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# SharePoint® 2007 for Office 2007 Users

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# Microsoft Sharepoint 2007 For Office 2007 Users

**Robert Foster, Kevin Hoffman**



## **Microsoft Sharepoint 2007 For Office 2007 Users:**

**Microsoft SharePoint 2007 for Office 2007 Users** Martin Reid, 2009-06-24 Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment this book shows you how to make effective use of what can be a confusing array of features You ll review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow integrate Office documents with line of business applications provide search capabilities across all types of documents and data and distribute these tools internally and externally on Web sites for end users Plus the book offers you well designed examples and explanations that can be easily applied in real world situations Martin WP Reid Belfast Ireland is an analyst for The Queens University of Belfast Northern Ireland He is the author and technical editor of more than a dozen technical books He is a regular contributor to the Microsoft Office SharePoint blog Get the Point <http://sharepoint.microsoft.com/blogs/getthepoint> MICROSOFT SHAREPOINT 2007 FOR OFFICE 2007 USERS Martin W.P. Reid, 2009-06-01 Market\_Desc Primary audience Microsoft Office 2007 and SharePoint 2007 Users at all levels Secondary audience Corporate software trainers who need to bridge the gap between Office and SharePoint and introduce and integrate these technologies into their business environment Special Features The SharePoint Market Just Continues to Grow With over 75 million licenses sold SharePoint 2007 is the fastest growing server product in Microsoft s history Companies will spend 4.6 billion on Enterprise 2.0 over the next 3 years Provides Powerful Information Users Seek Large corporations are performing Microsoft Office SharePoint Services rollouts and users are inadequately trained and there is very little information available that provides end users with the knowledge needed to tie Office and SharePoint together Users need this book so they can take advantage of the amazing features included in this platform Written by an Experienced SharePoint Professional Martin WP Reid has hands on experience training end users on Office applications and he has rolled out SharePoint and Office on a very large scale He knows exactly what information end users need to successfully take advantage of the extensive features in Microsoft SharePoint and Office About The Book This Wrox book is geared toward end users facing the daunting task of mastering MOSS 2007 in the enterprise business environment this book shows how to make effective use of what can be a confusing array of features SharePoint is central to the Microsoft Office platform Organizations use it to share and collaborate on Word PowerPoint Access and Excel documents and databases to organize workflow to integrate Office documents with line of business applications to provide search capabilities across all types of documents and data and to provide these tools internally and externally on web sites for end users Material covering SharePoint and its interaction with Office is extremely hard to come by and this book fills that gap It also serves as a reference manual designed to provide quick access to relevant information The book teaches end users how to effectively take advantage of this platform through using well designed examples and explanations that can be easily applied in real world situations Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless

offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals

**Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word** demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment

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**Comdex Computer Course Kit Windows Vista with Office 2007 (For Business Users) w/CD** Vikas Gupta, 2008-05 The book covers latest IT trends Microsoft Vista and Microsoft Office 2007 The content of the book is designed considering the needs of people running business from home or office The book covers all new features and programs of Windows Vista like Windows Aero Windows Meeting Space Internet 7.0 Windows Mail etc For Internet savvy users a separate section is provided on Search Engine The book does not end here After mastering Windows Vista the book introduces you to Microsoft Office 2007 and helps you in preparing professional letters personal accounting sheets and presentations for the masses It Covers Microsoft Office applications such as Microsoft Word 2007 Microsoft Excel 2007 Microsoft Access 2007 and Microsoft Powerpoint 2007 The unique Tutor CD provided with this book is a true add on While other books rely on the theory and long explanations the tutor CD accompanying this book helps you build skills on the software you learnt while reading this book

**Professional SharePoint 2010 Administration** Todd Klindt, Shane Young, Steve Caravajal, 2010-06-15 Thorough coverage of the improvements and changes to SharePoint 2010 SharePoint 2010 boasts a

variety of incredible new features that will challenge even the most experienced administrator who is upgrading from SharePoint 2007 Written by a team of SharePoint experts this book places a takes aim at showing you how to make these new features work right for you Offering an in depth look at SharePoint 2010 the authors focus on how SharePoint functionality has changed from its earliest version to its newest and they provide you with detailed coverage of all the new features and capabilities Presents in depth coverage of the new features and functions of SharePoint 2010 Demonstrates installation configuration and upgrading existing SharePoint 2007 servers Discusses architecture and capacity planning securing and managing site content and integrating Office clients Details the protocol for handling monitoring creating backups and executing disaster recovery Addresses shared service applications navigation and governance and business intelligence and reporting services Professional SharePoint 2010 presents a solid understanding of the functionality that SharePoint 2010 provides which will allow you to see what it can do for you

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Windows Server 2008 Unleashed Rand Morimoto,Michael Noel,Omar Droubi,Ross Mistry,Chris Amaris,2008-02-01 Windows Server 2008 Unleashed covers the planning design prototype testing implementation migration administration and support of a Windows 2008 and Active Directory environment based on more than three and a half years of early adopter experience in full production environments This book addresses not only what is new with Windows 2008 compared to previous versions of the Windows Server product but also what is different and how the similarities and differences affect an organization s migration to Windows 2008 Chapters are dedicated to the migration process from Windows 2000 2003 to Windows 2008 how to properly use Group Policies in Windows 2008 and tips and tricks on managing and administering a

Windows 2008 environment The authors cover the technologies new to Windows 2008 such as IPv6 Network Access Protection NAP Network Policy Server NPS Terminal Services Remote Programs Windows Deployment Services WDS Hyper V virtualization and more This book doesn't just describe the features and functions included in Windows 2008 there are notes throughout the book explaining how organizations have successfully used the technologies to fulfill core business needs Tips tricks and best practices share lessons learned from hundreds of implementations of Windows 2008 in real world environments Detailed information on how to Plan and migrate from Windows 2000 2003 to Windows 2008 Leverage new tools and utilities that simplify system and network administration functions Enable the latest security technologies to improve secured enterprise computing Better manage a Windows 2008 Active Directory environment Optimize a Windows 2008 environment for better scalability and enhanced performance Implement Windows 2008 for better branch office and remote office integration Design a Windows 2008 environment to support the latest in clustering stretched clusters fault tolerance and redundant systems technologies Take advantage of add on technologies available for Windows 2008 including Windows SharePoint Services Microsoft Hyper V virtualization Windows Media Services and IIS 7 web server solutions

**How to Do Everything Microsoft SharePoint 2013** Stephen Cawood, 2013-03-26 Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team How to Do Everything Microsoft SharePoint 2013 shows you how to get the most out of the latest release of this dynamic business collaboration platform You'll learn to set up SharePoint sites and use document management wikis taxonomy blogs social features and more to organize manage and share content Real world examples help you accomplish tasks quickly and easily Basic information on SharePoint development and administration is also included in this practical guide Work with sites apps lists libraries and items Upload documents manage files with document libraries and use document versioning and content approval features Collaborate via discussion boards blogs wikis events surveys calendars and newsfeeds Use social tagging enable a folksonomy and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites personal sites and websites Display data on pages using web and app parts Customize apps lists forms and navigation Use SharePoint with client applications including Microsoft Office Outlook InfoPath SharePoint Designer and third party applications Learn the basics of SharePoint administration and development

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