

SHAREPOINT 2010 NEW FEATURES

Scott A. Concilla

Microsoft Certified Trainer

LCG Systems

SHAREPOINT 2010 NEW FEATURES

- ▶ Browser Compatibility
- ▶ Interface and Navigation
- ▶ Lists and Libraries
- ▶ Uploading Files
- ▶ Calendars
- ▶ Search
- ▶ Help and Information



SHAREPOINT 2010 NEW FEATURES

- ▶ **Browser Compatibility**
 - ▶ Cross-platform
 - ▶ Silverlight
 - ▶ Preferred browser



SHAREPOINT 2010 NEW FEATURES

- ▶ **Browser Compatibility**
 - ▶ **Cross-platform**
 - ▶ SharePoint 2010 now works the same in all web browsers
 - ▶ Internet Explorer
 - ▶ Mozilla Firefox
 - ▶ Google Chrome
 - ▶ Apple Safari
 - ▶ **Silverlight**
 - ▶ **Preferred browser**



SHAREPOINT 2010 NEW FEATURES

- ▶ **Browser Compatibility**
 - ▶ Cross-platform
 - ▶ Silverlight
 - ▶ SharePoint 2010 uses the Silverlight plug-in (similar to Adobe Flash) to create dialog boxes and windows for data entry and functionality.
 - ▶ Preferred browser



SHAREPOINT 2010 NEW FEATURES

- ▶ **Browser Compatibility**
 - ▶ Cross-platform
 - ▶ Silverlight
 - ▶ Preferred browser
 - ▶ Although SharePoint 2010 now supports multiple browsers, Internet Explorer is still the best choice when working with a SharePoint site.



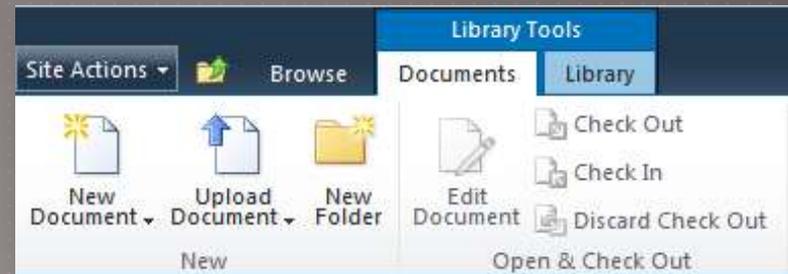
SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Bread crumb trail and views
 - ▶ Folder navigation icon
 - ▶ Site actions
 - ▶ All site content



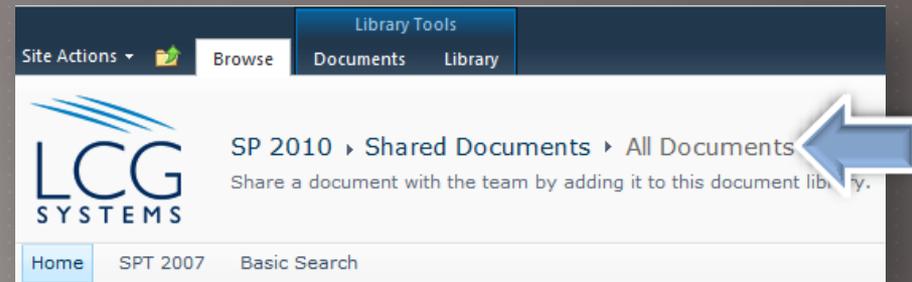
SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Introduced in Office 2007, SharePoint 2010 uses the Ribbon User Interface for all navigation and functionality.
 - ▶ Bread crumb trail and views
 - ▶ Folder navigation icon
 - ▶ Site actions
 - ▶ All site content



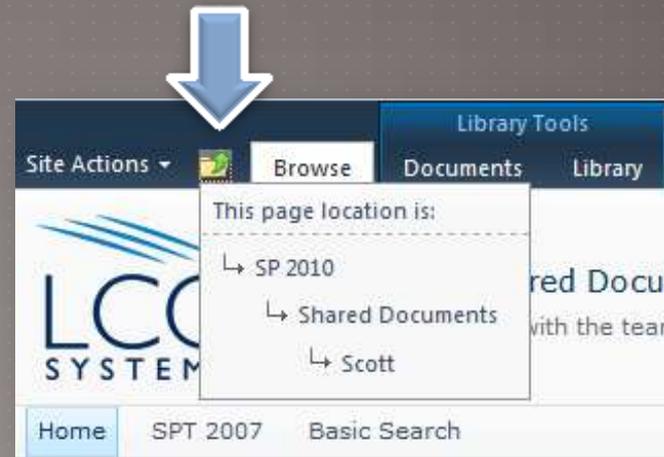
SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Bread crumb trail and views
 - ▶ The location of the bread crumb trail is “higher up” on the screen. Additionally, the View of a list or library is changed using the last link in the bread crumb trail.
 - ▶ Folder navigation icon
 - ▶ Site actions
 - ▶ All site content



