SharePoint 2010

New Features and Collaboration Benefits

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SharePoint 2010

New Features and Collaboration Benefits

- Topics/Agenda
  - Browser Compatibility
  - User Interface
  - Office Integration
  - Document Co-authoring
  - Calendars
  - Libraries vs. Email
  - Metadata
  - My Sites
  - Search
  - Summary

SharePoint 2010

New Features and Collaboration Benefits

- **Browser Compatibility**

SharePoint 2010

New Features and Collaboration Benefits

- Browser Compatibility
  - Cross-platform
    - SharePoint 2010 now works the same in all web browsers.
      - Internet Explorer
      - Mozilla Firefox
      - Google Chrome
      - Apple Safari

SharePoint 2010

New Features and Collaboration Benefits

- Browser Compatibility
  - Silverlight
    - SharePoint 2010 uses the Silverlight plug-in (similar to Adobe Flash) to create dialog boxes and windows for data entry and functionality, making it look and feel just like an Office program.

SharePoint 2010

New Features and Collaboration Benefits

- Browser Compatibility
  - Preferred browser
    - Although SharePoint 2010 now supports multiple browsers, Internet Explorer is still the best choice when working with SharePoint.

SharePoint 2010

New Features and Collaboration Benefits

- **Browser Compatibility**
  - Users are able to use any modern browser to access and work with SharePoint.

primary benefit

SharePoint 2010

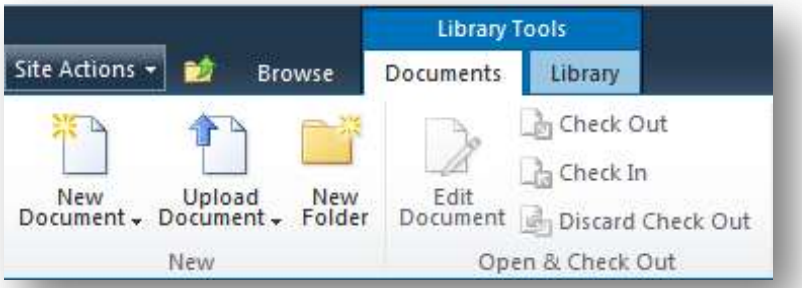
New Features and Collaboration Benefits

- **User Interface**

SharePoint 2010

New Features and Collaboration Benefits

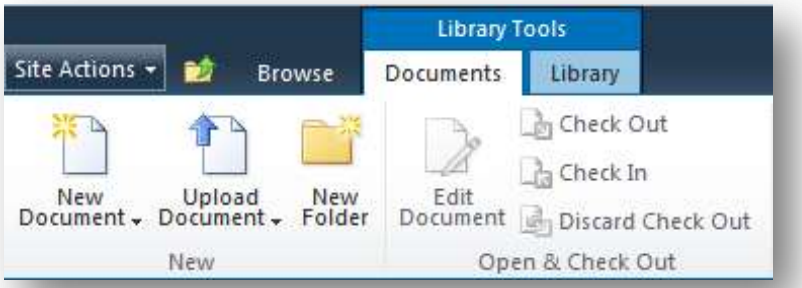
- User Interface
  - The Ribbon
    - Introduced in Office 2007, SharePoint 2010 uses the Ribbon for all navigation and functionality, and the Ribbon's behaviors are similar to Office.



SharePoint 2010

New Features and Collaboration Benefits

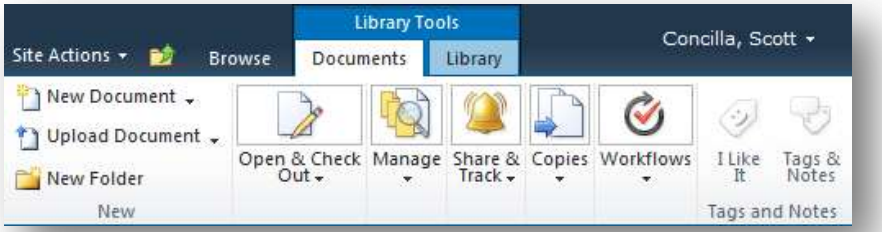
- User Interface
  - The Ribbon
    - The Ribbon is contextual, providing tabs and tools specific to the task at hand.



SharePoint 2010

New Features and Collaboration Benefits

- User Interface
  - The Ribbon
    - The Ribbon icons and buttons expand and collapse/combine in real time based on the width of the browser window.



SharePoint 2010

New Features and Collaboration Benefits

- **User Interface**
  - Users are already familiar with the Ribbon from Office and shouldn't require retraining.

