

# SharePoint 2016 Introduction



## Accessing a SharePoint Site

1. Type the site address in your browser. Press <Enter>.
2. If prompted, type your USER NAME and PASSWORD. [Click] OK.

## Signing Out

1. [Click] on your name in the top right, then SIGN OUT.
2. Close all open browser windows.

## Some SharePoint Terms Defined

**Website** - A collection of pages, lists, and libraries related to a specific team or project. Inherits settings from its parent site.

**Page** - Editable webpage containing one or more text boxes, web parts or SharePoint apps.

**Library** - File storage container with enhanced document control (check in/check out, major/minor versioning, etc.)

## Using the App Launcher

[Click] the top left corner  to access one of three apps:

**NEWSFEED** Save your team's discussion about current projects for later review. See what other team members are discussing.

**ONEDRIVE** Store, sync, and share private work documents.

**SITES** Access a list of SharePoint sites you are following.

## Navigating SharePoint

- To go to the home page of a site [Click] HOME or choose BROWSE then [Click]  or your logo.
- Use the Links area  and Quick Launch area  to go to subsites, pages, libraries (e.g., documents) and apps.
- To navigate to a folder [Click] its name or  to move up one folder from the current content, choose BROWSE, then a breadcrumb link  or choose LIBRARY, then .
- [Click] the Ribbon tabs  to access tasks specific to the displayed page. [Click] the BROWSE Ribbon tab to close the Ribbon.
- To see a recent list/library/etc. [Click] a link in the Quick Launch area  under the heading RECENT.

## Sites

To navigate to a subsite from the top navigation, [Click] a shortcut in Top menu links  or the Quick Launch area  or choose SITE CONTENTS , then under the SUBSITES heading [Click] a subsite.

## Expanding the Main Content Area

To display more of the main content area [Click]  in the top right corner.

This hides both the Quick Launch  and Top menu links . To return [Click] .

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## Adding Content

SharePoint is a repository of knowledge that can be shared. Subsites, document libraries and pages are key organizing tools for this content. Libraries and pages are grouped into subsites around projects or common themes. For example, a Human Resources subsite might house a policies and procedures document library, together with a page listing best practices.

### Creating a Subsite

1. [Click] SITE CONTENTS, then NEW SUBSITE .
  2. Fill in TITLE, DESCRIPTION, and URL NAME.
  3. Choose a site template. Different templates automatically install different apps relevant to the template's purpose.
  4. To create unique settings for who can read, contribute to, or manage the subsite, select USE UNIQUE PERMISSIONS. To use the current permissions, choose USE SAME PERMISSIONS AS PARENT SITE.
  5. Choose NAVIGATION options and enable NAVIGATION INHERITANCE to show a link to navigate up to the parent site.
  6. [Click] CREATE.
  7. If you selected to USE UNIQUE PERMISSIONS, indicate who are VISITORS (read only), MEMBERS (can contribute), and OWNERS (have full control). For each, [Click]  then choose names from the address book. [Click] OK to load the names.
- Or, type names of users separated by a semi-colon ";". When done, [Click] OK. Names with no exact match have a red underline. [Click] the name for options.

### Community Sites

A community site is focused on building discussions around a subject area to organize conversations and encourage participation. Activity such as posting topics, replying, and liking is rewarded with reputation points that can earn badges such as "Expert" and "Professional".

### Making a Site a Community Site

1. [Click] , then choose SITE SETTINGS.
  2. Under SITE ACTIONS, [Click] MANAGE SITE FEATURES.
  3. For COMMUNITY SITE FEATURE, [Click] ACTIVATE.
- When posting on a Community Site discussion board, you can make your post a question. When creating the post, enable the QUESTION check box.
  - To mark a reply as the best and display it first among responses: On the reply, [Click] , then BEST REPLY.
  - To remove, [Click] , then REMOVE BEST REPLY.

### Adding Pages to Expand Content

1. From the main site [Click] , then select ADD A PAGE.
2. Type a page name and [Click] CREATE.
3. Enter page text, using the FORMAT TEXT Ribbon tab controls to format it.
4. Insert non-text content by positioning the cursor then choosing an appropriate icon from the INSERT Ribbon tab.
5. From the PAGE Ribbon tab [Click]  then choose SAVE AND KEEP EDITING routinely as you work.
6. [Click]  when finished.

