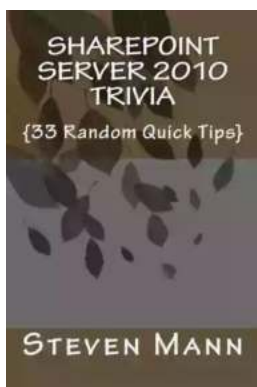


# SharePoint Server 2010 Trivia: 33 Random Quick Tips

SharePoint Server 2010, released by Microsoft, revolutionized collaboration and content management in the corporate world. Packed with powerful features and capabilities, it remains a popular choice for organizations looking to enhance productivity and streamline their workflows. In this article, we will uncover 33 random quick tips that will help you make the most out of SharePoint Server 2010.

1. Use folders sparingly: SharePoint encourages a flat structure rather than a deep hierarchy of folders. Instead, utilize metadata and views to organize your content effectively.
2. Leverage version control: SharePoint offers version control, allowing you to track changes and revert to previous versions of documents. Enable this feature to avoid any accidental loss of information.



## SharePoint Server 2010 Trivia {33 Random Quick Tips} by Steven Mann (Kindle Edition)

★★★★☆ 4 out of 5

Language : English  
File size : 1374 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Print length : 48 pages  
Lending : Enabled



3. Customize document libraries: Customize document libraries by defining content types, metadata columns, and views to match your specific business requirements.

4. Create site templates: Save time by creating reusable site templates that capture your desired configurations and settings. This way, you can quickly create new sites with pre-defined structures.

5. Utilize "My Site": SharePoint Server 2010 introduced the concept of "My Site," which serves as a personal site for each user. Encourage users to create and personalize their My Site to foster collaboration and sharing.

6. Utilize alerts: Set up alerts to receive notifications whenever changes occur in SharePoint. This ensures that you stay up-to-date on the latest developments within your team or organization.

7. Use the recycle bin wisely: When you delete a file/document, it goes to the recycle bin, giving you the opportunity to restore it. However, be mindful of the bin's capacity limit, as it can result in permanent deletions.

8. Employ document sets: Document sets allow you to bundle related documents together, making it easier to manage and collaborate on multiple files that belong to the same project or initiative.

9. Customize SharePoint forms: SharePoint allows you to customize forms using InfoPath or HTML forms. Tailor the forms to match your organization's branding and collect relevant information.

10. Use Co-authoring: SharePoint Server 2010 introduced co-authoring, enabling multiple users to collaborate and edit documents simultaneously. Leverage this

feature to improve productivity and reduce editing conflicts.

11. Enable content approval: Implement content approval workflow to ensure that all content published to SharePoint goes through a review process. This maintains the quality and integrity of the information shared within your organization.

12. Train your users: Conduct regular training sessions to educate users on how to best utilize SharePoint's features and functionalities. This will help boost user adoption and maximize the benefits of SharePoint Server 2010.

13. Utilize the managed metadata service: The managed metadata service allows you to create a centralized taxonomy to classify and organize content across SharePoint sites.

14. Utilize document workflows: SharePoint offers powerful workflow capabilities, enabling you to automate document-centric processes. Leverage workflows to streamline approvals, notifications, and other document-related tasks.

15. Leverage web parts: SharePoint's web parts allow you to display information and functionalities from other web applications within SharePoint. Customize web parts to create a personalized and efficient user experience.

16. Enable search-driven content: SharePoint's search functionality is robust and allows users to find relevant content quickly. Optimize the search experience by configuring search-driven content, such as result sources and search refiners.

17. Utilize document IDs: Enable document IDs to ensure consistent and unique identification of documents throughout the SharePoint environment. This simplifies document management and prevents broken links.

18. Implement information management policies: Establish information management policies to enforce retention schedules, manage content disposition, and ensure compliance with regulatory requirements.

19. Use audience targeting: SharePoint offers audience targeting, allowing you to display content to specific groups of users based on their attributes or roles. Increase user relevance and engagement by delivering personalized content.