primary benefit

SharePoint 2010

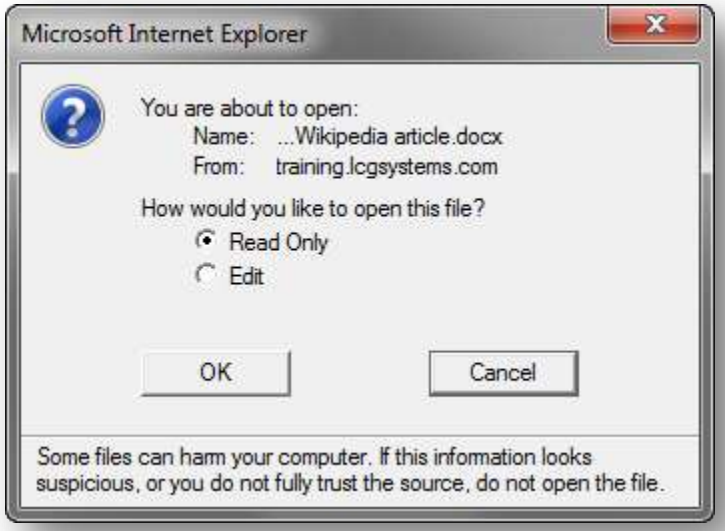
New Features and Collaboration Benefits

- **Office Integration**

SharePoint 2010

New Features and Collaboration Benefits

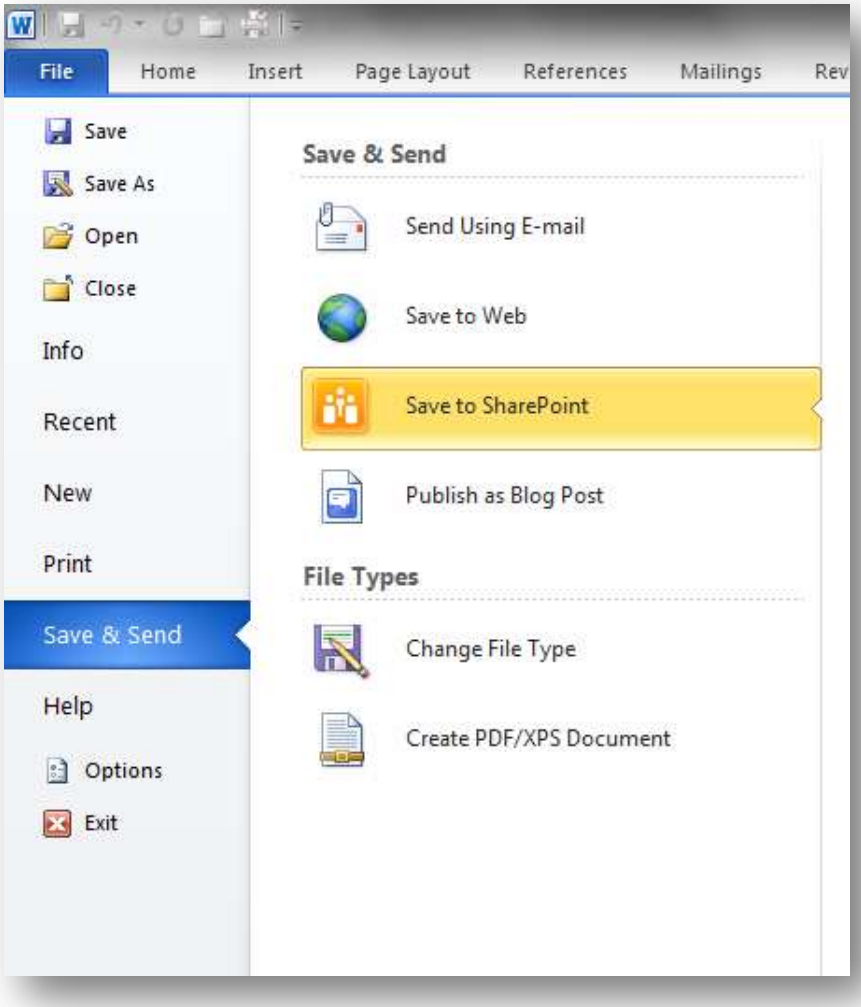
- Office Integration
  - Open in application
    - When Office files are clicked in a library, they are automatically opened into the associated application.



SharePoint 2010

New Features and Collaboration Benefits

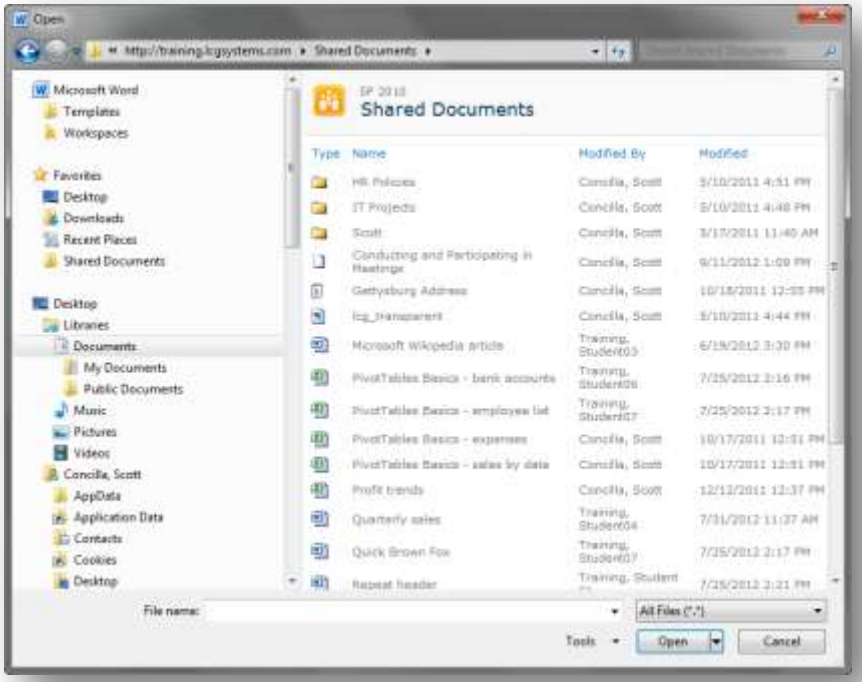
- Office Integration
  - Save to SharePoint
    - All Office 2010 applications include options to save directly to SharePoint Document Libraries.



SharePoint 2010

New Features and Collaboration Benefits

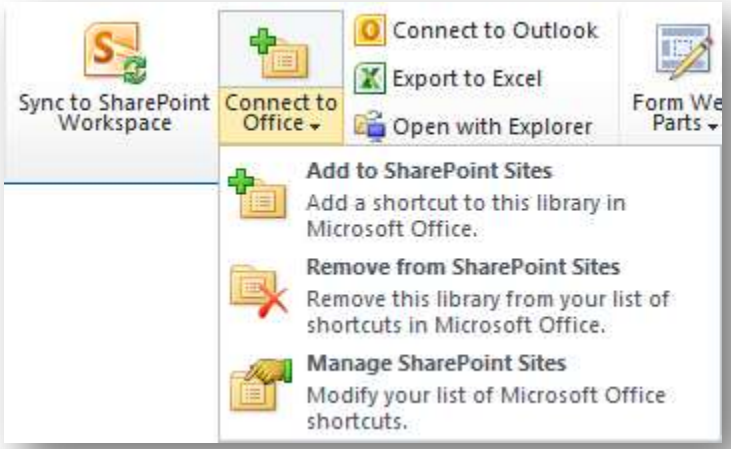
- Office Integration
  - Open from SharePoint
    - Several Office 2010 commands can open files directly from SharePoint.
      - **Recent Documents** list
      - **Recent Places** list
      - **Open** dialog box
        - Favorites
        - Mapped drives



SharePoint 2010

New Features and Collaboration Benefits

- Office Integration
  - Connect to Office
    - SharePoint 2010 provides options to easily add shortcuts to Document Libraries into Office 2010.



