SharePoint Office Pocket Guide

By J. Webb

O'Reilly Media, Inc, USA. Paperback. Book Condition: new. BRAND NEW, SharePoint Office Pocket Guide, J. Webb, Any situation where people need to work together online is a situation for Microsoft SharePoint. SharePoint is a component of Windows 2003 that enables organizations to construct web sites specifically for information sharing and collaboration. Within these sites, individuals can capture and share ideas, plus work together on documents, tasks, contacts, and events. "The SharePoint Office Pocket Guide" from O'Reilly gets you collaborating with others in this format immediately. It covers the ins and outs of SharePoint's key tools in plain, easy-to-follow language. Within minutes, you'll understand how to: determine which web site template is best for you; customize the design and content of the site's various pages; upload documents for all team members to see; add public announcements; send alerts to team members so they know when existing documents have been changed; add links to other external sites; track work items; call meetings from within Office 2003; and add new members to the site. Thanks to SharePoint, you'll discover that emailing is no longer the most efficient way to share files. In fact, you may never need to zip files together again, which...

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Reviews

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