

THE ADDISON-WESLEY MICROSOFT TECHNOLOGY SERIES

ESSENTIAL SHAREPOINT® 2007

DELIVERING HIGH-IMPACT
COLLABORATION

**SCOTT JAMISON
MAURO CARDARELLI**
with **SUSAN HANLEY**

Foreword by
THOMAS RIZZO

Essential Sharepoint 2007 Delivering High Impact Collaboration Mauro Cardarelli

Jamison



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Essential SharePoint® 2007 Jamison, 2007-09 **Essential SharePoint 2007** Scott Jamison, Mauro Cardarelli, Susan Hanley, 2007

Essential SharePoint 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision making streamline processes and solve real world business problems Three leading SharePoint consultants systematically address the crucial success factors intangibles and gotchas in SharePoint deployment showing exactly how to maximize business value and reduce project risk Drawing on their unsurpassed experience the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business Next they address the operational support and end user functionality needed to make SharePoint 2007 work with special attention given to the organizational and political issues that can make or break your project Learn how to Define optimal workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance reliability and value Provide your customers with state of the art sites blogs and wikis Use SharePoint content management to integrate documents records and Web content and make it all searchable Implement forms based workflow to optimize virtually any business process Quickly build business intelligence solutions using Web base dashboards and server based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you re a project manager consultant analyst line of business executive or developer this book helps you align your SharePoint project with your business strategy and deliver quantifiable results fast

Preface Chapter 1 Your Collaboration Strategy Ensuring Success Chapter 2 Office SharePoint Server 2007 High Impact Collaboration Across the Extended Enterprise Chapter 3 Introduction to the 2007 Office System as a Collaboration and Solutions Platform Chapter 4 SharePoint Architecture Fundamentals Chapter 5 Planning Your Information Architecture Chapter 6 Planning Your Move from SharePoint 2003 to 2007 Upgrade or Rebuild Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management Documents Records and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work Workflow and Forms Chapter 12 Office 2007 Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS Browser Office Compatibility Index

Essential SharePoint 2007 Scott Jamison, 2007 **American Book Publishing Record** , 2007

Essential SharePoint 2010 Scott Jamison, Susan Hanley, Mauro Cardarelli, 2010-08-12

The Only Book That s Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions

Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions to achieve superior business results The authors are leading enterprise SharePoint consultants and draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You ll find practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value from new innovations such as social tagging and mashups The book includes

comprehensive in the trenches guidance on planning architecture governance training and other key issues most SharePoint books ignore The authors identify success factors intangibles and gotchas helping you systematically reduce project risk and time to value ratio Learn how to Customize your best portal or collaboration strategy Sustain a portal for continual measurable value Leverage the new community and social features in SharePoint 2010 Succeed with enterprise content management Streamline business processes with Workflow and Forms Choose the right roles for Web collaboration search and Microsoft Office Plan for secure external collaboration Migrate smoothly from SharePoint 2007 Train and communicate for a successful launch Whether you re a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results **Essential SharePoint? 2010** Susan Hanley,1900 This book will become a mainstay in your SharePoint library You will find yourself reaching for it whenever you run into a difficult situation or need extra guidance on how to use the new SharePoint product set The Foreword by Thomas Rizzo Senior Director SharePoint Product Management Microsoft The Only Book That s Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions t *Essential SharePoint® 2010* Scott Jamison,2010 **SharePoint 2007 User's Guide** Tony Smith,Seth Bates,2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3 0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint s information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions SharePoint 2007 Users Guide Learning Microsoft s Collaboration and Productivity Platform is the follow up edition to the successful SharePoint 2003 Users Guide Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity **Essential SharePoint 2007** Jeff Webb,2007-11-28 If you re considering the vastly improved 2007 version of SharePoint this concise practical and friendly guide will teach you how to get the most from the latest version of Microsoft s information sharing and collaboration platform Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents structure workflow and share information over the Web using standard tools business users already know Microsoft Office and Internet Explorer Written in a conversational tone by internationally recognized SharePoint consultant and trainer Jeff Webb this book helps SharePoint administrators site owners and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites and explains what s new in SharePoint 2007 for experienced SharePoint 2003 administrators Essential SharePoint 2007 teaches you how to Use SharePoint 2007 with Outlook Word and Excel and as a document management tool replacing for example

