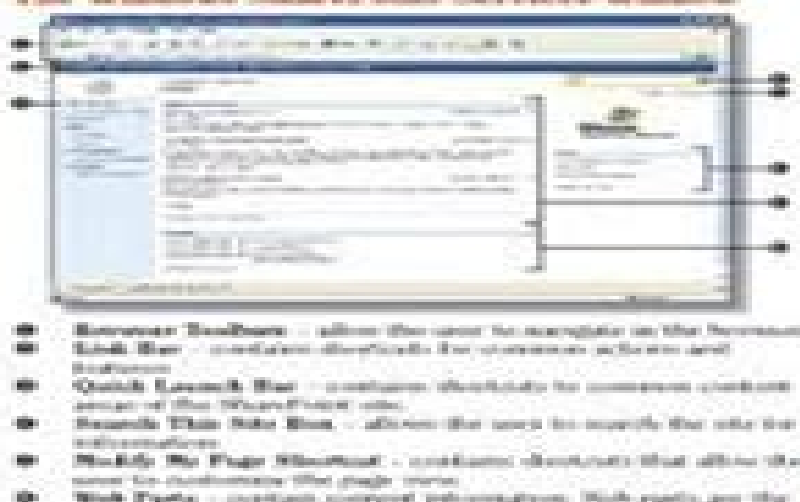




Getting Started

The Windows SharePoint Services Window



- 1. **Browser Buttons** - allow the user to navigate to the homepage
- 2. **Link Bar** - contains shortcuts for common actions and features
- 3. **Quick Launch Bar** - contains shortcuts to common content areas of the SharePoint site
- 4. **Search This Site Box** - allows the user to search the site for information
- 5. **Modify My Page Shortcut** - contains shortcuts that allow the user to customize the page view
- 6. **Web Parts** - contain content information. Web parts are the containers of information that make up the site.

Note: This guide was created using the Contributor site group. User roles and features may be different.

Logging In

1. Enter the URL of your Windows SharePoint Services site as your Web browser.
2. Enter your user name in the User name box.
3. Enter your password in the Password box.
4. (Optional) Check the Remember me password box.
5. Click the OK button. Your Home page will be displayed. *Note:* To return to your Home page while working in the SharePoint site, click the Home shortcut on the Link Bar.

Using the Quick Launch Bar

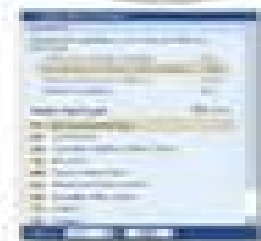
The Quick Launch bar appears in your Home page view. By default, the following content areas are located on the Quick Launch bar:

- **Documents** - contains document libraries that contain document files relating to a specific group or subject.
- **Pictures** - contains picture libraries that contain picture files relating to a specific group or subject.
- **Lists** - contains shared information. The default lists are Announcements, Events, Links, Contacts, and Tasks.
- **Discussions** - contains discussion boards that allow users to post messages and comments in a chronological format.
- **Newsfeeds** - contain news or reported for specific guidelines created by an administrator and to view the responses of other users.

Customizing Your Page

Adding a Web Part

1. Click the **Modify My Page** shortcut.
2. Select **Add Web Parts** from the resulting menu.
3. Choose one of the following:
 - To insert an available web part, select **Browse**, select a web part in the **Web Part List** in the **Add Web Parts** pane.
 - To search for available web parts, select **Search**, enter text to search for and click the **Go** button. Select a web part in the **Search Results** window of the **Add Web Parts** pane.
 - To import a web part file, select **Import**. Click the **Browse** button, locate and select the file you want to import and click the **Open** button. Click the **Upload** button. Select the file in the **Add Web Parts** pane.
4. Click the arrow on the **Add** button and select a page location from the resulting menu.
5. Click the **Add** button.
6. Click the **Close** button in the **Add Web Parts** pane to return to your Home page.



Modifying a Web Part

1. Click the **Modify My Page** shortcut.
2. Select **Modify My Web Parts** and select a web part from the resulting menu.
3. Make changes to the web part page.
4. (Optional) If you want to save how the changes will look, click the **Apply** button.
5. Click the **OK** button when you are finished. *Note:* You can also click the **Web Part Name** arrow on the title bar of the web part you want to modify and select **Modify My Web Part** from the resulting menu.

