

Office SharePoint® 2013 Introduction

SharePoint is highly customizable. Some of the options and features on this card may not be available to you.



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.

Navigating SharePoint

- To go to the home page of a site [Click] HOME or choose BROWSE, or your logo.
- Use the Top Links area and Quick Launch area to go to subsites, pages, libraries, and other sites.
- Your site content is organized into libraries (for documents, web pages, slides, etc.) To go to all items, [Click] one of the Top Links or a Quick Launch area link, or choose SITE CONTENTS, then a library.
- 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 UP/GO UP, then a breadcrumb link.
- To open or download a file, [Click] on it in the main content area.
- To see a recent history view, [Click] a link in the Quick Launch area or the heading RECENT.
- To see all documents, in the Quick Launch area [Click] DOCUMENTS.
- If Two View is enabled, you can see a summary of the entire site in the Quick Launch area. If not:
 1. [Click] GO, then choose SITE SETTINGS.
 2. Under LOOK AND FEEL, [Click] TREE VIEW.
 3. [Check] ENABLE TREE VIEW. [Click] OK.

Subsites

Parent sites are sites with one or more subsites. Subsites allow other users and group permissions from the parent site. To navigate to a subsite from the top navigation, [Click] a shortcut in Top Links or the Quick Launch area, or choose SITE CONTENTS, then under the SUBSITES heading [Click] a subsite.

Expanding the Main Content Area

- To hide the Quick Launch area and Top Links to expand the view for a larger main content area, [Click] [icon] To return, [Click] [icon].

Creating a New List Item

A list is a group of similar items, such as calendar events, tasks, or announcements. To create a new item:

1. Navigate to the desired list.
2. [Click] [icon] (list item) in the content area. Or, choose the ribbon or ribbon tab, then NEW ITEM/CONTENT. [Click] OK.
3. Fill out the form details. [Click] SAVE.

Editing a List Item

1. [Click] [icon] next to the item, or [Right Click] the item.
2. To edit, [Click] EDIT ITEM, make changes, then [Click] SAVE.
- To delete, [Click] DELETE ITEM, then OK.
- To edit/delete multiple items at once:
 1. Select items by [Clicking] in the [icon] column next to the items.
 2. To edit, choose FIELDS, EDIT ITEM, make changes, then [Click] SAVE.
 - To delete, choose ITEMS, [icon] items, then [Click] OK.

Assigning a Task

When creating or editing a task:

1. In the ASSIGNED TO field, type in all or part of the name of the person you are assigning the task to.
2. [Click] a suggested name or press <Enter>.
3. For more options such as percentage complete, a description, priority or task status, [Click] SHOW MORE.
4. [Click] SAVE.

Viewing Your Update Stream*

Get updates on sites, files, and people on your Newsfeed. On the global navigation bar [Click] NEWSFEED.

Following a Site*

Followed sites are displayed on the NEWSFEED start page, and updates are displayed on the Newsfeed.

1. Navigate to the site you want to follow.
2. [Click] [icon] To access followed sites, [Click] SITES, then choose one under the heading SITES I'M FOLLOWING.

Following a Document/File*

1. Select the document/file by [Clicking] in the column next to it.
2. Choose FILE, FOLLOW.

Following a Person*

Follow the activities of a colleague to see when they tag content, change their work status, accomplish a task, and more.

1. Search for a person.
2. In the search results, [Hover] over their profile.
3. [Click] FOLLOW.
- Or, [Click] a person's name in a list or library, then [Click] FOLLOW.

Engaging in Newsfeed Conversations*

To post a new message:

1. Open your Newsfeed by [Clicking] NEWSFEED.
2. To change who to share with, [Click] the group next to SHARE WITH and choose a group.
3. Type a message into the field below.
4. To add an image, [Click] [icon], then BROWSE to find an image. Choose image, then [Click] OPEN, UP/GO UP.
5. [Click] POST.

To respond to a Newsfeed post:

1. [Click] REPLY.
2. Type message and/or attach image, then [Click] POST.