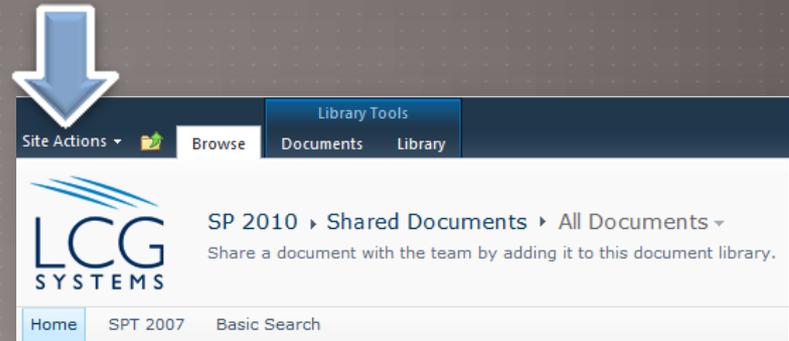
SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Bread crumb trail and views
 - ▶ Folder navigation icon
 - ▶ Use the folder icon in the toolbar to navigate up and down the site hierarchy.
 - ▶ Site actions
 - ▶ All site content



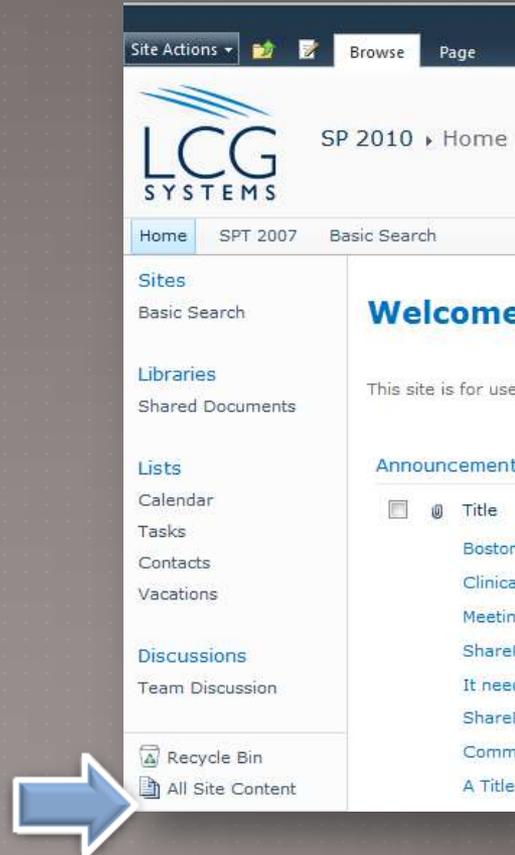
SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Bread crumb trail and views
 - ▶ Folder navigation icon
 - ▶ Site actions
 - ▶ The Site Actions menu has been moved to the top left corner.
 - ▶ All site content



SHAREPOINT 2010 NEW FEATURES

- ▶ Interface and Navigation
 - ▶ The Ribbon UI
 - ▶ Bread crumb trail and views
 - ▶ Folder navigation icon
 - ▶ Site actions
 - ▶ All site content
 - ▶ The All Site Content selection has been moved to the bottom of the Quick Launch menu.



SHAREPOINT 2010 NEW FEATURES

- ▶ Lists and Libraries
 - ▶ The New button
 - ▶ Selection checkboxes
 - ▶ Inline editing
 - ▶ Column defaults
 - ▶ Column validation
 - ▶ Metadata navigation



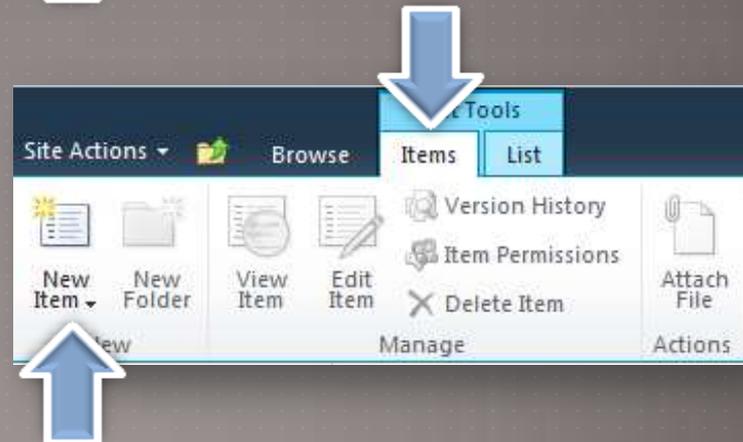
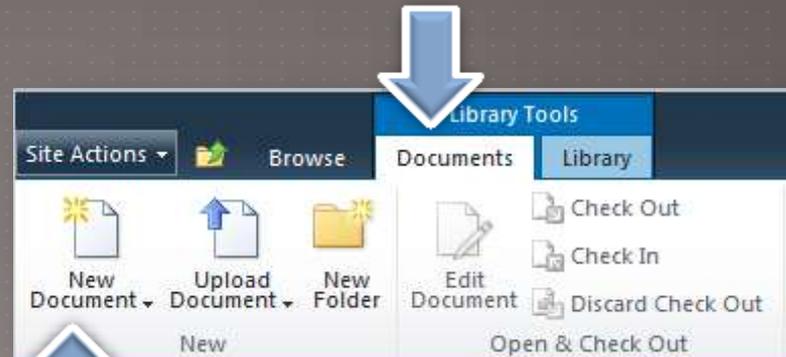
SHAREPOINT 2010 NEW FEATURES

▶ Lists and Libraries

▶ The New button

- ▶ The New button is not initially visible. You must click the Documents (Library Tools) or Items (List Tools) tab.

