. ? Managing Audience Targeting. ? Using Command-Based Management Tools. CHAPTER 7: BUILDING INTRANETS AND INTERNET PORTALS. ? Intranet Portals. ? Internet Portals. ? Extranet Portals. ? Managing the Security...

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