Using @ Mentions*

To include someone in a message: Type "@" then the first letters of their name, then choose a suggested contact.

To see the posts/activities of a person mentioned: [Click] @Name.

To follow a person mentioned: On a post that includes the tag, [Click] FOLLOW @Name, or [Click] [icon] then FOLLOW @Name. Or, [Click] a tag, then [icon] @Name.

Using # Tags*

To tag a message with a theme or category: type "#" then a keyword(s) or, PRESS. To tag can be used in a post. To see all posts tagged with a keyword: [Click] the #tag.

To follow a tag: On a post that includes the tag, [Click] FOLLOW #tag, or [Click] [icon] then FOLLOW #tag. Or, [Click] a tag, then [icon] #tag.

Liking a Newsfeed Update*

Using a Newsfeed Update shows you appreciate the item or comment.

1. [Click] NEWSFEED.
2. At the bottom of the post, [Click] LIKE. To see your liked posts, [Click] [icon], then LIKES.

Tagging, and Adding Notes to Documents and Pages

Add tags and notes to documents and pages to remember, categorize, and leave comments for yourself and others.

1. Select a document or navigate to a page.
2. Choose FILE or LIBRARY, TAGS & NOTES. To add a tag: [Click] the TAGS tab. Start typing a tag. Select from the SUGGESTED list, finish typing, or [Click] CREATE NEW. Add more tags if desired, then [Click] SAVE.
- To add notes: [Click] the NOTE BOARD tab, type a note, then [Click] POST. When done, [Click] [icon].

Sharing Files with People

You can share files in SharePoint with people inside and outside your organization.

1. Make a selection, then choose FILE, SHARE or [Click] [icon]. Or to share a single item, [Click] [icon], or [Right Click] then choose SHARE.
2. Enter names and email addresses to share with. Include a personal message. Choose CAN VIEW or CAN EDIT. For more options, [Click] SHOW.
3. [Click] SHARE.

Viewing Tags and Notes*

- To view the tags and notes for a document or page:
1. Select a document or navigate to a page.
 2. Choose FILE or LIBRARY, TAGS & NOTES.
 3. To view all documents and pages tagged by a keyword, [Click] one of the SUGGESTED TAGS, then GO TO TAG PROFILE FOR.

To view your tags and notes [Click] [icon] my tags.

*Not available with SharePoint Foundation. Available with SharePoint Server only. For tagging and notes, the web browsers must be configured and activated. © 2013 Oracle Software Services, Inc. All rights reserved.

Microsoft Sharepoint 2013 Quick Reference Guide

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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

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

SharePoint 2013 on Demand Steve Johnson, 2013 Need answers quickly SharePoint 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Take a tour of SharePoint to see what you do Create a SharePoint site from built in templates Use Newsfeed and My Site to stay connected with social networking Create a blog and community site to collaborate and share ideas Create lists and libraries to store data and documents on a site Add built in apps or ones from the SharePoint Store to a site for extended functionality Synchronize documents to a SkyDrive on SharePoint Work with Office programs and documents on SharePoint Upload and use documents and media files on pages Customize pages with web and app parts Change site permissions for enhanced security Illustrations with matching steps Tasks are presented on one or two pages Numbered Steps guide you through each task Did You Know alerts you to tips and techniques See Also points you to related information in the book Bonus Online Content Register your book at queondemand.com to gain access to Example files Keyboard shortcuts Visit the author site perspection.com

Practical SharePoint 2013 Governance Steve Goodyear, 2013-04-26 Practical SharePoint 2013 Governance is the first book to offer practical and action focused SharePoint governance guidance based on consulting experiences with real organizations in the field It provides the quintessential governance reference guide for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance This book goes beyond filling in a governance document template and focuses entirely on actions to take and behaviors to adopt for addressing real world governance challenges Walks you through how to define what SharePoint offers and who is involved Offers key governance strategies for you to adopt or advise to your customers Provides