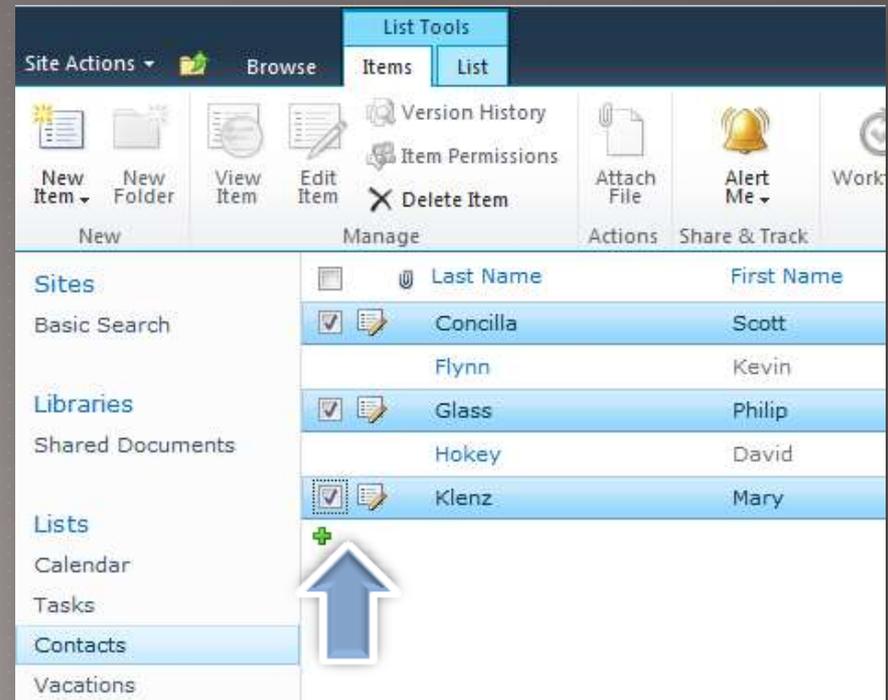
- ▶ Selection checkboxes
- ▶ Inline editing
- ▶ Column defaults
- ▶ Column validation
- ▶ Metadata navigation



SHAREPOINT 2010 NEW FEATURES

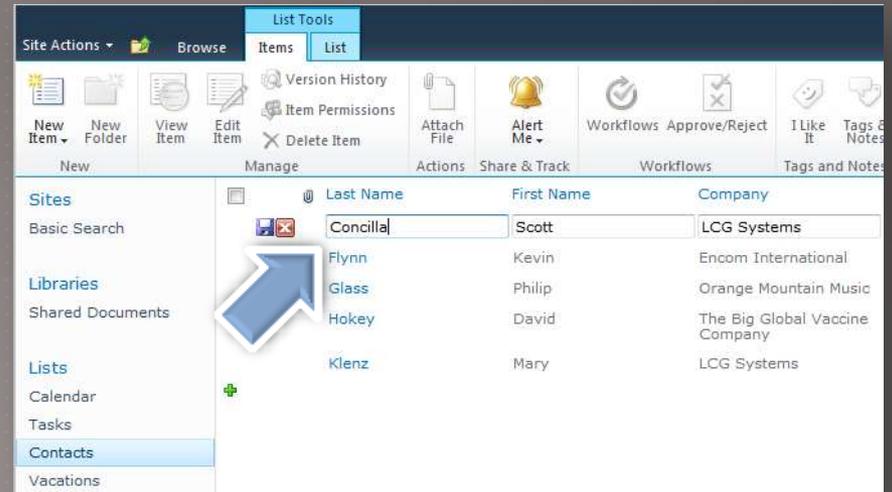
▶ Lists and Libraries

- ▶ The New button
- ▶ Selection checkboxes
 - ▶ Checkboxes next to file names and items allow you to select multiple items and perform a single action.
- ▶ Inline editing
- ▶ Column defaults
- ▶ Column validation
- ▶ Metadata navigation



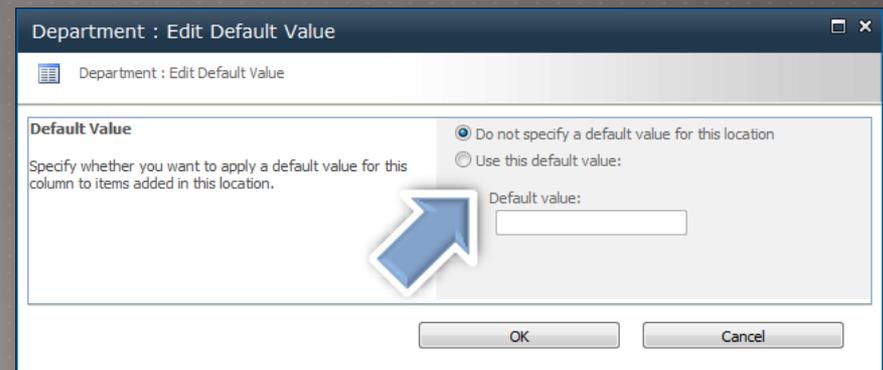
SHAREPOINT 2010 NEW FEATURES

- ▶ Lists and Libraries
 - ▶ The New button
 - ▶ Selection checkboxes
 - ▶ Inline editing
 - ▶ If enabled, a user can edit visible metadata or information without having to view properties.
 - ▶ Column defaults
 - ▶ Column validation
 - ▶ Metadata navigation