### Editing Pages to Add or Modify Content

1. Navigate to the page then [Click]  and choose EDIT PAGE.
2. [Click]  when finished.

### Deleting Pages

1. Navigate to the page, [Click] , choose EDIT PAGE.
2. From the PAGE Ribbon tab [Click]  then [Click] OK.

## Managing and Sharing Documents

### OneDrive for Business vs. SharePoint

- SharePoint document libraries allow you to manage and share documents, spreadsheets, and presentations. Files stored in OneDrive are private except for those stored in the SHARED WITH EVERYONE folder.
- Use SharePoint to carefully control the editing of collaborative work. SharePoint also offers workflow control and the ability to follow a document.
- Store copies of OneDrive and SharePoint documents on your local computer for offline access. Use the OneDrive for Business app to keep online and offline documents synchronized. You easily can move files between SharePoint and OneDrive using this offline storage setup then resign to copy these changes online.

### SharePoint Document Libraries

In the Quick Launch area  [Click] a Document Library (e.g., DOCUMENTS). Also, [Click] the SITE CONTENTS Quick Link then [Click] a Document Library link.

To open in Windows Explorer, choose the LIBRARY Ribbon tab then [Click] OPEN WITH EXPLORER .

### Sorting and Filtering a Library List

[Hover] over a column title, [Click]  then choose a sort order and/or a filter. Select or deselect filters as required. [Click] CLEAR FILTER to remove all filters. A  appears next to the name of a filtered column.

### Uploading Documents

1. Navigate to a document library then [Click] .
2. [Click] BROWSE, select a document from your computer, then [Click] OPEN. [Click] OK.

### Opening Documents

[Click] the filename, enter a password if requested then [Click] OK. This will only work if the desktop Microsoft Office app (Word, Excel, etc.) is installed on your computer. You can also open the file from your desktop app:

1. [Click] FILE, OPEN.
2. [Click] BROWSE. For FILENAME, type the address of your SharePoint server (e.g., http://intranet.abccompany.com).
3. [Click] OPEN, find then [Double Click] the document. Enter a password if requested then [Click] OK.

### Creating a New Document or Folder

- To create a new document, choose  from the FILES Ribbon tab, enter password and [Click] OK. When finished [Click] FILE, SAVE, BROWSE then type the new FILENAME, select a site/library, [Click] SAVE.
- To create a subfolder, choose NEW FOLDER from the FILES Ribbon tab, type folder NAME and [Click] CREATE.
- [Drag] a file to move it into a subfolder.

# Microsoft Sharepoint 2quick Reference Guide

**Peipei Pang**



## **Microsoft Sharepoint 2quick Reference Guide:**

**Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C** Beezix Software Solutions,2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016 This guide is suitable as a training handout or an easy to use reference guide for end users The following topics are covered Accessing a SharePoint Site Signing Out Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents OneDrive for Business vs SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E mail Alerts Changing View Creating a List or Library Deleting a List or Library

**Office 365 and Sharepoint Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2012-07-20 Laminated quick reference card showing step by step instructions and shortcuts as well as general document management for the Word Excel PowerPoint web apps available in Office 365 and SharePoint Intended for users familiar with the desktop Microsoft Office suite This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered General Creating a New Document Opening Existing Documents Saving and Closing Documents Checking Documents In Out Uploading Files Creating Folders Renaming Items Deleting Restoring Documents Web App Limitations Browser Format Support Word Web App Using Reading View Using Edit View Collaborating with Others Printing Documents Excel Web App Using Reading View Using Edit View Collaborating with Others PowerPoint Web App Using Reading View Using Edit View Collaborating with Others Also includes a list of Word Excel PowerPoint keyboard shortcuts [Microsoft 365 Business for Admins For Dummies](#) Jennifer Reed,2019-01-30 Learn streamlined management and maintenance capabilities for Microsoft 365 Business If you want to make it easy for your teams to work together using the latest productivity solutions with built in security while saving thousands of dollars in implementing the solution you ve picked the right book Inside you ll gain an understanding of Microsoft 365 Business a complete integrated solution for business

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**SharePoint 2003 User's Guide** Seth Bates, Tony Smith, 2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier's books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

Microsoft SharePoint Products and Technologies Resource Kit Bill English, 2004 This official Microsoft RESOURCE KIT provides in depth technical information and timesaving tools to deploy and support Microsoft Office SharePoint Portal Server 2003 and Microsoft Windows SharePoint Services in medium and large organizations The Adobe Reader format of this title is not suitable for use on the Pocket PC or Palm OS versions of Adobe Reader

**Microsoft Office SharePoint 2013 Quick Reference Guide** Beezix, 2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered

Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey

*Microsoft SharePoint 2003 Unleashed* Lynn Langfeld, Colin Spence, Michael Noel, 2004 As businesses attempt to maximize every employee hour knowledge management and collaboration tools have become more popular Written by experts with valuable experience with enterprise level solution design and implementation this book shows users how to create and manage robust Web sites with the help of Microsoft SharePoint Portal Server 2003