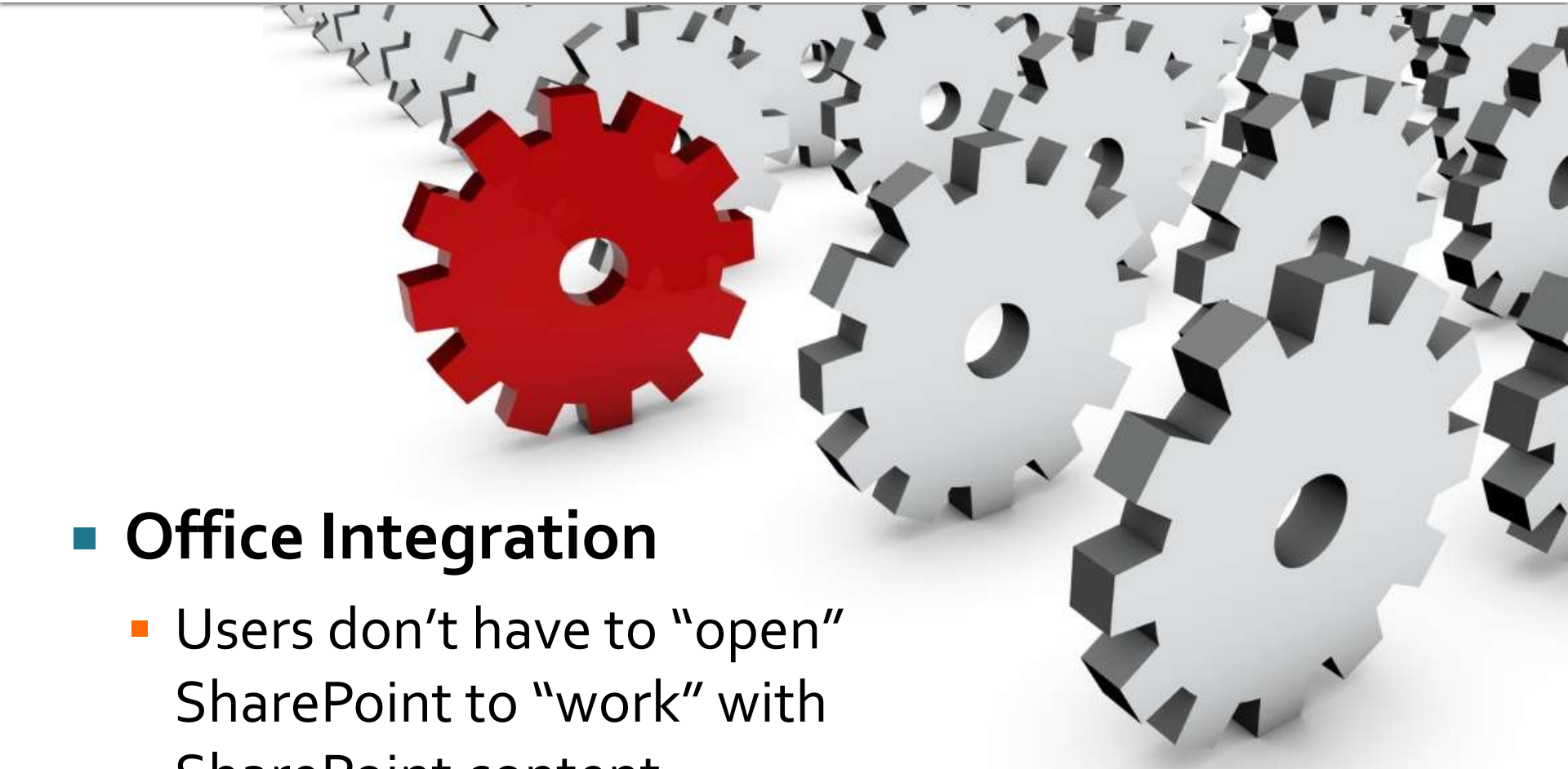
SharePoint 2010

New Features and Collaboration Benefits

- Office Integration
  - Application specific features
    - Export to Excel
    - Outlook alerts
    - Create Visio diagrams
    - Open lists in Access
    - Connect tasks to Project
    - View in Explorer
    - Sync to Workspace
    - Connect to Outlook

SharePoint 2010

New Features and Collaboration Benefits



- **Office Integration**
  - Users don't have to "open" SharePoint to "work" with SharePoint content.

primary benefit

SharePoint 2010

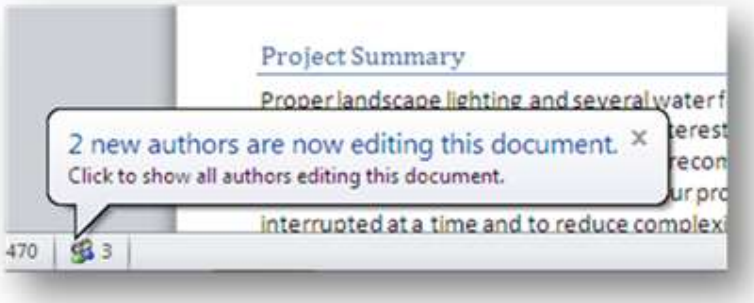
New Features and Collaboration Benefits

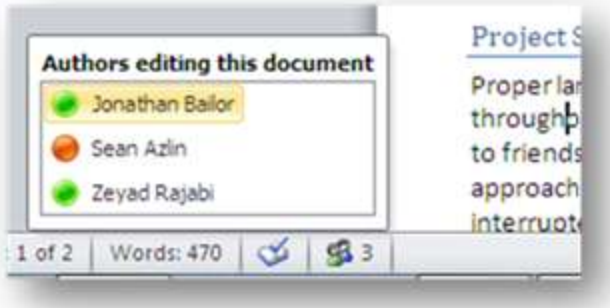
- **Document Co-authoring**

SharePoint 2010

New Features and Collaboration Benefits

- Document Co-authoring
  - Word 2010
    - Using SharePoint 2010 with Word 2010, multiple users can edit and collaborate on a document at the same time.

