



Microsoft® SharePoint 2010



SharePoint is a web-based collaboration tool that enables teams to manage and use shared information such as documents, images, surveys, and discussion threads. You can build SharePoint sites that are permanent parts of your team's workflow, or that offer temporary support for short-term projects. New in SharePoint 2010 are Document Sets, which are helpful in managing a large number of related documents when maintaining their look and feel is

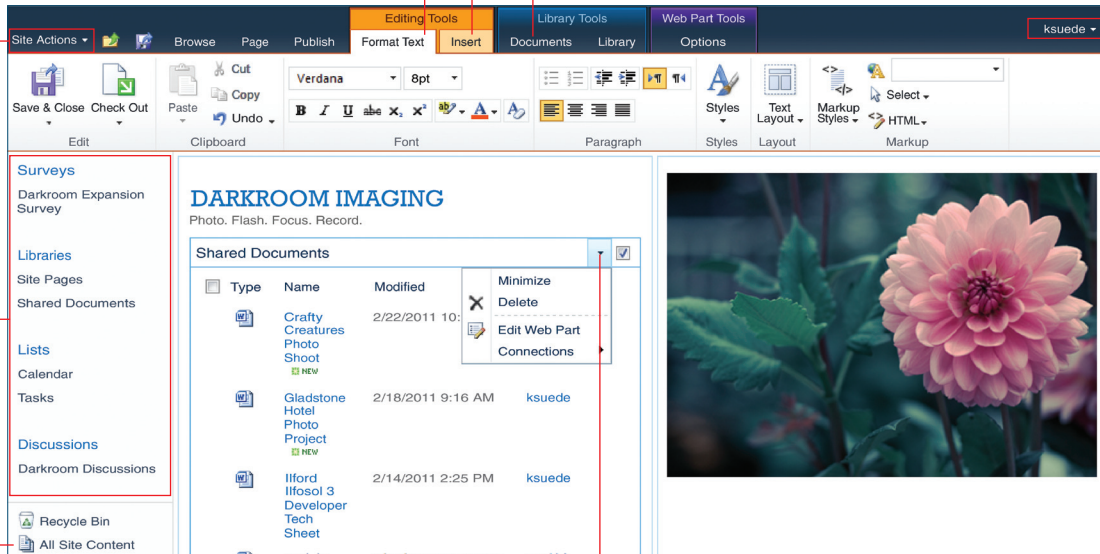
important, as well as a new tagging and rating system that allows users to quickly locate and track changes to valuable content. The Microsoft Office Ribbon menu interface has also been introduced in this edition, as has the themes layout familiar to users of other Office titles like PowerPoint.

Ribbon tabs. See *Using the Ribbon*, below.

Click to access creation and deletion tools for sites, pages, and libraries, and to alter permissions and SharePoint functionality settings.

Navigation Pane

Click to display all libraries, list items, team discussions, surveys, and sites and workspaces that are part of the active site.



Click to navigate to your My Site page. See *My Site*, page 2.

Web Part drop-down menu. See *Working with Web Parts*, page 2.

Site Permissions

Your ability to view data, work with files, and access specific areas within SharePoint depends on the permission level you have been assigned by your company. In some cases, you can use permissions to determine who can interact with different items and areas within your site. Similarly, site navigation and tools available on the Ribbon may be altered or restricted to you depending on the permission level you have been granted.

To assign permissions to other site users: click **Site Actions** > **Check Out**. Navigate to the area, and then click the **Settings** button above the content display. Choose the settings option at the bottom of the drop-down list that appears (e.g. **List Settings**). On the **Customize** page, click **Permissions for this...** in the **Permissions and Management** area.

Note: Some permission levels (e.g. **View Only**) do not allow you to determine your permission assignment.

To request a change to your permission level for a SharePoint area: contact your SharePoint administrator.

Using the Ribbon

New to SharePoint 2010 is the Ribbon menu interface, containing all of the common commands and formatting tools used to make changes in SharePoint, grouped together under context-sensitive tabs. Mouse over items on the Ribbon to display a description of the function they perform.

Click on a Ribbon tab to display related command groupings and task options.

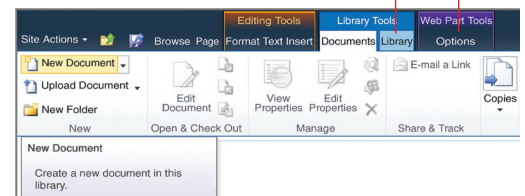


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