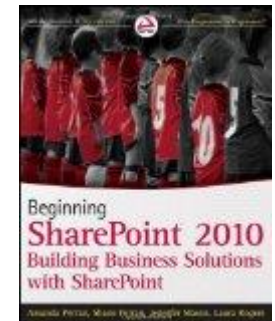


SharePoint in Its Most Basic Terms

An Information Worker's Introduction



About me...





Jennifer Ann Mason
solutions for the business



@jennifermason

Let's Keep in Touch!

Email jennifer.mason@rackspace.com

Twitter [@jennifermason](https://twitter.com/jennifermason)

Blog <http://JenniferAnnMason.com>



My Job Description

- I work with users at Rackspace to answer the question.....

"Wouldn't it be great if we could do {enter thing here}, yeah it would be great! Can you please go do {enter thing here}"



Today's Topic

- Making Sense of It All!
 - Understanding Basic SharePoint Terminology
 - The art of Translation
 - Creating a Foundation to Grow From



Why??

- Why do I need to learn these terms?



I Need a Few Volunteers!

don't worry it wont hurt much

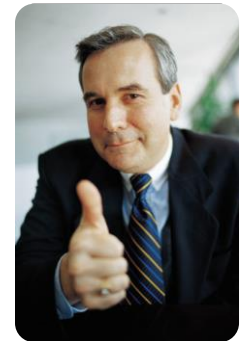
Foundation Perspectives

- How we view things will determine how we define things in many cases.



Know your Audience

- Knowing your audience will allow you to better understand where their foundation is and how to frame the conversation.
- Different roles will likely think about things differently. Having a solid foundation will prepare you best to understand their point of view.



Common Roles

Business Alignment

Responsible for representing SharePoint as a Business Solution to the Organization.

- Business Users
- Executive Sponsors

Infrastructure Support

Responsible for developing and maintaining the SharePoint Farm.

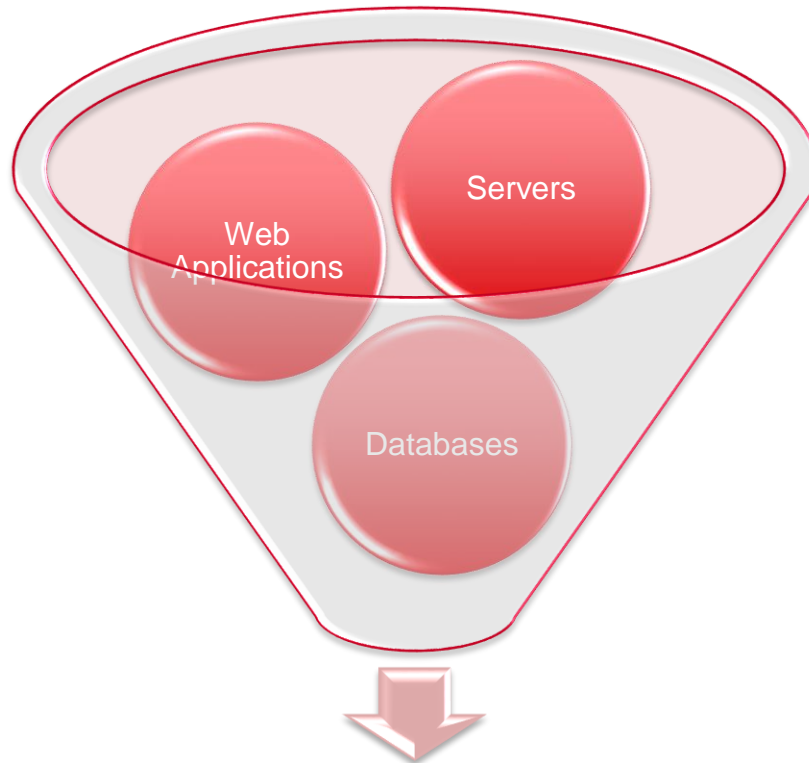
- SharePoint Architect
- SharePoint Infrastructure Administrator

End User Support

Provides day to day support for SharePoint Solution End Users

- SharePoint Help Desk
- Site Collection Admins
- SharePoint Client Side Developer
- SharePoint Developer