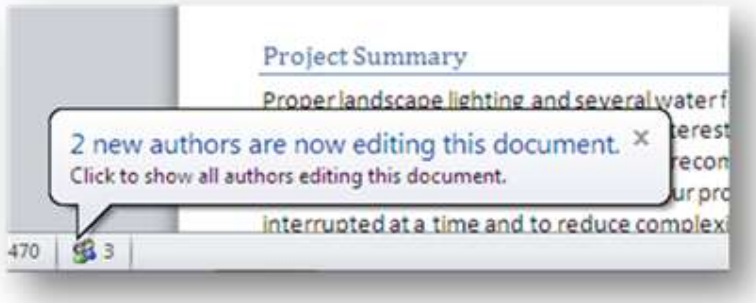


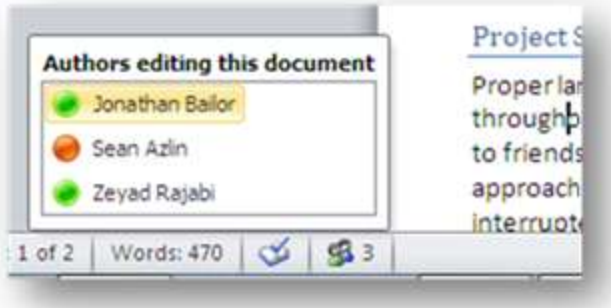


SharePoint 2010

New Features and Collaboration Benefits

- Document Co-authoring
  - Word 2010
    - As changes are made to a document, editors are notified by Word that changes are available.
    - Changes aren't visible to other editors until the document is saved.

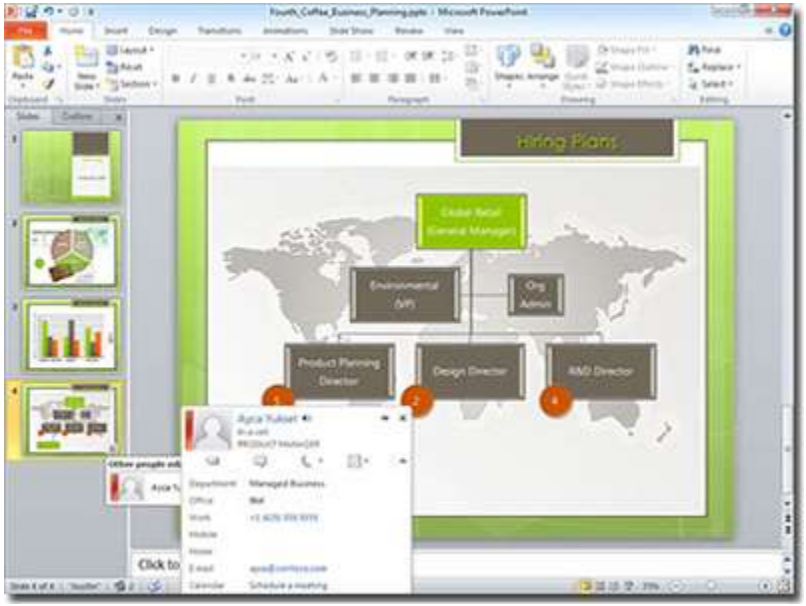




SharePoint 2010

New Features and Collaboration Benefits

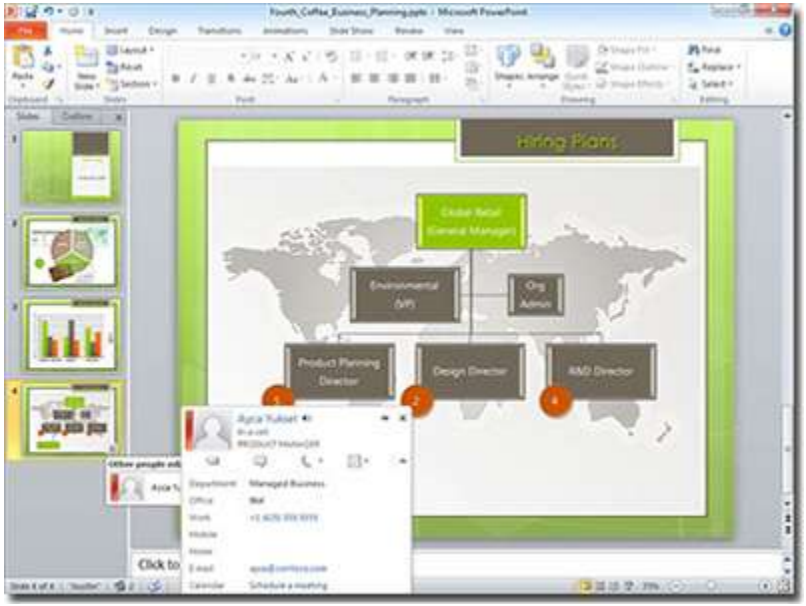
- Document Co-authoring
  - PowerPoint 2010
    - With SharePoint 2010 and PowerPoint 2010, multiple users can edit and collaborate on presentation at the same time.



SharePoint 2010

New Features and Collaboration Benefits

- Document Co-authoring
  - PowerPoint 2010
    - The author of a presentation can review changes, accept or reject changes made, and merge changes into a final presentation.



SharePoint 2010

New Features and Collaboration Benefits

- **Document Co-authoring**
  - Users can collaborate on a document in real-time and significantly reduce production and review time.

primary benefit

SharePoint 2010

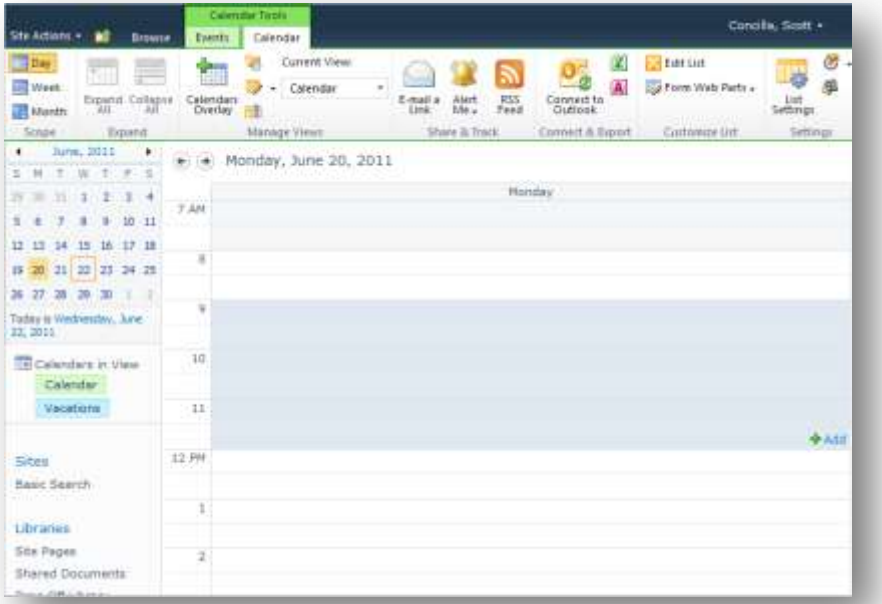
New Features and Collaboration Benefits

- **Calendars**

SharePoint 2010

New Features and Collaboration Benefits

- Calendars
  - Enhanced interface
    - The SharePoint 2010 calendar interface mimics Outlook 2010 in look and functionality.
      - Multiple view options
      - Drag and drop
      - Click to add events and appointments