20. Utilize document check-in/check-out: Enable document check-in/check-out to avoid conflicts when multiple users need to edit the same document simultaneously. This ensures data integrity and prevents overwriting of changes.

21. Utilize content query web part: The content query web part allows you to aggregate content from multiple sites and display it on a single page. Leverage this web part to create dynamic and customizable roll-up views.

22. Use list validations: Implement list validations to ensure data entered into SharePoint lists meets specific criteria. Preventing incorrect or incomplete data entry improves data quality and ensures accurate reporting.

23. Enable document co-authoring: SharePoint Server 2010 enables simultaneous document co-authoring in certain Office file formats. Encourage team members to collaborate in real-time for enhanced productivity and efficiency.

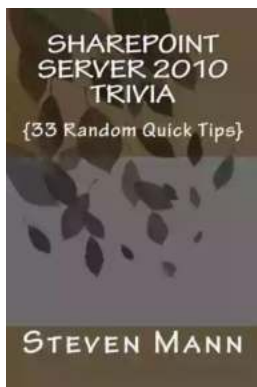
24. Leverage SharePoint Designer: SharePoint Designer is a powerful tool that allows for advanced customization and development within SharePoint. Explore its capabilities to create tailored solutions for your organization.

25. Enable alerts on document libraries: Stay informed about updates and changes within specific document libraries by enabling alerts. This ensures that you never miss important modifications or additions.
26. Use task lists for project management: SharePoint's task lists provide a simple yet effective way to manage and track project progress. Create task lists and assign tasks to team members, ensuring everyone stays on track.
27. Enable version history: Keep track of modifications made to SharePoint documents by enabling version history. This feature allows you to view and restore previous versions whenever required.
28. Enable content types: Content types help you classify and manage different types of content within SharePoint. Define content types for your organization and ensure consistency throughout your sites.
29. Customize search results: Customize search results to prioritize certain content types or configure specific refiners to enhance the search experience for users.
30. Utilize workflows for document approval: Implement approval workflows to manage document reviews and approvals. This ensures that all documents adhere to your organization's quality standards before they are published.
31. Enable RSS feeds: Enable RSS feeds on SharePoint sites to allow users to stay updated with the latest content without actively visiting the site. This creates a user-friendly and efficient information consumption experience.
32. Utilize document retention policies: Implement document retention policies to control how long documents are retained within SharePoint. This helps with

compliance and aligns with your organization's record management practices.

33. Leverage SharePoint's social features: SharePoint Server 2010 introduced social features like communities, blogs, and wikis. Encourage employees to utilize these features to foster collaboration and knowledge sharing within your organization.

, SharePoint Server 2010 offers a plethora of features and functionalities designed to enhance collaboration, document management, and productivity within organizations. By utilizing these 33 random quick tips, you can maximize the benefits of SharePoint and improve the overall efficiency of your team or organization.



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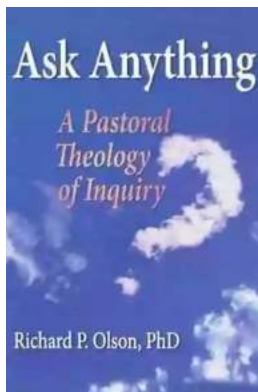
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This book is intended to point out things to notice, be aware of, and/or look out for within the SharePoint Server 2010 product (and supporting products) from Microsoft. As you work with SharePoint 2010 (or SharePoint in general), there are several learning curves involved since there are various aspects of SharePoint – development, administration, end-user, etc.

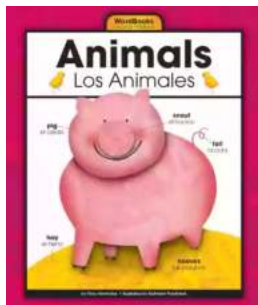
Some curves are obviously steeper than others and vary by the individual person. Nonetheless we all run, have run, or will run into the same problems or come across items that may seem annoying at first.

Therefore, this book can be used as a quick hit learning tool to help straighten the curves, gain clarification on items, and/or possibly understand something before you run into issues.



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