

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 tags.
- Use the Top Links area and Quick Launch area to go to subsites, pages, libraries, and other sites.
- Some site content is organized into libraries (for documents, web pages, photos, etc.). To go to a library, <Click> one of the Top Links or a Quick Launch area link, or choose SITE CONTENTS.
- 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 <Navigation bar>.
- To open or download a file, <Click> on it in the main content area.
- To see a recent WebLibrary, <Click> a link in the Quick Launch area or under the heading BROWSE.
- To see all documents, in the Quick Launch area <Click> DOCUMENTS.
- If Tree View is enabled, you can see a hierarchy of the entire site in the Quick Launch area. If not:
 1. <Click> <Settings>, 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 inherit user and group permissions from the parent site. To navigate to a subsite from the top navigation, <Click> a subsite 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, expand the view for a larger main content area, <Click> <Settings>. To return, <Click> <Settings>.

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> <New> (list item) in the content area. Or, choose the <New> or <Add> ribbon tab, then NEW ITEM/EVENT.
3. Fill out the item details. <Click> SAVE.

Editing a List Item

1. <Click> <...> 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 <Select> column next to the items.
 2. To edit, choose FROM, SORT FROM, make changes, then <Click> SAVE.
- To delete, choose ITEMS, <Click> delete them, 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 SITEs start page, and updates are displayed on the Newsfeed.

1. Navigate to the site you want to follow.
2. <Click> <Follow>.

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 <Select> column next to it.
2. Choose FILE, FOLLOW.

Following a Person*

Follow the activities of a colleague to see when they log 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 menu to SHARE WITH and choose a group.
3. Type a message into the text below.
4. To add an image, <Click> <Add>, then <Click> OPEN, UPLOAD.
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/activity of a person mentioned: <Click> @name.

To follow a person mentioned: On a post that includes the tag, <Click> FOLLOW @name, or <Click> <...> then FOLLOW @name.

Using # Tags*

To tag a message with a theme or category, type "#" then a keyword (e.g., #HR). 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> <...> then FOLLOW #tag. Or, <Click> a tag, then <Click> FOLLOW.

Liking a Newsfeed Update*

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

1. <Click> <Like>.
 2. At the bottom of the post, <Click> LIKE.
- To see your liked posts, <Click> <...> then LIKED.

Tagging, and Adding Notes to Documents and Pages

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

1. Select a document or navigate to a page.
2. Choose FILE or LIBRARY, TAGS & NOTES.
2. To add a tag: <Click> the TAGS tab. Start typing a tag. Select from the SUGGESTED TAGS, 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> <Close>.

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> <Share>.
- Or to share a single item, <Click> <...> 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> Send.

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 to a keyword, <Click> one of the SUGGESTED TAGS, then GO TO TAG PROFILE FOR.

To view your tags and notes <Click> <My Tags>.

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

Microsoft Sharepoint 2013 Quick Reference Guide

Tony Smith



Microsoft Sharepoint 2013 Quick Reference Guide:

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

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc, 2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version

SharePoint 2013 Field Guide Errin O'Connor, 2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In *SharePoint 2013 Field Guide* top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud *SharePoint 2013 Field Guide* will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely

support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

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 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

SharePoint 2013 How-To Ishai Sagi,2013-05-30 SharePoint 2013 How To Need fast reliable easy to implement solutions for SharePoint 2013 This book delivers exactly what you re looking for step by step help and guidance with the tasks that users authors content managers and site managers perform most often Fully updated to reflect SharePoint 2013 s latest improvements and fluid new design it covers everything from lists and views to social networking workflows and security The industry s most focused SharePoint resource SharePoint 2013 How To provides all the answers you need now Ishai Sagi is a SharePoint developer and architect who provides solutions through his company Extelligent Design which is Canberra Australia s leading SharePoint consultancy Sagi has worked with SharePoint since it

was introduced in 2001 Honored four times by Microsoft as a Microsoft Office SharePoint Server MVP he has trained many end users administrators and developers in using SharePoint or developing solutions for it He leads Canberra s SharePoint user group and has spoken at Microsoft conferences around the world He hosts the popular blog Sharepoint Tips and Tricks www.sharepointtips.com and authored SharePoint 2010 How To Fast Accurate and Easy to Use Quickly review essential SharePoint terminology and concepts Master SharePoint 2013 s revamped interface for Windows PCs Surface and smartphones Run SharePoint in the cloud with Microsoft Office 365 and SkyDrive Find log on to and navigate SharePoint sites Create manage and use list items documents and forms Alert yourself to new or changed content Use views to work with content more efficiently Leverage SharePoint 2013 s revamped search capabilities Organize content with lists document libraries and templates Use powerful social networking features including tagging NewsFeed updates and microblogging Author and edit each type of SharePoint page Build flexible navigation hierarchies with Managed Metadata Systematically manage site security and content access Control permissions more effectively with the Permissions Page Create and track workflows and integrate them with lists or libraries Customize a site s appearance settings and behavior Create new Office 365 private and public site collections

[Exam Ref 70-339 Managing Microsoft SharePoint Server 2016](#) Troy Lanhier, 2016-10-10 Prepare for Microsoft Exam 70 339 and help demonstrate your real world mastery of planning configuring and managing Microsoft SharePoint 2016 core technologies in datacenters in the cloud and in hybrid environments Designed for experienced IT pros ready to advance their status this Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSE level Focus on the skills measured on the exam Design SharePoint infrastructure Plan authentication and security Plan workload optimization Plan productivity solutions Manage search capabilities Plan and configure cloud services Monitor and optimize a SharePoint environment This Microsoft Exam Ref Organizes its coverage by the Skills measured posted on the exam webpage Features strategic what if scenarios to challenge you Provides exam preparation tips Points to in depth material by topic for exam candidates needing additional review Assumes experience planning and maintaining SharePoint and related core technologies including Windows Server 2012 R2 or later Internet Information Services IIS Microsoft SQL Server 2014 or later Active Directory and networking infrastructure services

[Practical SharePoint 2013 Governance](#) Steve Goodyear, 2013-06-25 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 **Exam Ref 70-332 Advanced Solutions of Microsoft SharePoint Server 2013 (MCSE)** Michael Doyle, 2013-05-15 Prepare for Exam 70 332 and help demonstrate your real world mastery of Microsoft SharePoint Server 2013 Designed for experienced IT Professionals ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSE level Focus on the expertise measured by these objectives Plan Business Continuity Management Plan a SharePoint Environment Upgrade and Migrate a SharePoint Environment Create and Configure Service Applications Manage SharePoint Solutions BI and Systems Integration

Microsoft SharePoint 2013 Planning for Adoption and Governance Geoff Evelyn, 2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support

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