Microsoft® Windows® SharePoint® Services Step by Step

Olga M. Londer, James Edelen, Todd C. Bleeker, Penelope Coventry

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Quickly teach yourself how to make team collaboration easy—and more productive—with Windows SharePoint Services. With STEP BY STEP, you drive the instruction. Work at your own pace through the book's lessons and build new skills using the files on CD. You'll learn exactly what you need to know about using Windows SharePoint Services to help you—and your team—share ideas and information more efficiently!

- Build your own SharePoint site—a central, Web-based workspace for teamwork and communication
- Set up document libraries and Document Workspaces for easy collaboration
- Use Meeting Workspaces to facilitate meeting preparation and follow-up
- Share and exchange data, calendars, contacts, and other information from Microsoft Office programs
- Conduct surveys and use discussion boards on your site
- Customize your pages and sites with Web PartsPractice your skills using the files on CD!

Your Microsoft Office System Reference Pack on CD includes:

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