

Locate your SharePoint site, page 4

http://wideworldimporters

Provide user name and password, page 4

Connect to wideworldimporters

Connecting to wideworldimporters.

User name:

Password:

☐ Remember my password

Home - Team Site - Windows Internet Explorer

http://wideworldimporters/default.aspx

Home - Team Site

Team Site

Team Site

Home

Travel

View All Site Content

Documents

• Shared Documents

Lists

• Calendar

• Tasks

Discussions

• Team Discussion

Sites

People and Groups

Recycle Bin

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

• Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

• Add new event

Welcome Olga Kosterina

This Site

Site Actions

Windows
SharePoint Services

Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.

• Add new link

Familiarize yourself with SharePoint home page, page 5

Windows SharePoint Services

3.0 Help and How-to

Help and How-to

Contents

Welcome

Creating sites, lists, and libraries

Sharing files and documents

Maintaining versions of files and items

Using workflows to manage processes

Customizing sites, pages, lists, and libraries

Formulas and functions

Accessibility

Viewing information

Sharing information

Organizing meetings

Integrating e-mail with sites, lists, and libraries

Managing sites and settings

Working in international environments

Launch Windows SharePoint Services Help, page 6

Microsoft Windows Sharepoint Services 3administrator Guide

Elaine Marmel



Microsoft Windows Sharepoint Services 3administrator Guide:

Administrator's Guide to Microsoft Office 2007 Servers J. Peter Bruzzese, Ronald Barrett, 2007-12-20 Explore the features the installation and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products Microsoft has released a line up of new servers Exchange Server 2007 and SharePoint Server 2007 are two of the major players but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server This book provides you with the knowledge you need to determine the use of each server the prerequisites and procedures of server installation the post installation configuration options so you can set it and forget it and finally a look at the client side applications that interact with the new servers Detailed information on how to Install each of the seven Office 2007 Servers including both standalone and server farm installation Handle post installation configuration options for each of the seven Office 2007 Servers Create InfoPath forms to post to your InfoPath Forms Server Work with the Groove client once your Groove Servers are in place Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server Understand Business Intelligence BI in order to manage your company's future through PerformancePoint Server Improve your ability to search for content through your SharePoint Server for Search J Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets New Horizons and ONLC com Over the past ten years Peter has worked for with Goldman Sachs CommVault Systems and Microsoft to name a few He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education In the past he specialized in Active Directory and Exchange instruction as well as certification training Peter is a contributor to Redmond Magazine WindowsITPro magazine and several tech sites and a speaker for the MCP TechMentor Conferences Ronald Barrett is the director of information technology for an accounting and financial services firm while also serving as chairman for the Technology Executive Committee for CPAmerica a national CPA network consisting of 15 000 professionals

Essential SharePoint Jeff Webb, 2005-05-17 Want to work more efficiently and effectively Want to improve productivity Microsoft is betting that you do That's why it created Windows SharePoint Services a set of collaboration tools that helps organizations increase individual and team productivity by enabling them to create web sites for information sharing and document collaboration Through these team oriented web sites users capture and share ideas and work together on documents tasks contacts etc either among themselves or with partners and customers And if you have Windows 2003 Server then you already

have SharePoint since it's built right in. But before you can enjoy the benefits of SharePoint you need to know how to turn it on, set it up, and get your applications working with it. Essential Sharepoint will help you do just that. It's not only the most complete guide for setting up and using these increasingly popular sites but it also explains in detail the integration that makes SharePoint exciting. Everything you need to know about SharePoint is covered including hosting choices, administration, customization, integration with Microsoft Office, developing new SharePoint functionality, when to use SharePoint portal server. Essential Sharepoint covers all the key topics for getting up and running with this powerful and popular set of collaboration tools. And it's not just for members of the IT staff. This comprehensive guide is for anyone in an organization who wants to explore Microsoft SharePoint in order to foster collaboration with other users. **MCTS**