SharePoint 2010

New Features and Collaboration Benefits

- Calendars
  - Calendar overlay
    - Overlay views can be created that can display multiple, separate SharePoint calendars on a single calendar, creating a "roll-up calendar".

SharePoint 2010

New Features and Collaboration Benefits

- Calendars
  - Outlook integration
    - SharePoint calendars can be linked to Outlook, so users can display and edit a SharePoint calendar from within Outlook.

SharePoint 2010

New Features and Collaboration Benefits

- **Calendars**
  - Group, shared, and project calendars are easy to create and integrate well with Outlook.

primary benefit

SharePoint 2010

New Features and Collaboration Benefits

- **Libraries vs. Email**

SharePoint 2010

New Features and Collaboration Benefits

- For decades, the traditional way to share files with other users has been via email.

SharePoint 2010

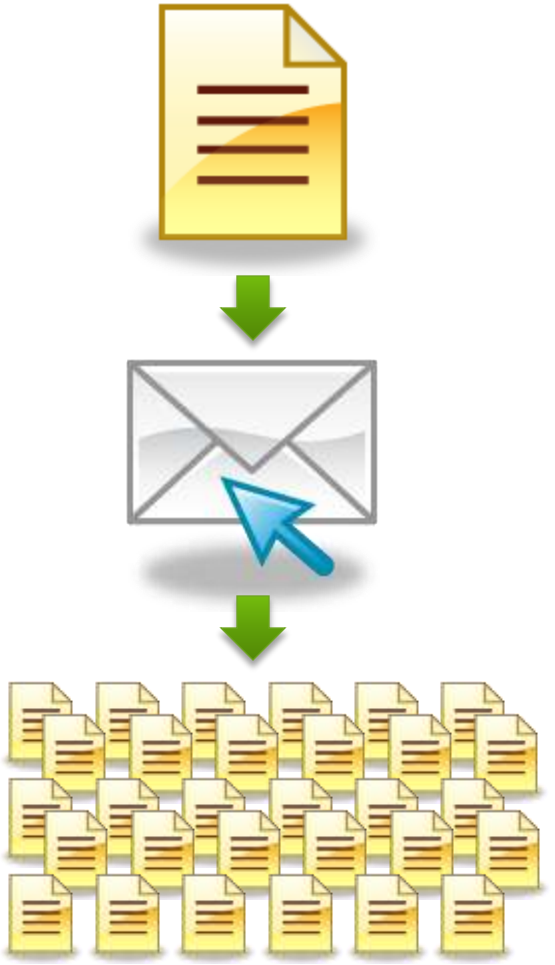
New Features and Collaboration Benefits

- While sharing files via email is quick and easy, there are many problems with this method.

SharePoint 2010

New Features and Collaboration Benefits

- Email Problem
  - A file emailed to multiple users can spawn numerous future emails with attachments that may result in many copies of the file.



SharePoint 2010

New Features and Collaboration Benefits

- Library Benefit
  - One file in one place.
    - No multiple copies
    - No inconsistent filenames
    - No files buried in email

SharePoint 2010

New Features and Collaboration Benefits

- Email Problem
  - Files in users' email accounts are not searchable or discoverable by other users (closed system).

SharePoint 2010

New Features and Collaboration Benefits

- Library Benefit
  - Files in libraries and their related metadata are fully searchable.
  - Libraries are “open with security”.
    - Users can only access and search files for which they have been given rights to.

SharePoint 2010

New Features and Collaboration Benefits

- Email Problem
  - Email accounts are not designed to support the storage of files, and lack features for document management.

SharePoint 2010

New Features and Collaboration Benefits

- Library Benefit
  - Libraries are designed to store and manage files.
  - Libraries have many tools to manage the document creation and review process.
    - Check in/out
    - Content approval
    - Versions
    - Workflows

SharePoint 2010

New Features and Collaboration Benefits

- **Libraries vs. Email**
  - Promote collaboration and discoverability by getting files out of closed email accounts and into "open" libraries.

primary benefit

SharePoint 2010

New Features and Collaboration Benefits

- **Metadata**

SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Organization
    - In a traditional file folder structure, a file can only reside in a single folder.
    - This presents problems when a file could potentially be saved into more than one folder.

SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Organization
    - Using metadata, a file can be categorized and classified by as many values and properties as needed.

SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Organization
    - Since the beginning, SharePoint has supported the use of metadata via custom columns in lists and libraries.

SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - New options
    - Multiple values
    - Hierarchical metadata

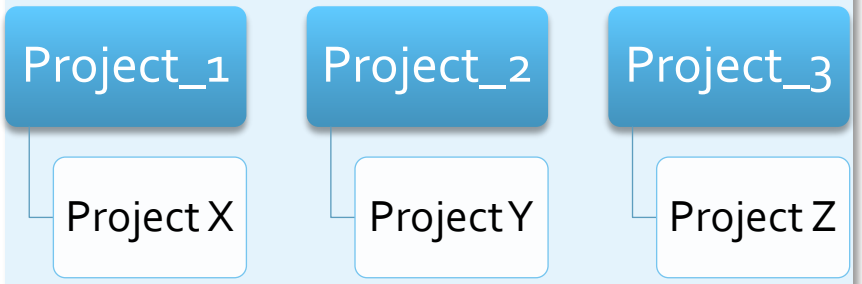
SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Multiple values
    - A new column type in SharePoint 2010 allows users to enter multiple values into a single metadata column.

Old Method

Multiple columns are needed to support similar values.



SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Multiple values
    - A new column type in SharePoint 2010 allows users to enter multiple values into a single metadata column.

