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Contents. 1. Introduction

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SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's 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. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity.

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment – his role is helping desktop users integrate and use SP features seamlessly – our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it 's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It 's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products.

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.

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