Windows SharePoint Services 3.0 Configuration Study Guide Marilyn Miller-White, Paul Stork, Kris Wagner, 2009-12-17
The first and only Study Guide for the MCTS Windows SharePoint Services 3.0 Configuration Exam 70-631. Windows SharePoint Services 3.0 is a free collaborative tool that allows you to share and organize documents, contacts, and calendars; create polls; moderate the content of lists and share libraries; and more. Exam 70-631 tests your knowledge of SharePoint Services 3.0, and this book sharpens your skills as you prepare to take Exam 70-631. Packed with chapter review questions, real-world scenarios, and hands-on exercises, this study guide also readies you for specific aspects of Exam 70-631, including deploying Windows SharePoint Services 3.0, monitoring SharePoint Services, configuring security for SharePoint Services, administering SharePoint Services, managing customization, and configuring network infrastructure for SharePoint Services. First and only study guide to cover MCTS Windows SharePoint Services 3.0 Configuration Exam 70-631. Examines deploying, monitoring, and administering SharePoint Services, which are specific topics featured in Exam 70-631. CD features two practice exams, electronic flashcards, interactive chapter review questions, and the book in a searchable PDF. With this unique study guide, you'll be armed and ready as you prepare to take Exam 70-631. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. *Administrator's Guide to Windows Server 2003* TechRepublic, Incorporated, 2004. [SharePoint 2007: The Definitive Guide](#) James Pyles, Christopher M. Buechler, Bob Fox, Murray Gordon, Michael Lotter, Jason Medero, Nilesh Mehta, Joris Poelmans, Christopher Pragash, Piotr Prussak, Christopher J. Regan, 2007-09-24. For any organization that wants to use Windows SharePoint Services to share and collaborate on Microsoft Office documents, this book shows administrators of all levels how to get up and running with this powerful and popular set of collaboration tools. Microsoft Windows SharePoint Services technology in Office 2007 is an integrated set of services designed to connect people, information, processes, and systems both within and beyond the organizational firewall. SharePoint 2007: The Definitive Guide provides a detailed discussion of all Sharepoint features, applications, and extensions. You learn how to build Sharepoint sites and site collections along with ways to administrate secure and extend Sharepoint. This book teaches you how to Get up to speed on SharePoint, including ways to create lists, libraries, discussions, and surveys.

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Microsoft Forefront Security Administration Guide Jesse Varsalone,2009-02-07 Microsoft Forefront is a comprehensive suite of security products that will provide companies with multiple layers of defense against threats Computer and Network Security is a paramount issue for companies in the global marketplace Businesses can no longer afford for their systems to go down because of viruses malware bugs trojans or other attacks Running a Microsoft Forefront Suite within your environment brings many different benefits Forefront allows you to achieve comprehensive integrated and simplified infrastructure security This comprehensive suite of tools provides end to end security stretching from Web servers back to the desktop This book will provide system administrators familiar with Syngress existing Microsoft networking and security titles with a complete reference to Microsoft s flagship security products First book to address securing an entire Microsoft network from Web servers all the way back to the desktop Companion Web site provides best practices checklists for securing Microsoft operating systems applications servers and databases Companion Web site provides special chapter on designing and implementing a disaster recover plan for a Microsoft network **MCTS Microsoft Office SharePoint**

Server 2007 Configuration Study Guide James Pyles,2011-01-11 Qualified SharePoint administrators are in demand and what better way to show your expertise in this growing field than with Microsoft s new MCTS Microsoft Office SharePoint Server 2007 Configuration certification Inside find everything you need to prepare for exam 70 630 including full coverage of exam topics such as configuring content management managing business intelligence and more as well as challenging review questions real world scenarios practical exercises and a CD with advanced testing software For Instructors Teaching supplements are available for this title **Beginning SharePoint 2007 Administration** Göran Husman,2007-06-15 While