SHAREPOINT 2010 NEW FEATURES

- ▶ Lists and Libraries
 - ▶ The New button
 - ▶ Selection checkboxes
 - ▶ Inline editing
 - ▶ Column defaults
 - ▶ Metadata columns can have different default values based on the library or folder location.
 - ▶ Column validation
 - ▶ Metadata navigation



SHAREPOINT 2010 NEW FEATURES

- ▶ Lists and Libraries
 - ▶ The New button
 - ▶ Selection checkboxes
 - ▶ Inline editing
 - ▶ Column defaults
 - ▶ Column validation
 - ▶ Values in a column can be validated against rules set up by an administrator or owner.
 - ▶ Metadata navigation

Column Validation

Specify the formula that you want to use to validate the data in this column when new items are saved to this list. The formula must evaluate to TRUE for validation to pass.

Example: If your column is called "Company Name" a valid formula would be [Company Name]="My Company".

[Learn more about proper syntax for formulas.](#)

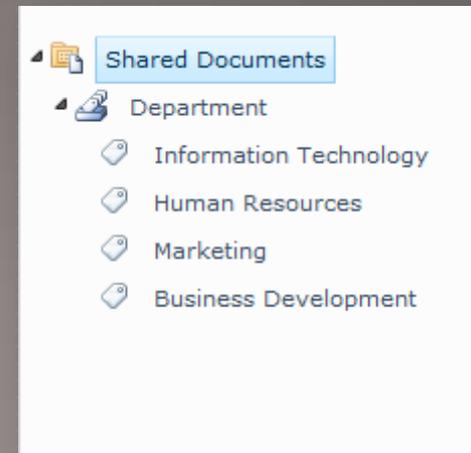
Type descriptive text that explains what is needed for this column's value to be considered valid.

Formula:
[DateHired]<[DateTerminated]

User message:
The value you have entered is not valid.

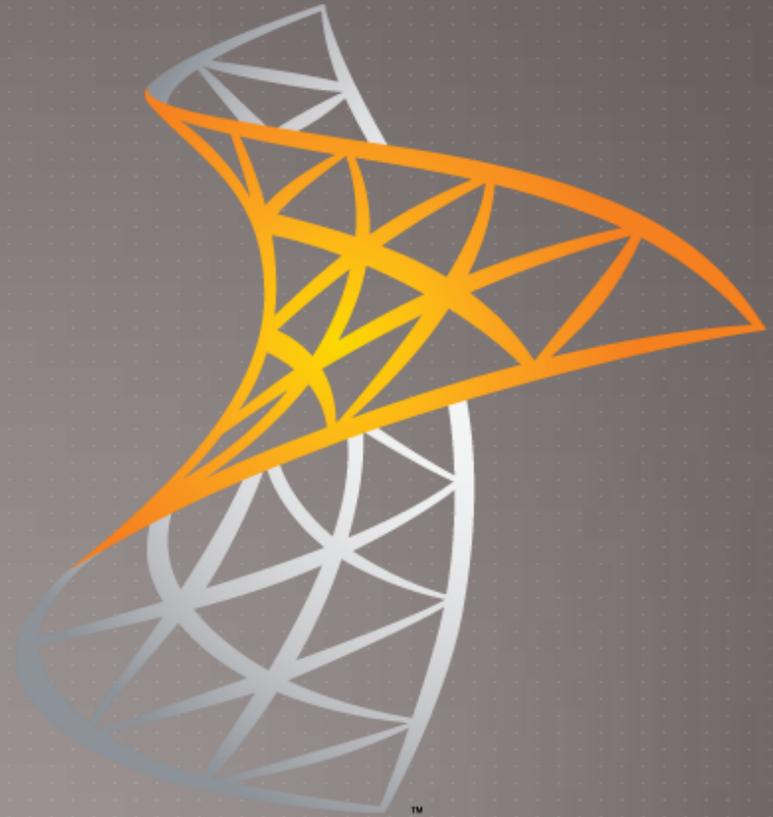
SHAREPOINT 2010 NEW FEATURES

- ▶ Lists and Libraries
 - ▶ The New button
 - ▶ Selection checkboxes
 - ▶ Inline editing
 - ▶ Column defaults
 - ▶ Column validation
 - ▶ Metadata navigation
 - ▶ Allows a user to navigate and filter items and files by using pre-defined value. In libraries, includes all files in all folders within the library.



