



#### 1 RIBBON

The SharePoint 2013 Ribbon contains the commands most often needed by the site owners, contributors and visitors. The ribbon displays the appropriate commands for the area of SharePoint you are currently using: Page, List, Item, Library, Document and Web Parts.

#### 5 CURRENT LINKS

These navigation links provide access to the content of the current site. The site owner can decide which lists and libraries will appear in the Current links area.

#### 2 365 LINKS

**Outlook** - email  
**Calendar** - quick access to your schedule  
**People** - your contacts  
**Newsfeed** - stay up-to-date with what's going on  
**Sky Drive** - your personal document storage  
**Sites** - sites you follow  
 . . . Office.com links  
**Admin** - 365, Exchange, Lync, SharePoint administration links

#### 6 WEB PARTS

Add web parts to your pages to display filtered, up-to-date lists of data and documents. Web parts are easily configured to display information from the current site, other SharePoint sites and business data from other sources.

#### 3 SETTINGS

**User Information** - your login ID and profile link  
**Settings** - access to site settings and site content  
**Edit** - enter edit mode to make page updates  
**Share** - quickly share your site with others

#### A GET STARTED

Get Started web part has helpful features for new site owners. Once you are familiar with SharePoint features, this web part can be removed, freeing up screen space for other collaborative web parts.

#### 4 GLOBAL LINKS

Global navigation displays links to other SharePoint sites. Global navigation can be managed by the site owner or it can be managed by SharePoint.

#### B NEWSFEED

Newsfeed web part provides recent team updates and communication.

#### C DOCUMENTS

Documents web part allows quick access to library documents.

# Windows Sharepoint Services 30 Quick Reference Guide

**Sahil Malik, Srinivas Sistla**



## **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 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

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**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

[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. *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. [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, 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 book 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

**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 intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification

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**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

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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     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 Access 2010 In Depth** Roger Jennings, 2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides specific tested proven solutions to the problems Access database users and developers run into every day challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information

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tailored for a broad spectrum of skillsets including general business professionals IT administrators and enterprise architects who are newcomers to Microsoft 365 offering valuable insights for establishing a contemporary digital workplace effectively

**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 [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 *Network World* ,2003-07-07 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

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