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Using clear instructions Microsoft Office SharePoint Server 2007 A Beginner s Guide shows you how to set up and configure SharePoint Server collect and store data build lists and libraries and enable enterprise search capabilities You ll learn how to create portals and Web pages secure your SharePoint Server 2007 environment and optimize performance Microsoft Office 2007 integration techniques are also covered Install and configure SharePoint Server 2007 Secure your SharePoint Server network and data Easily locate files and folders using the Search feature Simplify data collection using forms and workflows Logically organize content into lists and libraries Monitor maintain and back up your SharePoint Server environment Build Web applications and portals from reusable modular Web Parts Improve efficiency using customized views and metadata schemes Seamlessly integrate with Microsoft Office Outlook 2007

Professional Microsoft Search Thomas Rizzo,Richard Riley,Shane Young,2008-08-20 Written by three of the most recognized influencers in the Microsoft SharePoint community this book sheds light on SharePoint Search in the enterprise and focuses solely on Microsoft Search technology This book is intended for a range of folks from the IT administrator to the developer writing search applications We span many topics in this book to try to cover the breadth of using administering and developing on the SharePoint Search technologies The developer chapters will be important for the administrator to understand since developers and administrators have to work together to make Search work On the flip side the administrator chapters will be important for developers to understand the architecture and administration of Search because without this knowledge writing to the APIs will be more difficult Most readers will benefit from reading all the chapters in this book This book covers the breadth of the SharePoint Search technologies from Search Server to Windows SharePoint Services to Office SharePoint Server We also include information on the latest search technologies coming from Microsoft including the new federation capabilities filter pack and the recently acquired FAST technologies This book is structured in such a way that you can read it from end to end The chapters are laid out in such a way that they build on each other starting with an overview chapter and ending with an API chapter that shows you how to program against all the technology about which you just learned If you are new to SharePoint the first few chapters will be important for you to understand and digest before moving on since the array of search technologies can be overwhelming for someone new to them For experienced SharePoint readers the overview chapters are a good refresher to skim through but you probably can skip right to the detailed chapters starting with Chapter 3 Planning and Deploying an Enterprise Search Solution The topics covered include Introduction to Enterprise Search Overview of Microsoft Enterprise Search Products Planning and Deploying an Enterprise Search Solution Configuring and Administering Search Searching LOB Systems with the BDC User Profiles and People Search Extending Search with Federation Securing Your Search Results Customizing the Search Experience Understanding and Tuning Relevance Building Applications with the Search API and Web Services To get the most from this book you will want a copy of Office SharePoint Server Windows SharePoint Services or Search Server will work but you will not have access to all the search capabilities we

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Microsoft Office Project 2003 Bible Elaine Marmel, 2004-01-21 A comprehensive soup to nuts resource that shows business people how to master the latest version of this popular project management software Begins with an overview of project management basics and moves on to showing how to create a new project track a project's progress and work in groups More advanced topics discussed include customizing Project using macros and importing and exporting information Includes coverage of building tasks using views modifying the appearance of a project and resolving scheduling and resource problems plus new sample projects and a new chapter on using Visual Basic for Applications VBA and VBScript with Project Provides expanded coverage of Project Server installation hardware and software requirements and software configurations all needed to ensure that Project Server is administered and used effectively CD ROM includes sample projects bonus appendixes and demo software **Beginning Excel Services** Liviu Asnash, Eran Megiddo, Craig Thomas, 2007-03-07

Written by Microsoft's lead developers of Excel Services this book shares their insights into the benefits and usage of Excel's new server technology so that you can solve business problems You'll learn what Excel Services is for and how it is used how to deploy an evaluation copy of the server and effectively administer it and gain an understanding of how the server works You'll also get step by step guidelines for using the server in each of the scenarios for which it was designed **MCITP Self-paced Training Kit (Exam 70-647)** David Miller, John Policelli, 2011 Annotation Using this training kit you will learn how to do the following plan network and application services design core identity and access management components design support identity and access management components and design for business continuity and data availability

