



Microsoft SharePoint 2010 Plain & Simple

Chris Beckett, Johnathan Lightfoot

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Learn the simplest ways to get things done with Microsoft SharePoint 2010!

Here's WHAT You'll Learn

- Manage and share team information in one location
- Use project task lists to organize people and processes
- Create libraries for documents, media, slides, and more
- Work seamlessly with Microsoft Office
- Find content quickly with the Search Center
- Add SharePoint blogs, wikis, and personal sites

Here's HOW You'll Learn It

- Jump in whenever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! exercises help apply what you learn right away

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