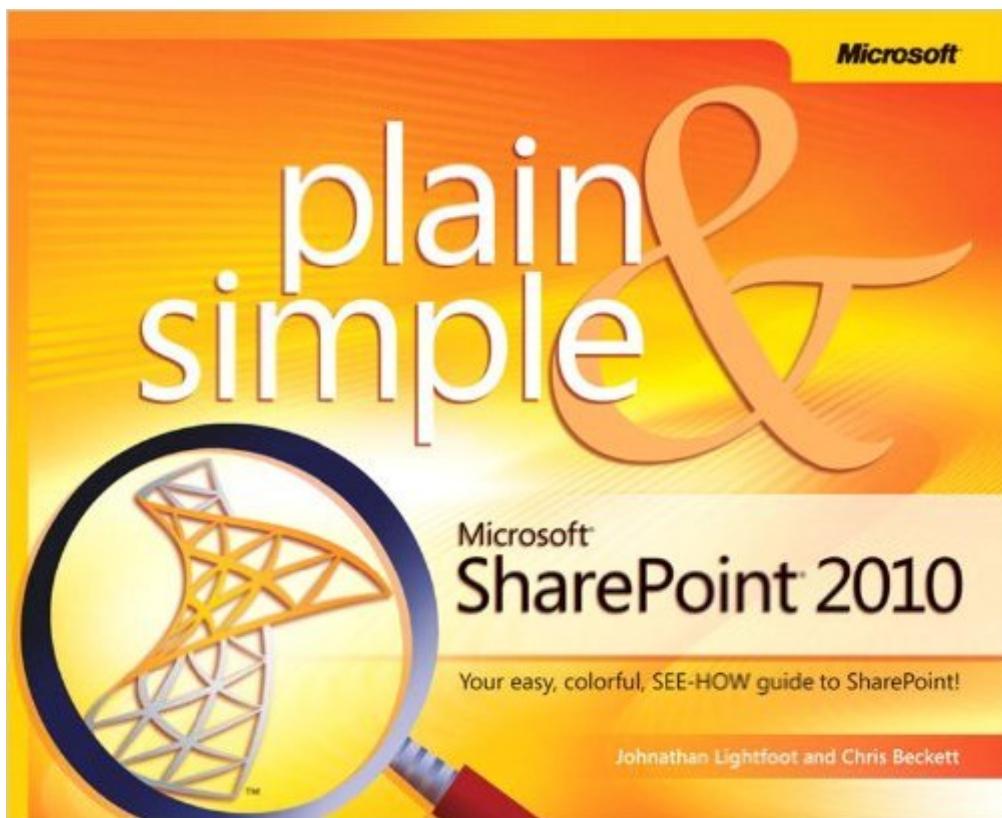


The book was found

# Microsoft SharePoint 2010 Plain & Simple



## Synopsis

Learn the simplest ways to get things done with Microsoft SharePoint 2010! Here's **WHAT You'll Learn** Manage and share team information in one location Use project task lists to organize people and processes Create libraries for documents, media, slides, and more Work seamlessly with Microsoft Office Find content quickly with the Search Center Add SharePoint blogs, wikis, and personal sites Here's **HOW You'll Learn It** Jump in whenever you need answers Easy-to-follow **STEPS** and **SCREENSHOTS** show exactly what to do Handy **TIPS** teach new techniques and shortcuts Quick **TRY THIS!** exercises help apply what you learn right away

## Book Information

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Average Customer Review: 3.8 out of 5 stars (See all reviews) (65 customer reviews)

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## Customer Reviews

This would be the book I'd love to see in the hands of all our employees at work... Microsoft SharePoint 2010 Plain & Simple: Learn the simplest ways to get things done with Microsoft SharePoint 2010 By Johnathan Lightfoot and Chris Beckett. As we get ready to move from SharePoint 2007 to SharePoint 2010, one of the biggest concerns we have is training people on the changes. To be honest, trying to hook up current SharePoint users with concise how-to information is also a struggle. Microsoft SharePoint 2010 Plain & Simple overcomes that with most everything someone would need to know to get the most out of SharePoint 2010 as an end user or power user. **Contents:** About This Book; What's New and Improved in SharePoint 2010?; Getting Started with SharePoint Sites; Organizing and Managing Information; List and Library Essentials; Working

with Documents; Working with Media; Using Information Management Policies; Organizing People and Work; Using SharePoint with Office 2010; Collaborating with Blogs; Security Within SharePoint 2010; Using Personal Sites and Social Networking; Searching for Information; IndexThis was my first exposure to the Plain & Simple series, and I can understand why they work so well. Printed in full color, they focus on the essential tasks that a person would want to accomplish with a piece of software. A brief explanation of the feature is followed by step-by-step instructions on the task. In addition, there are numerous information "bubbles" throughout, targeting tips, things to try out, references to additional information, and cautions to remember.

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