Designing Your Page

1. Click the **Modify My Page** shortcut.
2. Select **Design This Page** from the resulting menu.
3. Choose one of the following:
 - To move a web part to another location, click and drag the title bar of the web part you want to move to the new location. A blue bar will appear to show where the web part will be placed.
 - To delete a web part, click the **Web Part Name** arrow on the title bar of the web part you want to delete and select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.
 - To minimize a web part, click the **Web Part Name** arrow on the title bar of the web part you want to minimize and select **Minimize** from the resulting menu.
4. When you are finished, click the **Modify My Page** shortcut and select **Design This Page** from the resulting menu. *Note:* To return your page to the default settings, click the **Modify My Page** shortcut and select **Reset Page Content** from the resulting menu. Click the **OK** button to confirm that you want to return to the default settings.

Windows Sharepoint Services 30 Quick Reference Guide

Jeff Webb



Windows Sharepoint Services 30 Quick Reference Guide:

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 SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 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 **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. **SharePoint User's Guide** Infusion Development Corp. (Infusion Development Corporation), 2005-03-08. There's nothing like teamwork for making progress on a project but sharing information and building on each other's successes can be challenging when your team is scattered across the miles. Microsoft's SharePoint helps teams and organizations close the distance. With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents, tasks, contacts, and events. It's the next best thing to being in the room together. Unfortunately, much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark. The SharePoint User's Guide takes another approach; this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it. You'll learn how to create sites that your organization can use to work together or independently from an end user's point of view. Now even beginners can learn how to access sites that are already set up, create new sites, personalize sites, use the document and picture libraries for adding and editing content, add discussion boards and surveys to a site, enhance security. You'll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added. You can even share select information with partners or customers outside your organization. No one that uses SharePoint collaboration services can afford to be without this handy book. The SharePoint User's Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language. With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User's Guide will show them how.

Mastering Windows SharePoint Services 3.0 C. A. Callahan, 2011-02-09. Windows SharePoint Services WSS 3.0 is the latest version of the collaboration tool found in Windows Server 2003 R2 and also the underlying technology of Microsoft Office SharePoint Server MOSS 2007. In this comprehensive book you'll go under the hood of WSS 3.0 and discover how to make it easy to share documents, track tasks, create common workspaces where teams can work collectively, set up discussion groups and more. Includes essential techniques for site creation, administration, customization, security, and disaster recovery and practical steps for migrating from 2.0 to 3.0. Office and SharePoint 2010 User's Guide Michael

Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we 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 to 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 that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may 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 experienced power users 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 Visio Services Quick Guide Sahil

Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide **Big**

Data Tools - Which, When and How? (Volume- IV) Dr. Poornima G. Naik Dr. Girish R. Naik,2023-12-04 MongoDB is an open source cross platform document oriented NoSQL Not Only SQL database management system that provides high performance and availability and easy scalability It is particularly employed for high volume of data storage Two key features of MongoDB which have made it popular are auto sharding for horizontal scalability and in built replication mechanism for high availability both of which are inevitable for big data analytics MongoDB came into existence to address the large data size and unstructuredness of data which could not be handled by the traditional database management systems Volume IV of Big Data Tools Which When and How Hands on Sessions with MongoDB Basics is intended for learners who have just migrated from SQL systems to NoSQL systems and keen in exploring the differences between the two The book covers the basics of MongoDB such as MongoDB architecture installation of MongoDB modeling relationship between the documents and managing collections The key features of the books are in depth coverage of structural differences between RDBMS systems installation of MongoDB on Windows and Ubuntu operating systems exposure to MongoDB complex structures cursors in MongoDB MongoDB has a rich set of database management tools Few prominent tools are focused with in depth

discussion on two MongoDB GUI tools having wide acceptance in industry viz MongoDB Compass and RockMongo Difficult to comprehend topics such as GridFS for storing multimedia content in MongoDB database custom auto increment field data validation and bulk API are illustrated with suitable examples The salient feature of the book is mapping of SQL Statements to MongoDB statements which enables the reader coming from SQL background to comprehend the alterations to be made for querying JSON based systems **SharePoint 2010 Site Owner's Manual** Yvonne M. Harryman,2012-02-12 Summary