*The Rational Guide to Building Sharepoint Web Parts* Darrin Bishop, 2004 Learn how to use manage customize and deploy web parts for Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services 2.0 cover

*Microsoft SharePoint Portal Server 2001 Resource Kit* Microsoft, 2001

*Microsoft Office SharePoint 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated C)* Beezix, Inc Staff, 2007-09-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2007 The following topics are covered

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Recycle Bin Creating a Subsite Creating a Meeting Workspace Creating a Document Workspace Using Document Libraries Adding an Existing File to a Document Library Checking Files Out In List and Library Functions Sorting Filtering Changing View Accessing SharePoint Lists and Libraries in Outlook Using Email Alerts Using Datasheet View Creating a List or Library Deleting a List or Library Creating a Survey Adding Questions to an Existing Survey Changing an Existing Survey Using Your Personal Site Using Personal Links This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft® Office SharePoint® Server 2007: A Beginner's Guide** Ron Gilster,2007-09-11 Microsoft Office SharePoint Server 2007 A Beginner s Guide helps you get up and running quickly on the new version of this versatile collaboration tool by providing vital application and implementation strategies You will learn to centrally store documents and Web content simplify information sharing create custom dashboards and enable team collaboration **SharePoint User's Guide** Infusion Development Corp. (Infusion Development Corporation),2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft s SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User s Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User s Guide will show them how

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**Essential SharePoint** Jeff Webb, 2005-05-17 Provides information on the installation, use, and administration of Microsoft SharePoint. [Microsoft® Office SharePoint® Server 2007: The Complete Reference](#) David Sterling, 2007-10-16 The definitive guide to Microsoft Office SharePoint Server 2007. This well-planned and well-written book offers a comprehensive reference for IT professionals, application developers, and business analysts working with SharePoint applications. James A. Robertson, MCSD, NET Senior Software Engineer, Applied Information Sciences. Deploy and manage Microsoft Office SharePoint Server 2007 in the enterprise with help from this one-stop resource. Through detailed instructions, screenshots, and code samples, this comprehensive guide shows you step-by-step how to use SharePoint Server and make the most of all its powerful tools and utilities. Microsoft Office SharePoint Server 2007: The Complete Reference explains how to develop a customized installation plan, configure the server for optimal performance, and administer users, documents, and content. You'll get full details on designing feature-rich portals and collaboration sites, creating user-friendly forms and workflows using modular Web Parts, and incorporating business data. Install and configure SharePoint Server for the entire enterprise. Manage the server from the Central Administration site. Design SharePoint Server portals, websites, lists, and document libraries. Work with SharePoint Web Parts or build your own. Ensure cross-site consistency using site columns and content types. Create site definitions and templates using SharePoint Designer and Visual Studio. Build custom workflows using SharePoint Designer. Extend SharePoint Server using the Object Model and Event Receivers. Import and map enterprise information using the Business Data Catalog. Use the advanced

services of Office Search and Excel Web Services      *Network World* ,2003-10-13 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce      Microsoft SQL Server 2008 Reporting Services Step by Step Stacia Misner,2009 CD ROM includes e book in 1 pdf file pdf version of this book bonus material 10 pdf files sample files      *Office 2010 Made Simple* Guy Hart-Davis,MSL Made Simple Learning,2011-12-03 Office 2010 Made Simple for Windows is a practical and highly effective approach to using the Office 2010 Home Business Word Excel PowerPoint Outlook OneNote and Home Student Word Excel PowerPoint OneNote programs to create and edit documents and get work done efficiently Conveying information quickly and concisely the book brings you from a beginner or low intermediate to an experienced and confident user Illustrated graphical approach shows what happens at each stage Short sections provide instant access to each task the reader needs to perform Step by step instructions help the reader grasp even complex procedures in full confidence

## Whispering the Strategies of Language: An Psychological Journey through **Microsoft Sharepoint 2quick Reference Guide**

In a digitally-driven earth where displays reign great and immediate transmission drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within words frequently move unheard. Yet, situated within the pages of **Microsoft Sharepoint 2quick Reference Guide** a interesting fictional treasure sporting with fresh feelings, lies a fantastic quest waiting to be undertaken. Written by a skilled wordsmith, that marvelous opus encourages viewers on an introspective trip, softly unraveling the veiled truths and profound influence resonating within the fabric of each word. Within the mental depths with this moving evaluation, we shall embark upon a sincere exploration of the book is core themes, dissect their captivating publishing fashion, and succumb to the effective resonance it evokes heavy within the recesses of readers hearts.

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