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 **Microsoft Office 2003 Editions Resource Kit** Microsoft Office Team,2003 Whether you re a small business or a global organization deploy and support Microsoft Office 2003 Editions with expertise direct from the Microsoft Office product team This official RESOURCE KIT packs the in depth technical information you need to customize and install Office plan and implement Microsoft Office Outlook 2003 messaging configure security features and perform everyday maintenance and troubleshooting You also get essential RESOURCE KIT tools documentation and a searchable eBook on CD everything you need to help maximize your organization s productivity and help reduce ownership and support costs Get in depth guidance straight from the Microsoft Office team on how to Customize Office Setup user settings and features tools and wizards on CD Deploy Office using Group Policy or Microsoft Systems Management Server Plan an Outlook 2003 deployment or upgrade Configure Outlook security options to help thwart viruses and other attacks Facilitate workplace collaboration with Microsoft Windows SharePoint Services Information Rights Management and Web access Use the Multilingual User Interface MUI Pack to simplify multilingual deployments Maintain Office with the detect and repair feature error reports and updates Implement Microsoft Office OneNote 2003 and Microsoft Office InfoPath 2003 Help protect corporate assets with locked down configurations code and policies Get Resource Kit tools and eBook on CD Customize configure and deploy Office with these tools Answer Wizard Builder CMW File Viewer Custom Installation Wizard Custom Maintenance Wizard Customizable Alerts HTML Help Workshop International Information MST File Viewer Office Converter Pack Office Information Office Profile Wizard Office Removal Wizard OPS File Viewer Outlook Administrator Pack Package Definition Files Policy Template Files CD also features Fully searchable eBook of this complete RESOURCE KIT For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the

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Senior Software Engineer D2HawkeyeServices Pvt Ltd **Microsoft Office Project Server 2007 Unleashed** QuantumPM,
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Table of Contents Microsoft Windows Sharepoint Services 3administrator Guide

1. Understanding the eBook Microsoft Windows Sharepoint Services 3administrator Guide
 - The Rise of Digital Reading Microsoft Windows Sharepoint Services 3administrator Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Windows Sharepoint Services 3administrator Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Windows Sharepoint Services 3administrator Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Windows Sharepoint Services 3administrator Guide
 - Personalized Recommendations
 - Microsoft Windows Sharepoint Services 3administrator Guide User Reviews and Ratings
 - Microsoft Windows Sharepoint Services 3administrator Guide and Bestseller Lists
5. Accessing Microsoft Windows Sharepoint Services 3administrator Guide Free and Paid eBooks
 - Microsoft Windows Sharepoint Services 3administrator Guide Public Domain eBooks
 - Microsoft Windows Sharepoint Services 3administrator Guide eBook Subscription Services
 - Microsoft Windows Sharepoint Services 3administrator Guide Budget-Friendly Options

6. Navigating Microsoft Windows Sharepoint Services 3administrator Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Windows Sharepoint Services 3administrator Guide Compatibility with Devices
 - Microsoft Windows Sharepoint Services 3administrator Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Windows Sharepoint Services 3administrator Guide
 - Highlighting and Note-Taking Microsoft Windows Sharepoint Services 3administrator Guide
 - Interactive Elements Microsoft Windows Sharepoint Services 3administrator Guide
8. Staying Engaged with Microsoft Windows Sharepoint Services 3administrator Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Windows Sharepoint Services 3administrator Guide
9. Balancing eBooks and Physical Books Microsoft Windows Sharepoint Services 3administrator Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Windows Sharepoint Services 3administrator Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Windows Sharepoint Services 3administrator Guide
 - Setting Reading Goals Microsoft Windows Sharepoint Services 3administrator Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Windows Sharepoint Services 3administrator Guide
 - Fact-Checking eBook Content of Microsoft Windows Sharepoint Services 3administrator Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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plot summary an alien spaceship appears above the gaulish village causing nearly all of the people and animals to turn rigid only asterix obelix getafix and dogmatix are unaffected due to consumption of the magic potion an alien named toon emerges from the spherical spaceship

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