SharePoint Farms



SharePoint Farm

Need to Know

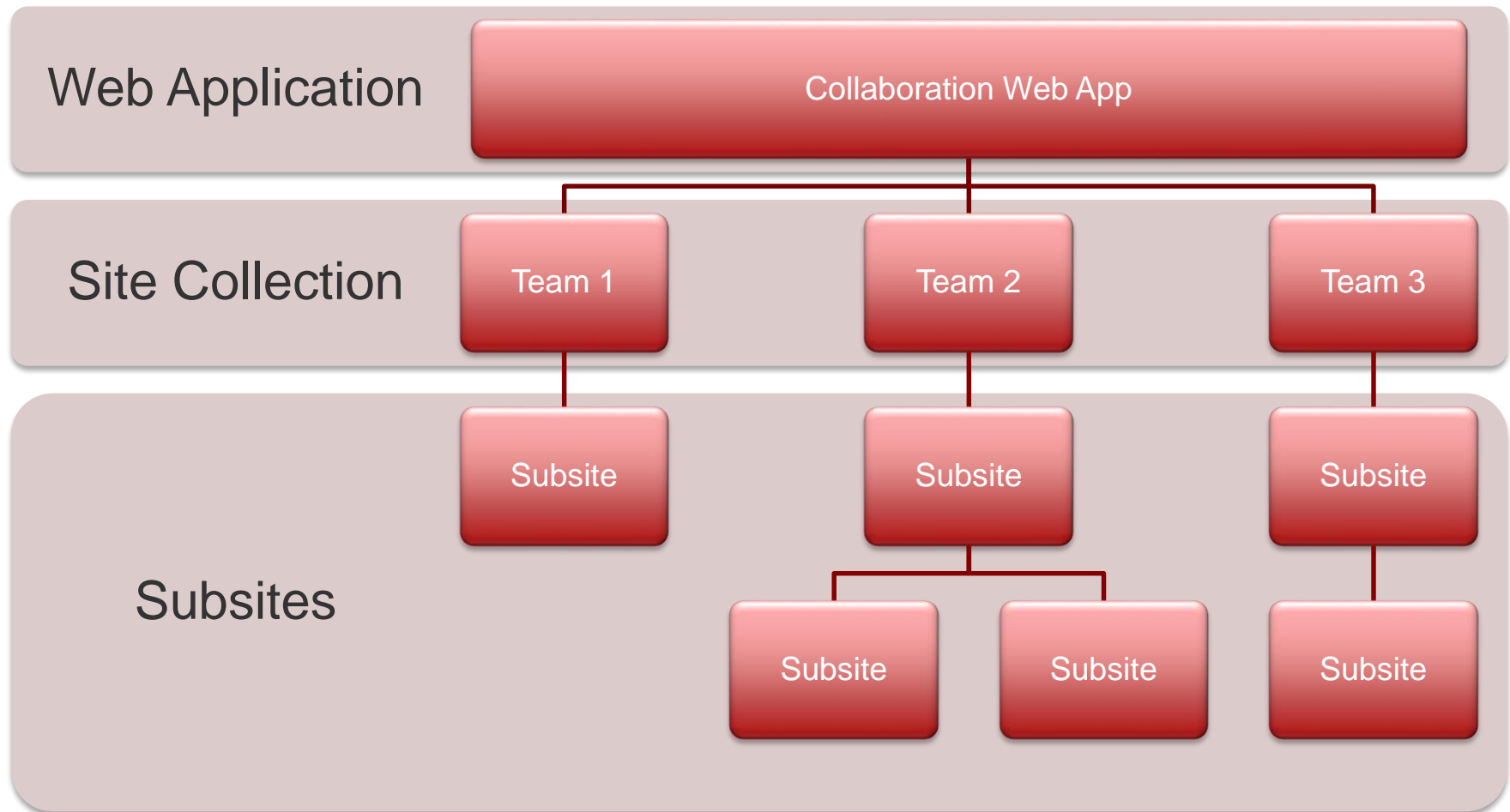
- These components are the foundation to any environment.
- Features requests can impact the overall farm configuration.
- Trust your admins to plan for:
 - Performance
 - Scalability
 - Management

Information Architecture

- Division of Content within SharePoint



Web Applications



Site Collection vs Sites

- The tale of a garbage bag and a dumpster.....

- Dumpster = Site Collection
- Trash Bag = Site
- Trash = Site Content



A landfill contains many dumpsters. Trash bags are placed inside of each dumpster. Each dumpster is given a specific quota size. If you have more trash bags than can fit in the dumpster then you have to increase the quota.

Site Collection vs Sites

- The tale of a garbage bag and a dumpster.....

- Some characteristics apply to the entire trash bag:
 - Pull String or Tie
 - Scented or Normal
 - Dark vs White



Certain settings within the site collection will apply to all sites within the site collection:

- Galleries
- Quotas
- Templates
- Content Rollup

And Now....Building Business Solutions

- Once we have the foundation set, we are ready to start to build out our business solutions.



