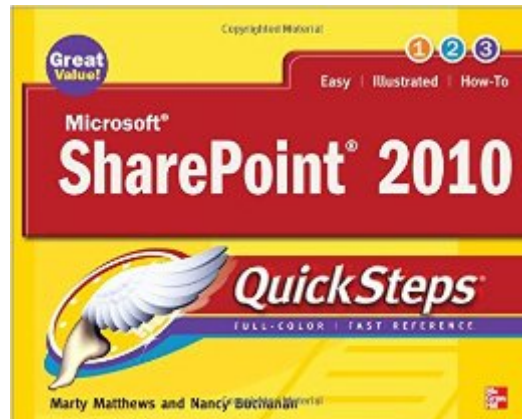


The book was found

# Microsoft SharePoint 2010 QuickSteps



## Synopsis

Step-by-Step, Full-Color Graphics! Start using SharePoint 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful collaboration platform. Follow along and quickly learn how to use a SharePoint site, add pages and web parts, create and manage lists and libraries, and integrate with and collaborate using Microsoft Office applications. You'll also find out how to customize pages with SharePoint Designer, use SharePoint Workspace to work offline on SharePoint content, handle permissions and security, and much more. Get up to speed on SharePoint 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

## Book Information

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Average Customer Review: 4.0 out of 5 stars [See all reviews](#) (6 customer reviews)

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## Customer Reviews

I really like the QuickSteps series. I am a network administrator and I keep a library of these books to loan to my users. This book is especially interesting because the author's have correctly identified the types of SharePoint users. There are the tech gurus who set the system up (like me) and the everyday admins and contributors who build the sites within Sharepoint. Thankfully, this book is now available for the latter users. We have had a SharePoint site for a couple of years, but it fell into disuse for various reasons (basically, I ended up doing everthing). What I want to do is kick-start

some projects and designate some users to manage them. This book does an excellent job of introducing people to SharePoint concepts and giving them great ideas for building sites. I used the book myself to come up with a list of projects. With this book I will be able to hand off the every day duties of managing a SharePoint site to people who will quickly grasp the concepts and create something useful for our organization. Keep in mind that SharePoint is not an "IT Service." It is meant to be used by normal everyday people to build interesting and informative pages. This book hits the mark in that respect.

This book is perfect for end users. It has 260 pages of learning material, where most pages are at least 50% or higher visual content. This is idea, as my experience with (most) end users is that they will read as little as possible. Sharepoint is a visual, graphical collaboration environment, so it seems appropriate that this guide is so visual. It covers all basics very well - so the "Easy", "Illustrated" and "How-To" is precisely what this book offers. Anyone with some Sharepoint experience will not likely appreciate this book, clearly this is for beginners only.

Great reference

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