shared network drives with libraries Build and customize sites lists libraries and web parts for intranets and extranets Use SharePoint 2007 for team communication through blogs wikis surveys and RSS and email alerts Build a SharePoint workflow application Create and program web parts in order to deliver custom services and data to a site Deploy and administer SharePoint 2007 Each chapter ends with a summary of best practices advocated by the author and the first few chapters of the book are ideal as training materials for end users Later chapters give developers and administrators tools not only to keep company sites running smoothly but also to customize and extend them The book also contains several appendices with a glossary of terms and hard to find information Essential SharePoint 2007 is a one stop task oriented guide for learning what s necessary to make this tool a vital part of team productivity Professional SharePoint 2007 Development John Holliday,John Alexander,2007-06-12 Beginning with an introduction to the technologies in Microsoft s application platform this guide goes on to highlight the technologies in SharePoint 2007 which are new for developers **Professional SharePoint® 2007 Development** John Holliday,John Alexander,Jeff Julian,Eli Robillard,Brendon Schwartz,Matt Ranlett,J. Dan Attis,Adam Buenz,Thomas Rizzo,2011-01-11 *Essential SharePoint 2010 : overview, governance, and planning. - Description based on print version record. - Includes index* Scott Jamison,2010 **Microsoft SharePoint 2007 Unleashed** Colin Spence,Michael Noel,2007-04-12 SharePoint provides a cost effective easy to implement solution for organizations interested in enhancing team collaboration document management and search functionality and in providing a portal to access corporate resources and intranet extranet environments The SharePoint 2007 family consisting of Windows SharePoint Service 3 0 and Microsoft Office SharePoint Server 2007 build upon these features and toolsets and introduce a staggering array of new tools and capabilities that undeniably make SharePoint 2007 an enterprise class solution This new edition walks IT professionals website designers SharePoint administrators and SharePoint power users through the design implementation and customization process Exciting new capabilities such as workflow records management web content management business processes and business intelligence features are covered in depth Best practices are provided for planning the architecture scaling to meet the organization s needs migrating from SharePoint 2003 and managing the farm or multi farm environment *Microsoft SharePoint 2007 For Dummies* Vanessa L. Williams,2011-02-08 Microsoft SharePoint now has a 10 percent share of the portal market and the new release which features enhanced integration with Office 2007 is sure to give SharePoint a boost Offers clear instructions and soup to nuts coverage of this complex product focusing instead on practical solutions to real world SharePoint challenges Features tips tricks and techniques for administrators who need to install and configure a SharePoint portal as well as ordinary users who need to populate and maintain the portal and use it for collaborative projects Topics covered include setting up a SharePoint portal matching SharePoint to business needs managing portal content branding collaborating on SharePoint sites using a portal to improve employee relations and marketing putting expense reports and other interactive forms on a portal and monitoring and

backing up SharePoint *Office and SharePoint 2007 User's Guide* Michael Antonovich, 2008-05-12 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 What you'll learn In this book you will discover How to access customize share and extend SharePoint document libraries in conjunction with Word Excel and other Office products Different ways to working through Office while interacting with SharePoint like synchronizing your calendar and contacts exporting databases and modifying them with SharePoint's list view and so on The best ways of managing content across teams and your entire organization What it really means to leverage all of SharePoint's capabilities by tying them directly into the Office applications you use every day Who this book is for *Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word* is a perfect reference for everyone who works at a company or organization that is using or planning to use either Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007 and who wants to make a difference by developing content collaboration and benefiting from the synergism working with several Microsoft products can provide **SharePoint 2007 Collaboration For Dummies** Greg Harvey, 2009-04-13 If you're looking for a way to help your teams access what they need to know work together and get the job done SharePoint can do just that *SharePoint 2007 Collaboration For Dummies* shows you the easiest way to set up and customize SharePoint manage your data interact using SharePoint blogs and wikis integrate Office programs and make your office more productive You'll learn what SharePoint can do and how to make it work for your business understand the technical terms and enable your people to collaborate on documents and spreadsheets You'll even discover how to get SharePoint help online Work with SharePoint's information sharing and team productivity tools See how data is stored in lists and libraries and arrange access for your teams Use SharePoint's meeting workspaces and add the capability for virtual meetings online Create blogs where team members can share ideas and wiki libraries to keep information up to date Keep everything on track with task lists and workflows to assign and monitor projects and progress Integrate Word and Excel or

connect SharePoint to Outlook 2007 so you can access information from your inbox Use Office SharePoint Designer 2007 to create custom workflows for your SharePoint task lists With tips for designing the perfect SharePoint site and ideas about enhancing your team meetings with meeting workspaces SharePoint 2007 Collaboration For Dummies helps you put this great collaboration tool to work right away Note CD ROM DVD and other supplementary materials are not included as part of eBook file *Essential Sharepoint 2007, 2/E* J. Webb,2007 If you re considering the vastly improved 2007 version of SharePoint this concise practical and friendly guide will teach you how to get the most from the latest version of Microsoft s information sharing and collaboration platform Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents structure workflow and share information over the Web using standard tools business users already know Microsoft Office and Internet Explorer *Essential SharePoint® 2013* Scott Jamison,Susan Hanley,Chris Bortlik,2013-08-16 The Only Book That s 100% Focused on Maximizing the Business Value of SharePoint 2013 Essential SharePoint 2013 approaches Microsoft SharePoint 2013 from a strict business value perspective helping you plan and implement solutions that achieve effective business results Leading SharePoint experts draw on their unsurpassed experience to provide business focused guidance on strategy governance planning deployment and more You ll find in depth insights for success with collaboration knowledge and content management governance and user adoption The authors help you choose features organize information define security models and launch your solution They present best practices for search workflow business intelligence and integrating information from Office 2013 and beyond Each chapter includes a section introducing new SharePoint 2013 capabilities from improved site branding to native iPhone mobile apps Throughout the authors identify success factors intangibles and gotchas helping you reduce risk and time to value Learn how to Ask the right questions to craft a plan that maximizes business value Efficiently deploy either green field solutions or upgrades Integrate web Office and mobile devices into a comprehensive collaboration solution Plan effective governance of content operations and applications Deliver enterprise content management integrating documents data web content and rich media Use search to help find the right knowledge and people Measure and optimize user adoption to increase ROI Evaluate the cloud based SharePoint Online option Use social tools to promote deeper user interaction Collaborate and communicate with customers partners and suppliers Quickly create agile solutions with mashups and composites Whether you re a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results **Microsoft SharePoint 2007 Unleashed** Noel,1900 Companies have been talking about knowledge management and leveraging their IT investments to enhance team collaboration for years but have had difficulty implementing effective solutions that tie together the wide range of information employees need to access SharePoint 2003 made great inroads into filling these needs SharePoint 2007 will make even greater strides in enabling organizations to create a practical framework to bring together information from such diverse systems as Office Visual Studio

SQL Server Windows Server and other Microsoft servers Previous editions of this book h **SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-05-21 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you 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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