Apps

- Two Types of Apps:

- Lists & Libraries

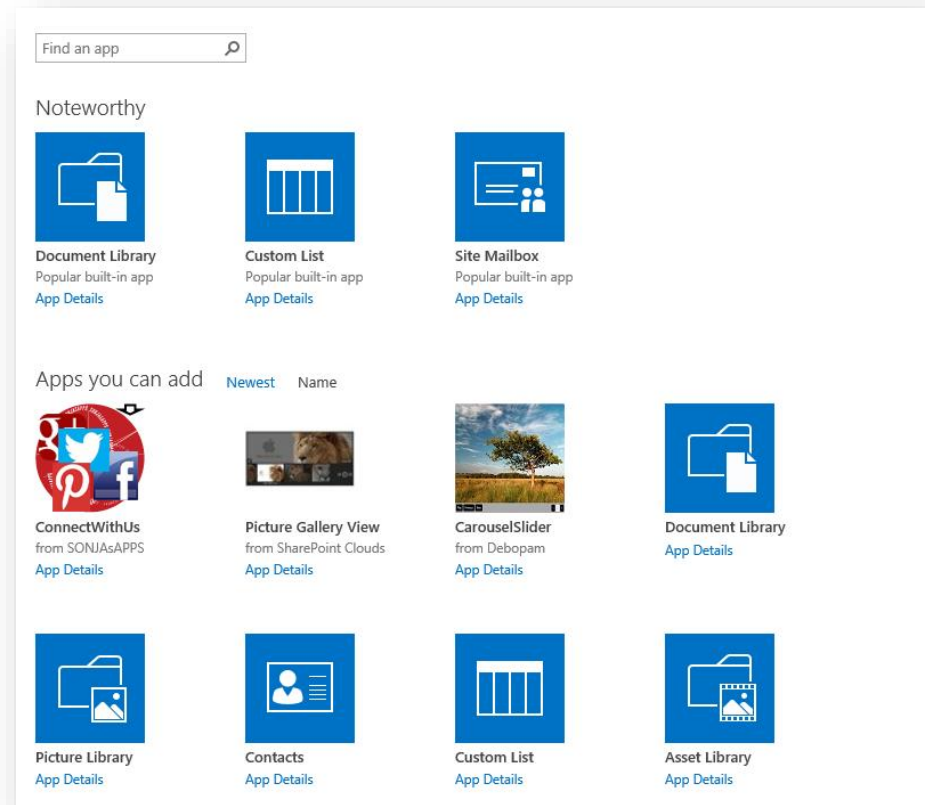
- Available in Add New App

- Examples

- Document Library
 - Picture Library
 - Survey
 - Discussions
 - Calendar

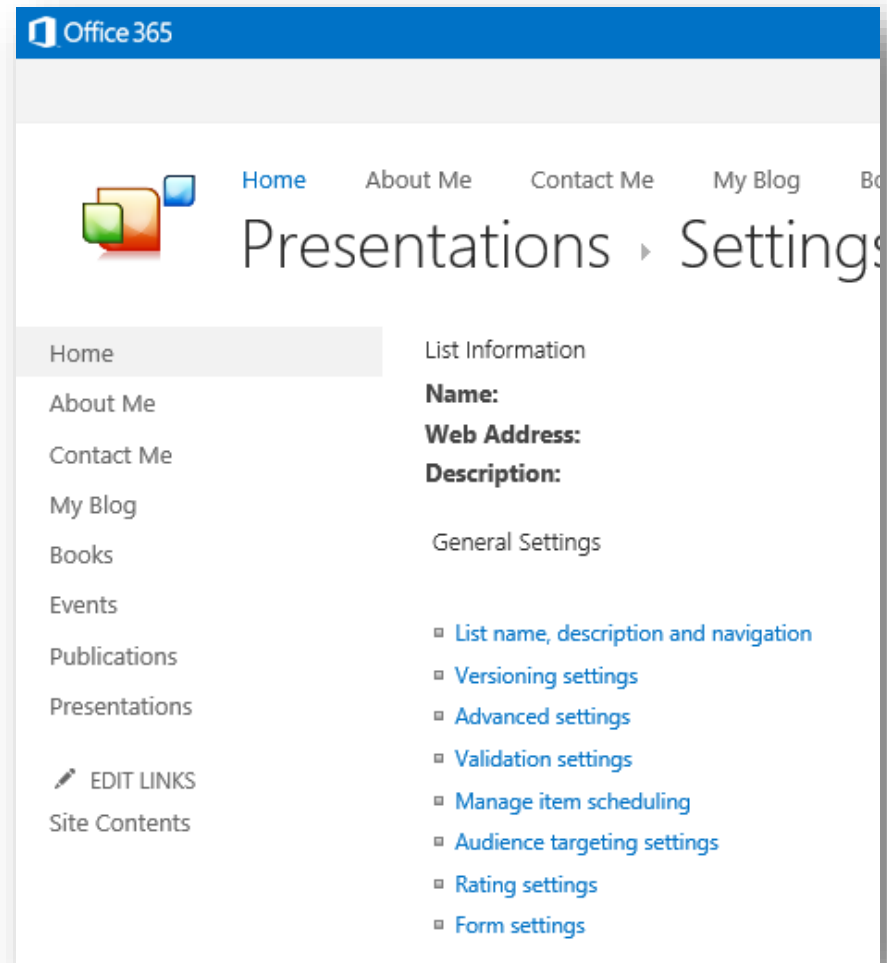
- Custom Apps

- Available in the App Store



Configuration of Apps

- Once an App exists, we can configure the app settings to allow for the app to function according to our requirements.
- Each App can have a different set of configuration options.
 - Example:
 - One document library is using version control, while another is using multi-authoring.



Most Common List Configurations

- Versioning Control
 - Major / Minor Versions
 - Check In / Out
- Permissions
- Columns
 - Many Options!
 - Date / Time / Text / Managed Metadata
 - Can span multiple levels
 - Farm (Global) / Site Collection / Site / List
- Views



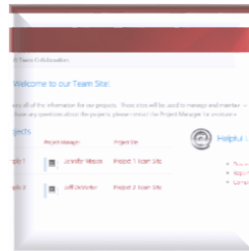
Automating Business Process

- Adding Business Process to Site Content can be done using a collection of additional tools.



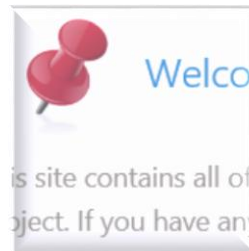
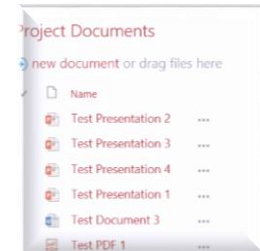
Displaying Content