New Method

A single column can have multiple values.

Project

Project X; Project Y; Project Z

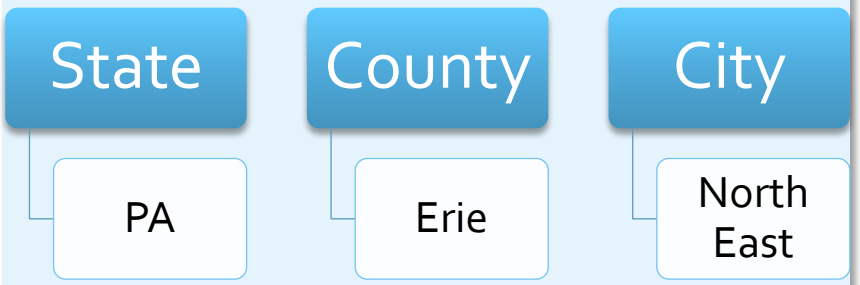
SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Hierarchical metadata
    - Metadata can now be organized into site-wide hierarchies, allowing for a tree-like relationship in a single metadata field.

Old Method

Three separate and unrelated columns for State, County, and City.



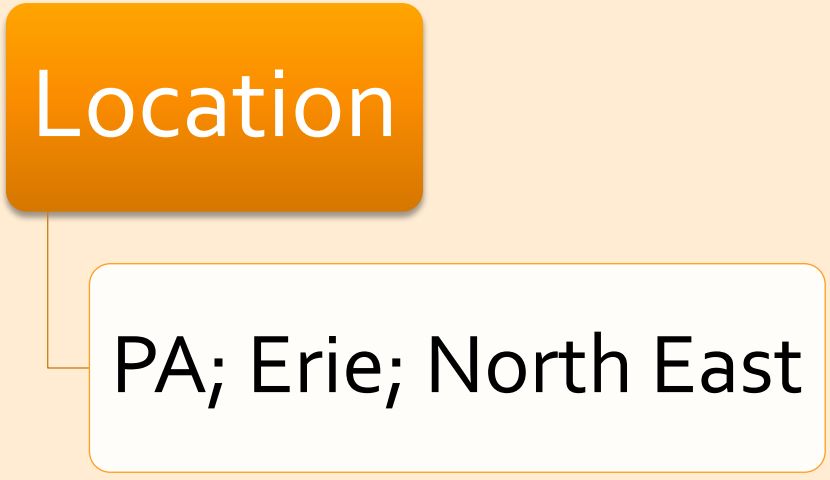
SharePoint 2010

New Features and Collaboration Benefits

- Metadata
  - Hierarchical metadata
    - Metadata can now be organized into site-wide hierarchies, allowing for a tree-like relationship in a single metadata field.

New Method

A single Location column with related, cascading values.



SharePoint 2010

New Features and Collaboration Benefits

- **Metadata**
  - The increased options for classification make it easier to find related documents and data using metadata.

primary benefit

SharePoint 2010

New Features and Collaboration Benefits

- **My Sites**

SharePoint 2010

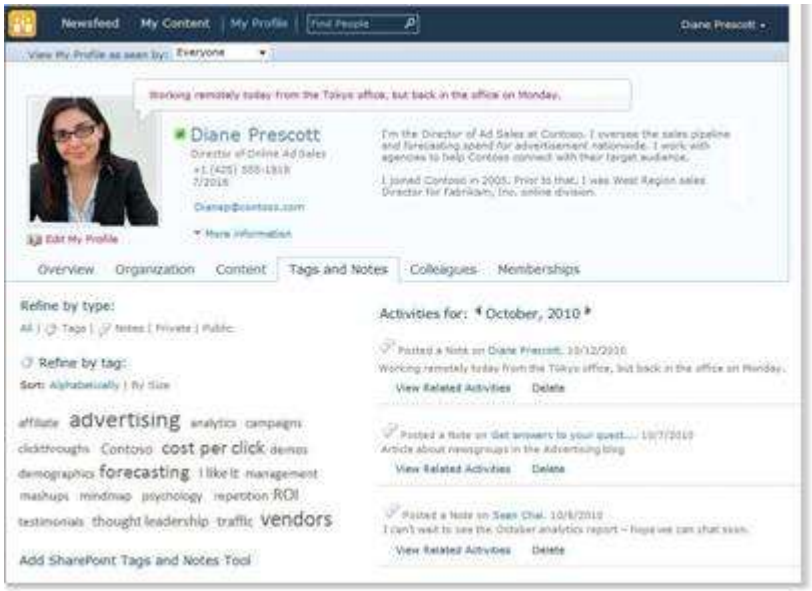
New Features and Collaboration Benefits

- My Sites
  - Improvements
    - My Sites and profiles allow users to share knowledge in their specialty area with colleagues.

SharePoint 2010

New Features and Collaboration Benefits

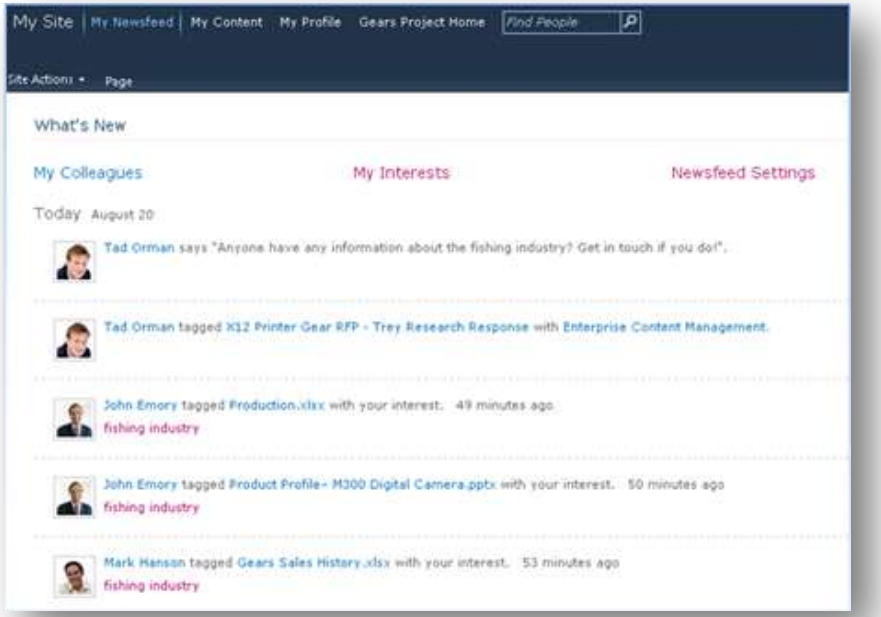
- My Sites
  - Improvements
    - Interests, responsibilities, tags, and notes in profiles make it easier for colleagues with similar interests to find each other.