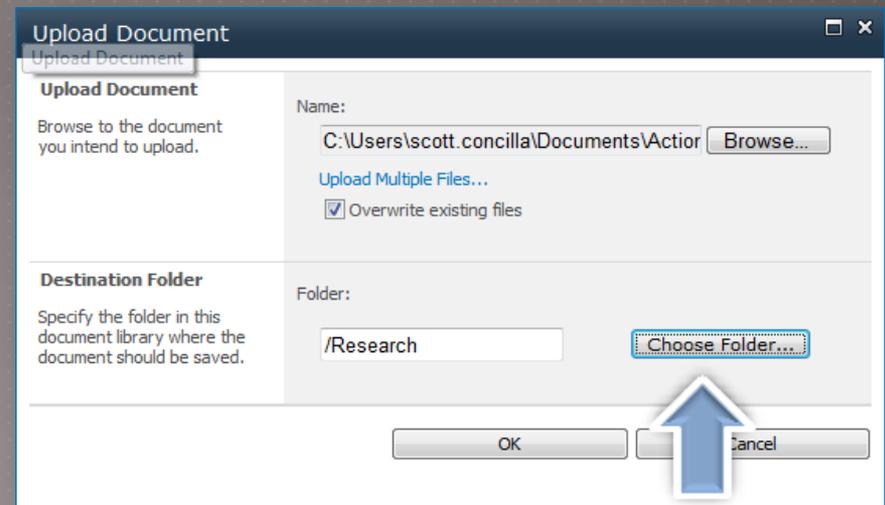
SHAREPOINT 2010 NEW FEATURES

- ▶ **Uploading Files**
 - ▶ Direct to folder
 - ▶ Using drag and drop
 - ▶ Drop-off libraries



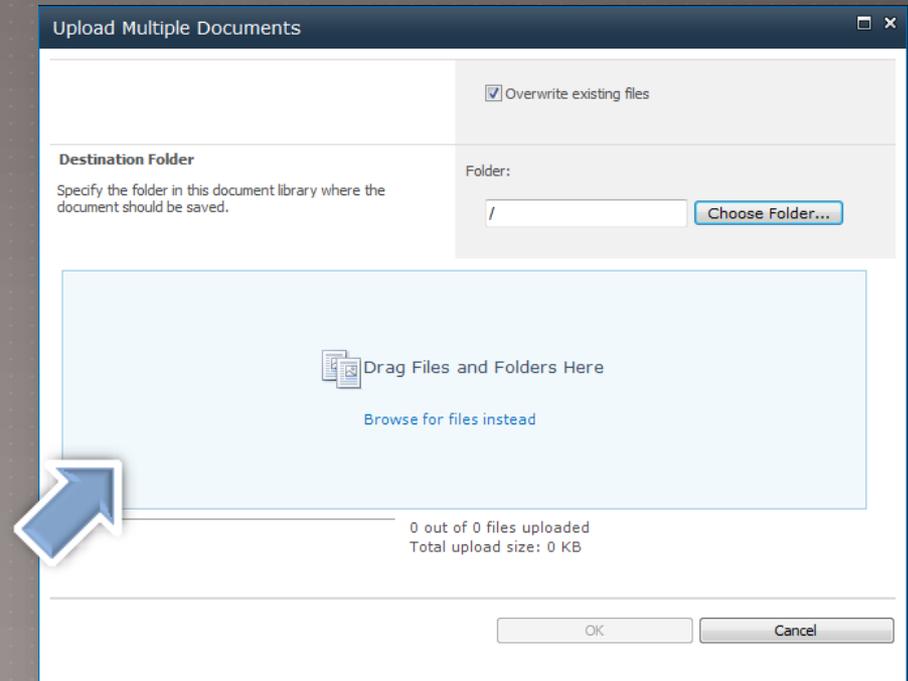
SHAREPOINT 2010 NEW FEATURES

- ▶ **Uploading Files**
 - ▶ **Direct to folder**
 - ▶ When uploading a file to a library you can choose the folder where the file should be uploaded to.
 - ▶ Using drag and drop
 - ▶ Drop-off libraries



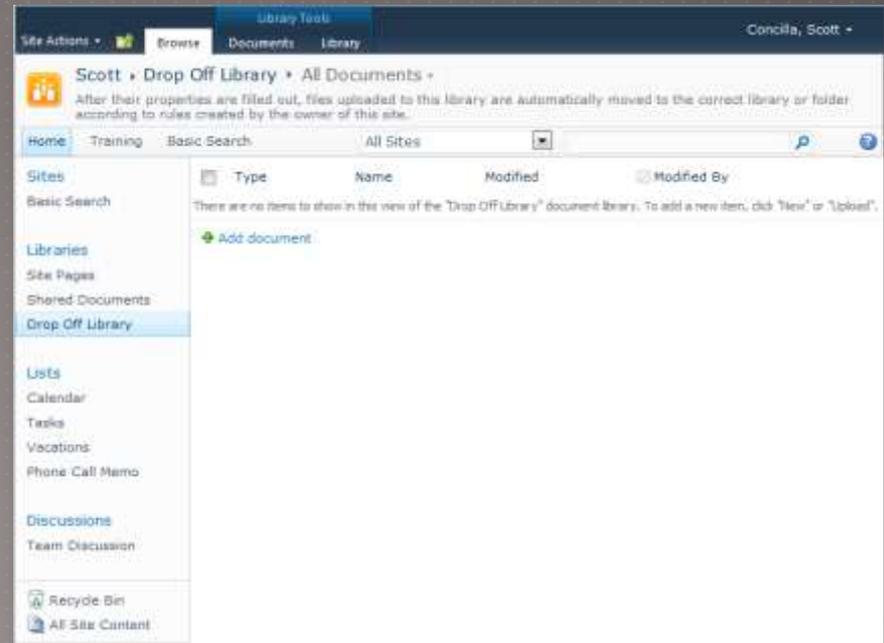
SHAREPOINT 2010 NEW FEATURES

- ▶ **Uploading Files**
 - ▶ Direct to folder
 - ▶ Using drag and drop
 - ▶ When using SharePoint 2010 with Windows 7 and/or Office 2010, files can be uploaded to a SharePoint library by dragging them from Windows Explorer into Internet Explorer.
 - ▶ Drop-off libraries