- Use Pages and Web Parts to Display the content within your site or site collection.
- Two Types of Web Parts
 - Functional (do something)
 - App (show site content)



Pages

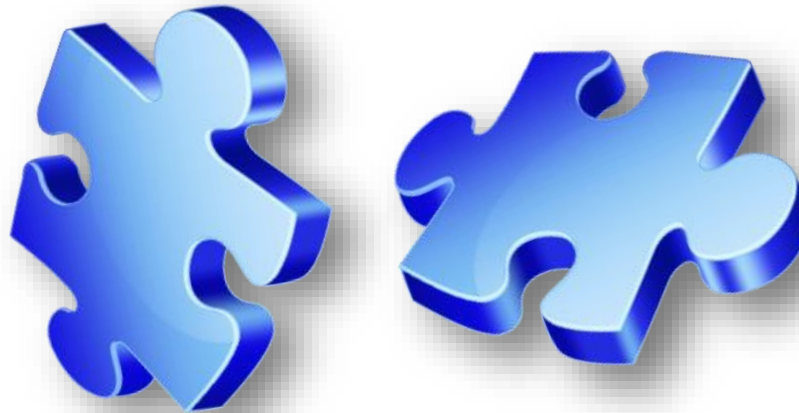
Web Parts



Rich Text

Site Design

- Use all the available elements (pages, text & web parts) to build a solution that displays the information relevant to your solution
- Each solution will use different elements, depending on the business requirements



What if I need more?

- If you are unable to solve your needs using the Out of the Box Features then you can look into advanced customizations and development.
- Multiple Levels of Custom Development
 - Javascript, HTML, JQuery
 - Visual Studio, Compiled Code
- Things to Consider:
 - With enough time and money we can do anything!
 - Be sure to account for:
 - Supportability
 - Repeatability
 - Performance



To Sum It All Up!

- The Options are Endless!
- It is up to you to build out the solutions that will make the most sense to your organization.



Thanks for Coming!

- Don't Forget to Visit My Blog
 - <http://www.jenniferannmason.com>
- Sign Up for Office Hours at SPTechCon!
 - See me after the session for remaining available times!