SharePoint 2010

New Features and Collaboration Benefits

- My Sites
  - Improvements
    - Activity feeds allow users to follow colleagues' activities, stay informed of developments in areas that interest them, and connect with others who are looking for help in areas they are interested in.



SharePoint 2010

New Features and Collaboration Benefits

- **My Sites**
  - Promote interaction and collaboration of employees through expertise and knowledge sharing.

primary benefit

SharePoint 2010

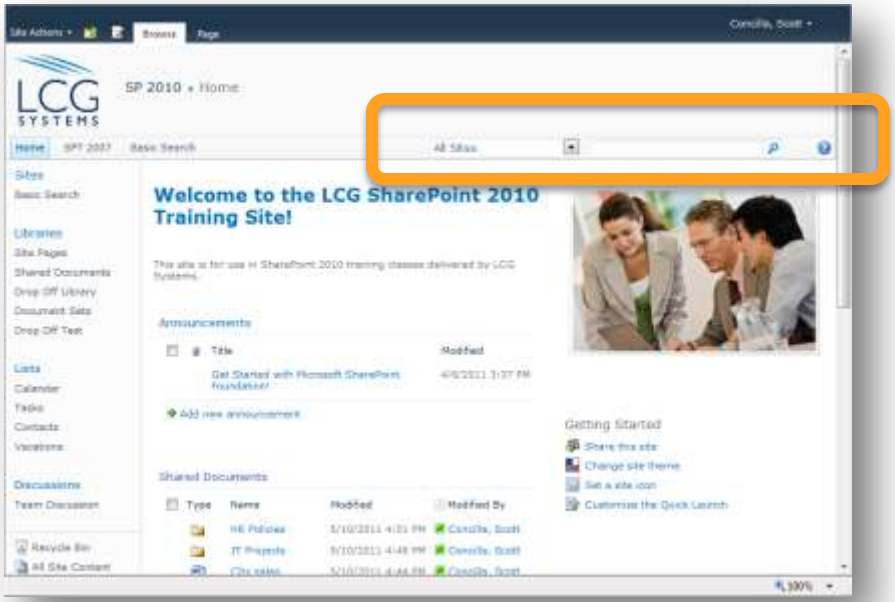
New Features and Collaboration Benefits

- **Search**

SharePoint 2010

New Features and Collaboration Benefits

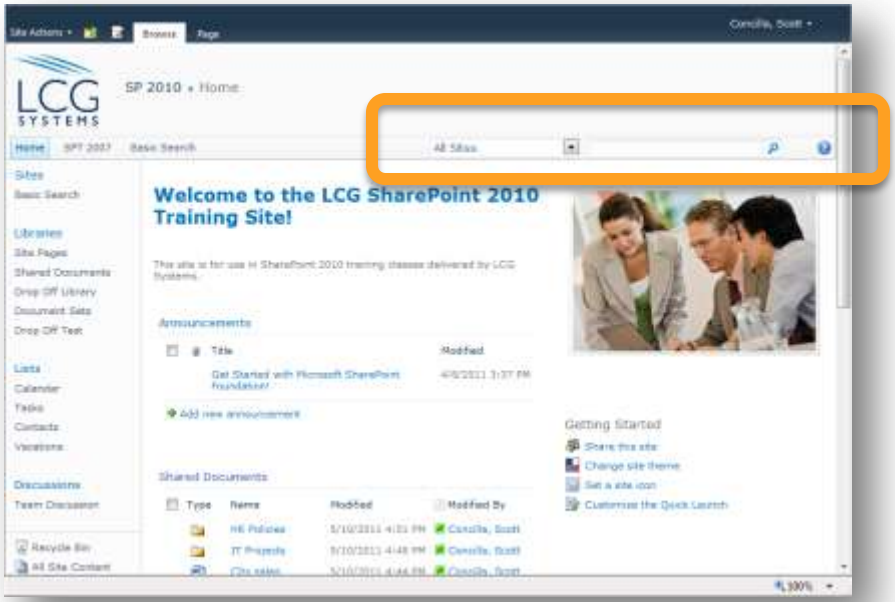
- Search
  - Search boxes
    - Search boxes appear on most pages and sites, making search available from almost anywhere.



SharePoint 2010

New Features and Collaboration Benefits

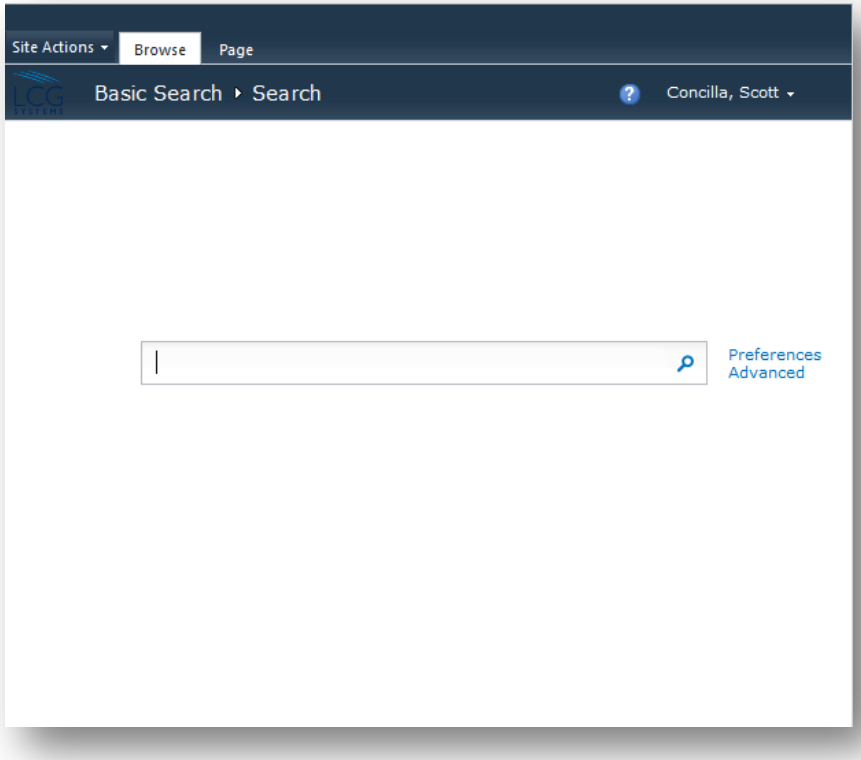
- Search
  - Comprehensive search
    - Pages
    - List items
    - People
    - File titles
    - File names
    - Metadata
    - Content inside documents