SHAREPOINT 2010 NEW FEATURES

- ▶ **Uploading Files**
 - ▶ Direct to folder
 - ▶ Using drag and drop
 - ▶ Drop-off libraries
 - ▶ Automatically moves files to the correct library and folder according to rules set up by an owner or administrator.



SHAREPOINT 2010 NEW FEATURES

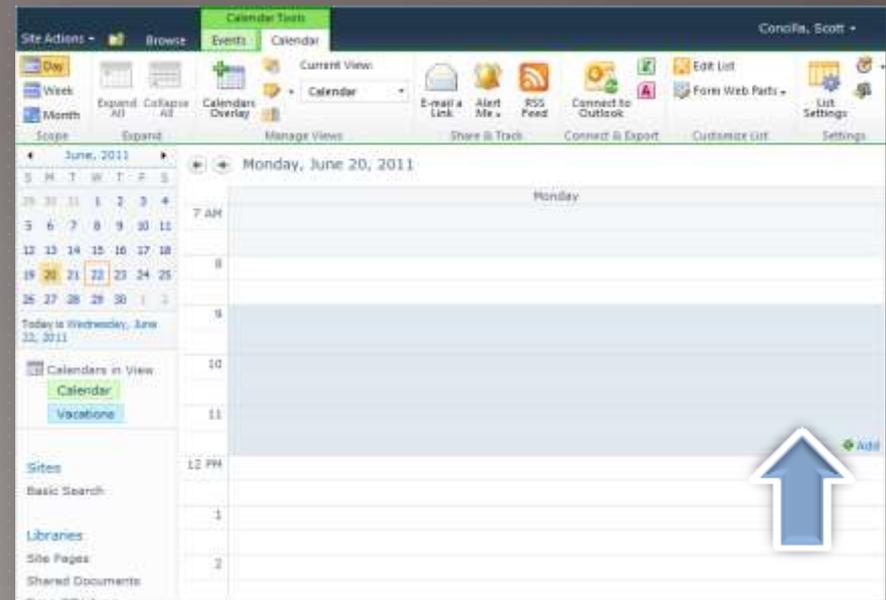
- ▶ Calendars
 - ▶ Adding appointments and events
 - ▶ Using drag and drop
 - ▶ Calendar overlay



SHAREPOINT 2010 NEW FEATURES

▶ Calendars

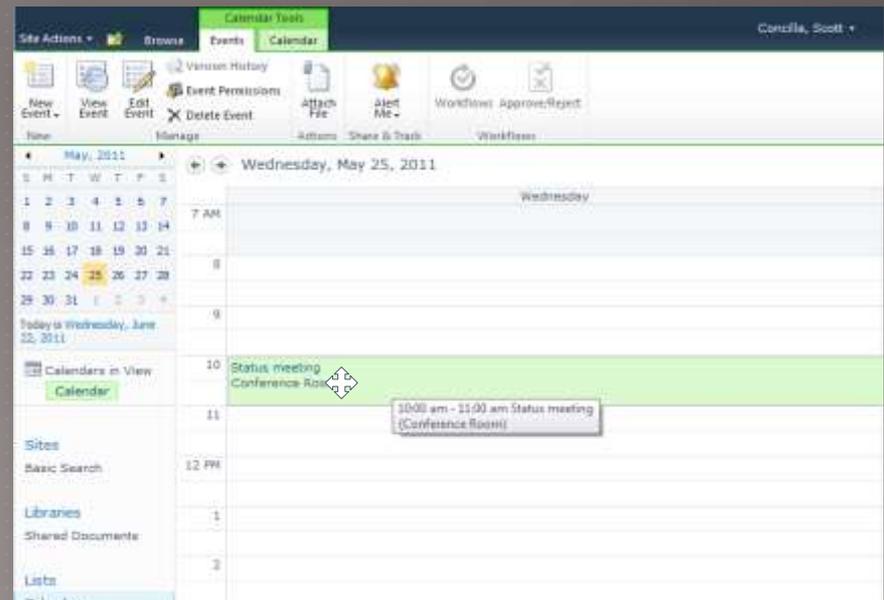
- ▶ Adding appointments and events
 - ▶ Users can highlight multiple time blocks in the calendar to create an appointment or event.
- ▶ Using drag and drop
- ▶ Calendar overlay



