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Microsoft SharePoint 2010 End User Guide: Business Performance Enhancement

Peter Ward, Michael McCabe

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An essential hands-on guide, this book describes functionality, ideas and terminology related to SharePoint and applies the knowledge to enhance your business. This is not a heavy technical book for the professional IT department power user, weighed down with technical jargon and techniques, but a tutorial full of great advice and short cuts to SharePoint's functionality, where the authors remember all the tough stuff so you don't have too. While other books will tell you what SharePoint can do from a technical standpoint and may leave you wondering if the product is appropriate for your day-to-day needs, this guide will provide you with the information and hands on tools so you can immediately apply solutions to your work environment. If you are a SharePoint 2010 end user and you want to take back control of your workday and Inbox by applying your knowledge of SharePoint, then this book is ideal for you. By using SharePoint to complement your Office desktop tools, this book will be a tremendous aid if you are an end user willing to invest a few hours of reading to become highly productive and efficient in working with information on a day to day basis. You should be comfortable with the basic functionality of Outlook, other Office applications, and basic web page functions. No prior knowledge of SharePoint is required.

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