SharePoint 2010

New Features and Collaboration Benefits

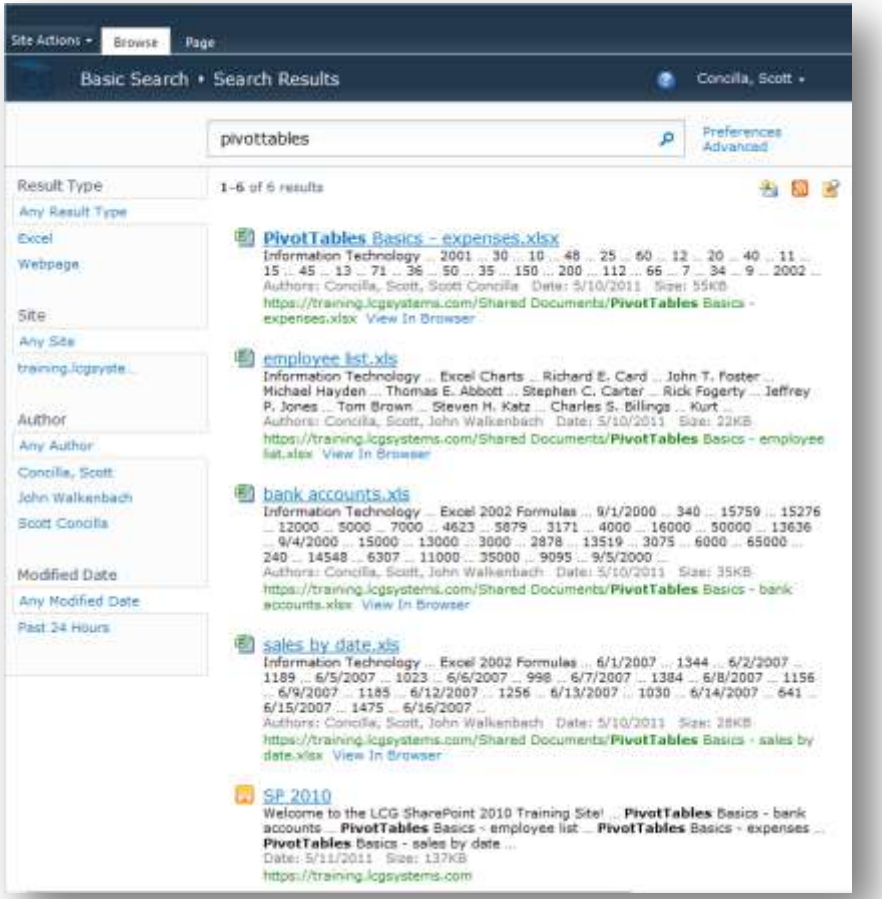
- Search
  - The Search Center
    - SharePoint 2010 has a new search interface that allows users to set up search preferences and advanced options.



SharePoint 2010

New Features and Collaboration Benefits

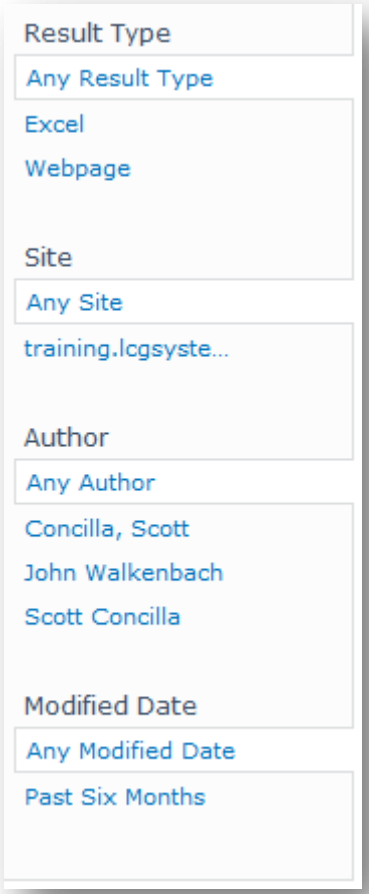
- Search
  - Search results
    - Searches are fast, like Google or Bing.
    - The search results list displays a variety of information to help zero-in on the desired content.



SharePoint 2010

New Features and Collaboration Benefits

- Search
  - Search refinements
    - When searching for files or items, SharePoint displays search refinements next to the results. These allow a user to filter and refine the search results to help locate the content they are looking for.



SharePoint 2010

New Features and Collaboration Benefits

- **Search**
  - Searches are fast and flexible, making existing content more discoverable, and reducing duplication of effort.

primary benefit

SharePoint 2010

New Features and Collaboration Benefits

- **Summary/Final Thoughts**

SharePoint 2010

New Features and Collaboration Benefits

- SharePoint 2010 has many features designed to promote interaction and collaboration among employees across an enterprise in both small and large groups.

SharePoint 2010

New Features and Collaboration Benefits

- Microsoft built features into Windows 7 and Office 2010 to make interaction and integration with SharePoint 2010 as seamless as possible.

SharePoint 2010

New Features and Collaboration Benefits

- **Summary/Final Thoughts**
  - SharePoint 2010 with Office 2010 and Windows 7 provides the ideal and maximum collaboration benefits and tools.

primary benefit

SharePoint 2010

New Features and Collaboration Benefits

- Review
  - Browser Compatibility
  - User Interface
  - Office Integration
  - Document Co-authoring
  - Calendars
  - Libraries vs. Email
  - Metadata
  - My Sites
  - Search
  - Summary

SharePoint 2010

New Features and Collaboration Benefits

LCG Systems

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Microsoft Partner

Gold Digital Marketing
Silver Desktop
Silver Digital Marketing
Silver Portals and Collaboration