



Microsoft® Office SharePoint® Server 2007: A Beginner's Guide

Ron Gilster

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Set up and administer a SharePoint Server 2007 environment

Get started on Microsoft Office SharePoint Server 2007 quickly and easily with help from this step-by-step guide. Using clear instructions, *Microsoft Office SharePoint Server 2007: A Beginner's Guide* shows you how to set up and configure SharePoint Server, collect and store data, build lists and libraries, and enable enterprise search capabilities. You'll learn how to create portals and Web pages, secure your SharePoint Server 2007 environment, and optimize performance. Microsoft Office 2007 integration techniques are also covered.

- Install and configure SharePoint Server 2007
- Secure your SharePoint Server network and data
- Easily locate files and folders using the Search feature
- Simplify data collection using forms and workflows
- Logically organize content into lists and libraries
- Monitor, maintain, and back up your SharePoint Server environment
- Build Web applications and portals from reusable, modular Web Parts
- Improve efficiency using customized views and metadata schemes
- Seamlessly integrate with Microsoft Office Outlook 2007

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