real world examples that apply each governance concept to an actual scenario What you ll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for development standards and testing processes Who this book is for Practical SharePoint 2013 Governance is for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance It is an excellent choice for people who like action focused concepts or who want to go beyond documentation and theory This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront Table of ContentsPart I Orientating SharePoint Governance 1 Understanding SharePoint Governance Part II Defining the SharePoint Service 2 Defining Your SharePoint Service and Service Tiers 3 Determining Your SharePoint Features and Functionality 4 Establishing Your Team s Roles and Responsibilities 5 Shaping Your User Readiness and Training 6 Measuring and Reporting on Your SharePoint Service Performance Part III Expanding the SharePoint Service 7 Creating Your SharePoint Roadmap 8 Promoting a Feedback Process 9 Managing Your SharePoint Demand Funnel 10 Growing Your SharePoint Service 11 Preparing for SharePoint Upgrades and Patches Part IV Customizing the SharePoint Service 12 Committing Sponsorship and Ownership of Customizations 13 Facilitating and Isolating End User Customizations 14 Designing Your Development Standards and Testing Processes 15 Framing Your Information Architecture and UI Standards 16 Coordinating Your Code Promotion and Release Processes 17 Rapid Concepts SharePoint 2016 User's Guide Tony Smith,2016-11-22 Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management collaboration and business process management needs Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fifth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to get the best out of them What You Will Learn Create and use common SharePoint resources like lists libraries sites pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention management and disposition Make the most of SharePoint search services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all have used previous versions have just started using the basic features or have been using it for a long of time this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides **How to Do Everything Microsoft SharePoint 2013** Stephen Cawood,2013-03-21 Maximize Microsoft SharePoint 2013 Written by a former member of the SharePoint development team

How to Do Everything Microsoft SharePoint 2013 shows you how to get the most out of the latest release of this dynamic business collaboration platform You ll learn to set up SharePoint sites and use document management wikis taxonomy blogs social features and more to organize manage and share content Real world examples help you accomplish tasks quickly and easily Basic information on SharePoint development and administration is also included in this practical guide Work with sites apps lists libraries and items Upload documents manage files with document libraries and use document versioning and content approval features Collaborate via discussion boards blogs wikis events surveys calendars and newsfeeds Use social tagging enable a folksonomy and use enterprise keywords Create a taxonomy hierarchy using enterprise managed metadata Build publishing sites personal sites and websites Display data on pages using web and app parts Customize apps lists forms and navigation Use SharePoint with client applications including Microsoft Office Outlook InfoPath SharePoint Designer and third party applications Learn the basics of SharePoint administration and development Beginning PowerShell for SharePoint 2016 Nikolas Charlebois-Laprade,John Edward Naguib,2017-05-23 Use the latest tools to manage and automate tasks on Microsoft s SharePoint platform You will achieve time and cost savings increase reliability of deployments and learn how to safely and efficiently migrate from a previous version all while gaining valuable skills in PowerShell scripting Authors Nik Charlebois Laprade and John Edward Naguib begin by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts they introduce PowerShell operations in the context of deploying migrating managing and monitoring SharePoint 2016 What You ll Learn What s New in this Edition Learn about the new SharePoint 2016 capabilities and min role Extend the default set of available PowerShell cmdlets for SharePoint 2016 by creating your own reusable Cmdlet functions with PowerShell 5 0 Upgrade your on premises SharePoint 2013 environment to SharePoint 2016using PowerShell Who This Book Is For Administrators developers and DevOps engineers working with SharePoint 2016 No experience with PowerShell is required **Beginning SharePoint 2013 Development** Steve Fox,Chris Johnson,Donovan Follette,2013-02-18 A complete revision to a popular SharePoint developer s resource Fully updated for SharePoint 2013 this book is an ideal starting place for SharePoint development Covering all the major topics that a new developer needs to know in order to get started this resource contains 100 percent new content and addresses the major overhaul to the SharePoint 2013 platform The team of authors led by Microsoft s Steve Fox presents you with a detailed overview that helps you establish a starting point for development They then walk you through ways to advance your knowledge so that you leverage the new SharePoint 2013 features to build custom solutions Addresses developing managed or unmanaged applications Provides an overview of Windows Azure for SharePoint Looks at common developer tasks in SharePoint 2013 Gets you started with building packaging and deploying SharePoint 2013 applications Highlights essential points of security in SharePoint 2013 Touching on everything from developing applications using Office services to development workflow applications Beginning SharePoint 2013 Development covers everything you need to know to start

