

Do-It-Yourself Office Live Essentials Projects: **CNET's 24 Cool Things You Didn't Know You Could Do!**

Book Pitch and Table of Contents by

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Book Title: Do-It-Yourself Office Live Essentials Projects

Author: David W. Boles, MFA

Sales Handle

Run your small business online from any computer in the world.

About the Book

Office Live Essentials is a Web 2.0 application built on top of the Windows SharePoint Services (WSS) platform. Office Live Essentials is the first major mash up of small businesses data with Microsoft hardware, infrastructure and software in a true Web 2.0 enterprise collaboration. Now any small local business can compete worldwide for business on a fairer field with bigger and richer international companies. Using a unique 24 project meme to model the mash of mixing proprietary data with established remote real-time database interaction, this book gives the reader a quantifiable method for managing a stronger, faster and tougher full-business presence in the era of an ethereal and ever-changing online marketplace.

Features

1. The power of Microsoft Office is brought online for small business use.
2. No hardware to purchase or install or maintain.
3. No software to buy or install.
4. First big bet by Microsoft on Web 2.0 technology.
5. If you use Word and a Web browser you already know how to use the product.
6. Getting a business online can be cumbersome and frightening – we break it up into projects.

Market / Audience

Any sole-proprietorship, small business, independent contractor, LLC or non-profit group will have a simply way to get online using this book in all aspects of the business from Website creation, Email management, Calendaring, Shared Sites, Tracking Sales and Inventory, Human Resources, Requests for Proposals, Vendor Workspace and Customer Workspace and Support.

Benefit to the Customer

1. Managing employees online.
2. Communicating with customers online.
3. Using shared sites for project management.

Competitor Books

I am unaware of any current competing books in development but I'm sure the usual suspects of Sybex, Wiley and O'Reilly, et al, will have competitive titles.

About the Author

David W. Boles is a web pioneer veteran with internet experience dating back to when Web 2.0 was in alpha form as Web 0.92b in the unruly guise of the CompuServe forums – where he was a SysOp for the Toshiba Forum’s Modems and Serial Communications support section – and the Mosaic web browser, through which he began to discover the world beyond the single-user computer.

Boles’ books include [Windows 95 Communication and Online Secrets](#) for IDG and [Hand Jive: American Sign Language for Real Life](#) for Barnes & Noble New York (Fall 2006). [David wrote](#) for c|net, boot, Windows Magazine and was a writer and the East Coast Editor for *eyepiece* — the official publication of the Guild of British Camera Technicians.

[David’s MFA](#) is from [Columbia University](#) and his polymathic teaching credits include Columbia University, [New York University](#), [Fordham](#), [University of Medicine and Dentistry of New Jersey](#), [New Jersey Institute of Technology](#), [Rutgers University](#), [Saint Peter’s College](#), the [College of New Rochelle](#) and he recently served as a [Visiting Professor](#) at the [UCDavis](#) program in [Sports Medicine](#).

David also runs and writes the [Urban Semiotic](#) blog served by WordPress and he teaches online at [Script Professor](#) using Moodle. For over six years David W. Boles taught in-person classes online using WebCT and Blackboard at NJIT, UMDNJ and Rutgers. You may view the intimate beginnings of his Office Live Essentials placeholder website at <http://bookbeta.com>.

Reviews

No third party reviews are available but you may read a narrative biography here: <http://bolesbooks.com/boles.html>

Detailed Table of Contents:

Part I: Simple Projects – Setting Up the Web - (66 pages)

Project 1

Setting Up Your Domain

- Registration

- Payment

- Choosing the Right Plan

Getting Comfortable with Member Center Basics

- Overview of the Overview

 - Setting up the Home Screen

- Billing Manager

 - Payment Methods

 - Services

 - Contacting Support

 - Cancelling

- Domain Manager

 - Domains Owned

 - Adding More Add-on Domains

 - .Com, .Net and .Org

- Additional Services

 - Domains

 - E-mail

 - Storage

 - Adding Users

 - Adding Bandwidth

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- Page Tools

- Web Parts

- Site Settings

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Page Manager

- Page Options

- Site Options

- Site Statistics

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- Selecting

- Statistics

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- Selecting Dates
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Part II: Challenging Projects – Business Applications - (100 pages)

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Project 14

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- SBA Sharing Workspace
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- Importing Windows SharePoint Services (WSS) Templates
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Project 21

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Vendor Workspace

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