SHAREPOINT 2010 NEW FEATURES

▶ Calendars

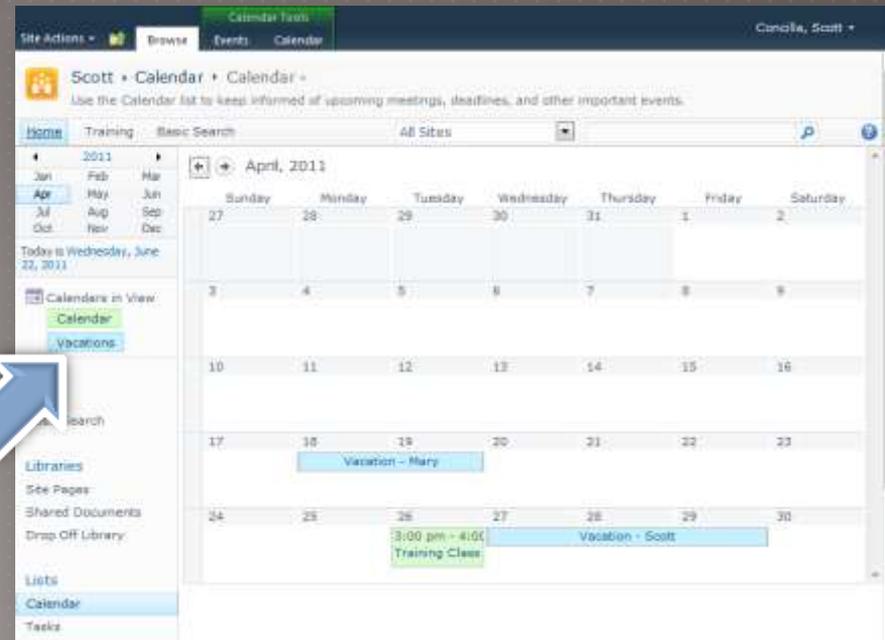
- ▶ Adding appointments and events
- ▶ Using drag and drop
 - ▶ Dates and times of appointments can be changed by dragging the item to the new time, just like Outlook.
- ▶ Calendar overlay



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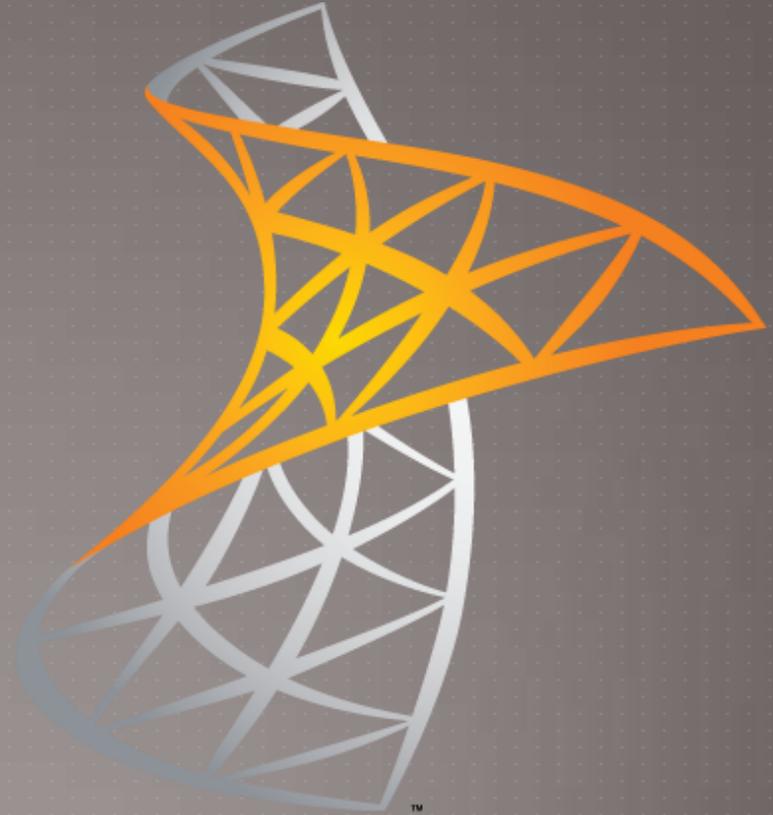
▶ Calendars

- ▶ Adding appointments and events
- ▶ Using drag and drop
- ▶ Calendar overlay
 - ▶ Views can be created that include multiple, separate SharePoint calendars, creating a “roll-up calendar”.