confidently working with the platform today BPB COMPUTER COURSE-WIN 10/OFFICE 2016 Prof.Satish Jain/Shashi Singh/M.Geetha,2018-06-02 Satish Jain has obtained BSc Degree from Agra University in First Division and is a gold medal winner He obtained B E Electronics degree from Indian Institute of Science Bangalore I I Sc with distinction He joined Air Force as Signals Officer and held different technical appointments during 21 years of service career He was specially selected by the IAF to undergo Master of Engineering course in Aerospace Science at the I I Sc Bangalore and M Teach course in Computer Engineering at Indian Institute of Technology Kanpur *Microsoft SharePoint 2013 Pocket Guide* Ben Curry,2013-08-16 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No obscure settings abstract theory or hype just help you can really trust and really use Install SharePoint Server 2013 Configure farms and databases Create and extend web applications Set up and scale service applications Deploy and manage sites collections Implement BI solutions Integrate Excel Services and PowerPivot Configure enterprise content types and metadata Deploy Enterprise Search Manage documents and web content Brand your site Deliver social tools including microblogging Back up and restore

Microsoft® Excel® 2013 QuickSteps John Cronan,Marty Matthews,2013-03-14 Full color step by step guide to the new release of the world s most popular spreadsheet application Get up and running with Excel 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft s powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer

Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 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 Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation

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Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web
This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced

Microsoft SharePoint 2013 Step by Step Olga M. Londer, Penelope Coventry, 2013-08-15 The smart way to learn Microsoft SharePoint 2013 one step at a time Experience learning made easy and quickly teach yourself how to boost team collaboration with SharePoint 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Customize your team site s layout features and apps Manage and share ideas documents and data Capture and organize content into lists and libraries Automate business processes with built in workflows Use social features to communicate and collaborate Publish content using enhanced web content management *Microsoft Word 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, 2013-11-25 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 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 Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote **SharePoint 2013 - First Look for Power Users** Asif Rehmani, 2012-11 This book is designed to be a practical guide to jump start your learning about the specifics of SharePoint 2013 The focus is on Team Sites and MySite not Publishing Sites and specifically the visual elements of the sites Topics covered are Overview of SharePoint 2013 Team Site Security access management Branding sites using Themes Understanding SharePoint Apps Managing documents in Team Sites and MySite List management Searching within site collection Social features of SharePoint 2013 This book s target audience is the Power User of SharePoint End users developers and IT professionals can also greatly benefit from the knowledge in this book to prepare themselves for the next version of SharePoint Purchase of this book entitles the purchaser to 1 free month of access to all of the video tutorials at the SharePoint Videos com site Please email books.sharepointElearning.com with the proof of purchase and you will be setup with your free 1 month access to the site *Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of*

Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts

Microsoft SharePoint 2013 Developer Reference Paolo Pialorsi,2013-05-15 Design and develop great solutions using SharePoint 2013 Develop your business collaboration solutions quickly and effectively with the rich set of tools classes libraries and controls available in Microsoft SharePoint 2013 With this practical reference enterprise development expert Paolo Pialorsi shows you how to extend and customize the SharePoint environment and helps you sharpen your development skills Ideal for ASP NET developers with Microsoft NET and C knowledge Discover how to Create custom SharePoint apps and publish them in the Office Store Orchestrate your workflows with the new Workflow Manager 1 0 Access and manage your SharePoint data with the REST APIs Federate SharePoint with Windows Azure Access Control Services Customize your SharePoint 2013 UI for a better user experience Gain a thorough understanding of authentication and authorization

Microsoft Project 2013 Quick Reference Guide Eric Verzuh,2015-01-31 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

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Microsoft Sharepoint 2013 Quick Reference Guide Introduction

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