SharePoint 2010 Site Owner s Manual teaches you what SharePoint 2010 is all about and how to get started using it The book also includes step by step scenarios for implementing real world scenarios You will learn how to build powerful sites leveraging SharePoint s out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites With it you ll learn how to set up document sharing trackable workflows and many other business applications You ll go step by step through real world scenarios like content management business intelligence sharing information on the web and search Along the way you ll learn how to interact with other business tools like Access InfoPath and SharePoint Designer This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint s out of the box functionality No programming or system administration experience is required Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book What s Inside Go from user to power user Build on out of the box features Customize your SharePoint site Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality [MCTS Microsoft SharePoint 2010 Configuration Study Guide](#) James

Pyles,2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training Microsoft SharePoint claims over half the market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business

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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

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 *SharePoint 2003 User's Guide* Seth Bates,Tony Smith,2006-11-08 Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services address a variety of information sharing and collaboration needs providing an innovative way for you to manage information In order to get the most out of SharePoint you need to understand its capabilities to create materials collaborate with others

and share enterprise information Whether you re a beginner or an experienced SharePoint user SharePoint 2003 User s Guide is designed to provide you with the information you need to effectively use these tools The authors who are experienced SharePoint consultants take a real world look at the best practices for Microsoft SharePoint 2003 and include many detailed examples you can build on The first section of the book describes the basic and advanced building blocks in both of the SharePoint technologies With step by step examples the authors explain features like portals sites lists and libraries Advanced topics include targeting content managing security and integrating with Microsoft Office 2003 The second section expands on these features by showing you how to build the most commonly used SharePoint solutions The book describes the challenges these solutions are designed to address and the benefits that are realized by using a SharePoint based solution The authors provide specific instruction and examples that will allow you to effectively configure SharePoint for document collaboration information centers and other detailed scenarios

Microsoft SharePoint Portal Server Kevin Laahs, Emer McKenna, Don Vickers, 2002-01-08 Use Microsoft SharePoint Portal Server 2001 as a foundation for building knowledge sharing applications This book details how IT professionals can plan design and implement web based solutions using Microsoft s Intranet Portal Written by experts from Compaq the world s prime integrator of Exchange systems and Microsoft s Partner of the Year the book illustrates how easy it is to create sophisticated knowledge based applications using SharePoint Portal Server It provides an excellent overview of the built in features and functionality of SharePoint Portal Server and describes how a Portal coordinator can easily customize the product to fit their business needs The book blends expert instruction best practices and project blueprints and effectively guides readers through the process of creating a knowledge sharing solution using Microsoft SharePoint Portal Server 2001 Explains Microsoft s strategy for knowledge sharing and its foundation on the Microsoft SharePoint Technologies Details how to build enhanced collaborative applications with SharePoint Portal Server 2001 Shows SharePoint Portal Server 2001 as a tool enabling a rigorous and comprehensive knowledge management strategy

Microsoft 365 and SharePoint Online Cookbook Gaurav Mahajan, Sudeep Ghatak, Nate Chamberlain, Scott Brewster, 2024-02-29 Unlock over 100 recipes for mastering Microsoft 365 Boost productivity with Copilot collaborate with SharePoint and Teams automate tasks create apps and reports using Power Automate with RPA Power Apps Power BI and more Get With Your Book PDF Copy AI Assistant and Next Gen Reader Free Key Features Enhance collaboration and productivity using SharePoint Teams OneDrive Viva Planner and Microsoft Forms Automate processes build apps bots and dashboards with Power Automate with RPA Power Apps Copilot Studio and Power BI Harness Copilot the new AI virtual assistant for seamless support in your everyday tasks Book Description Microsoft 365 offers tools for content management communication process automation and report creation Microsoft 365 and SharePoint Online Cookbook maximizes workplace collaboration and productivity using SharePoint Online Teams OneDrive Delve M365 Search Copilot Power Platform Viva Planner and Microsoft Forms You will find thoroughly updated recipes for SharePoint Online covering

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Business Intelligence in Microsoft SharePoint 2013 Norman P. Warren,Mariano Teixeira Neto,Stacia Misner,Ivan Sanders,Scott A. Helmers,2013 Dive into the business intelligence BI features in SharePoint 2013 and use the right combination of tools to deliver compelling solutions This practical book guides you through the BI application services available in SharePoint 2013 and Microsoft SQLServer

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