SHAREPOINT 2010 NEW FEATURES

- ▶ Search
 - ▶ Using the search center
 - ▶ Using search refinements



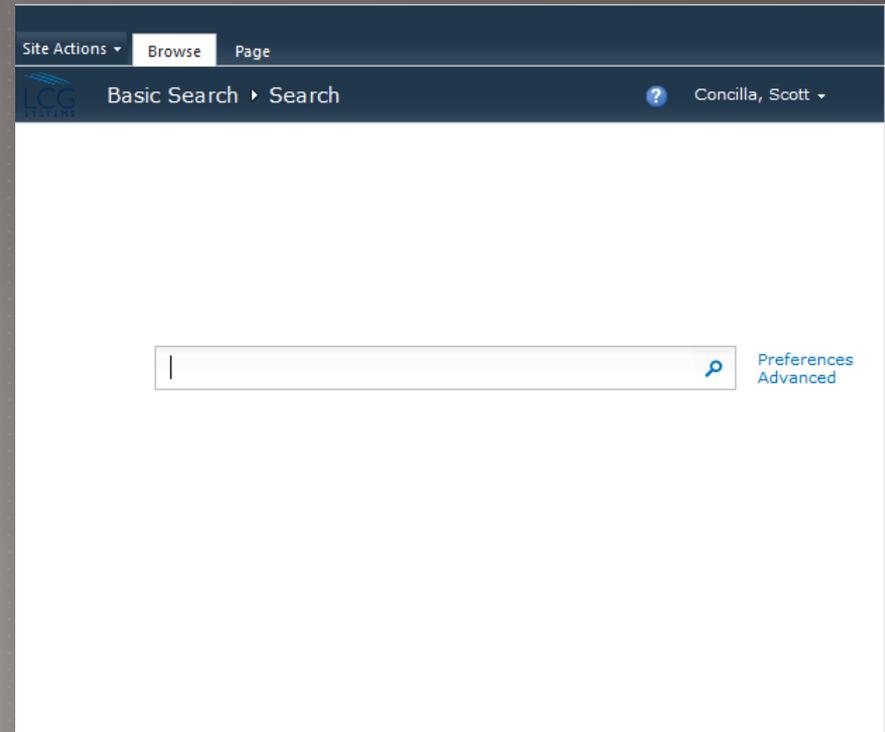
SHAREPOINT 2010 NEW FEATURES

▶ Search

▶ Using the search center

- ▶ SharePoint 2010 has a new search interface that allows users to set up search preferences and advanced options. SharePoint 2010 also supports a variety of search centers, including Enterprise Search and People Search.

▶ Using search refinements



SHAREPOINT 2010 NEW FEATURES

- ▶ Search
 - ▶ Using the search center
 - ▶ Using search refinements
 - ▶ When searching for files or items, SharePoint displays search refinements next to your results. These allow you to filter and refine your search results to help you locate what you're looking for.

Result Type
Any Result Type
Excel
Webpage
Site
Any Site
training.lcgsyste...
Author
Any Author
Concilla, Scott
John Walkenbach
Scott Concilla
Modified Date
Any Modified Date
Past Six Months

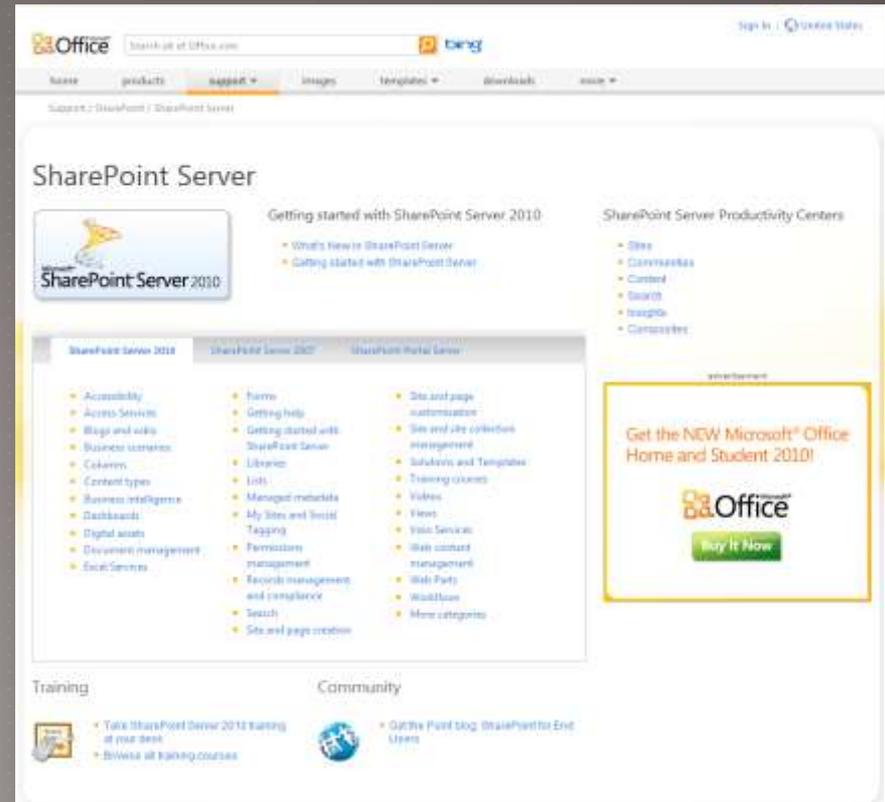
SHAREPOINT 2010 NEW FEATURES

- ▶ Help and Information
 - ▶ Microsoft
 - ▶ NIMH



SHAREPOINT 2010 NEW FEATURES

- ▶ Help and Information
 - ▶ Microsoft
 - ▶ <http://office.microsoft.com>
 - ▶ Support
 - ▶ SharePoint Products
 - ▶ SharePoint Server
 - ▶ NIMH



SHAREPOINT 2010 NEW FEATURES

- ▶ Help and Information
 - ▶ Microsoft
 - ▶ NIMH
 - ▶ Visit the NIMH SharePoint site and select the SharePoint Training and FAQ site.
 - ▶ Help Desk

