



Microsoft SharePoint 2010 Plain & Simple

By Johnathan Lightfoot, Chris Beckett

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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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Editorial Review

About the Author

Johnathan Lightfoot is the President/CEO of TechForce, Inc., a Microsoft Partner company, who has been involved with IT for over 15 years. He has worked in various roles including Help Desk, Level II and III Desktop Support, Windows and AS-400 Server Administration and Development. Companies he is fortunate to have worked for in the past include Electronic Data Systems, Hawaiian Telcom and Norwegian Cruise Line (yes he actually worked on the ships). However the best experiences he says he has had were his nine years serving in the United States Navy.

He is a Microsoft Certified Trainer who specializes in MOSS 2007, WSS 3.0 and Office 2007 technologies along with providing Soft Skills training for organizations. Due to his background he is often called upon during the rollout phase of projects to provide training (Beginner, Intermediate and Advanced) and to assist End-Users, Power Users and Site Administrators with User Acceptance; as well as serving as the “translator” between customer’s and IT Departments. He is certified as an MCT, MCDST, MCAS 2007, and MCPS (Microsoft Online Services). He is currently preparing a package to gain MCLC certification.

He is from Miami, FL (originally) and has lived and worked literally around the world he currently lives outside of Washington, DC in Columbia, Maryland with his super terrific wife Genevievette.

Chris Beckett is a Microsoft Certified SharePoint Master, with 20 years of business solutions expertise, six years of dedicated SharePoint solutions consulting experience, thousands of hours of knowledge acquisition, training and professional development, and a deep expertise with SharePoint technologies. He is an active SharePoint community participant, and writes a SharePoint-focused blog. He is also a frequent speaker at user group and industry events.

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