



1 RIBBON

The SharePoint 2013 Ribbon contains the commands most often needed by the site owners, contributors and visitors. The ribbon displays the appropriate commands for the area of SharePoint you are currently using: Page, List, Item, Library, Document and Web Parts.

5 CURRENT LINKS

These navigation links provide access to the content of the current site. The site owner can decide which lists and libraries will appear in the Current links area.

2 365 LINKS

Outlook - email
Calendar - quick access to your schedule
People - your contacts
Newsfeed - stay up to date with what's going on
SkyDrive - your personal document storage
Sites - sites you follow
 ... - Office.com links
Admin - 365, Exchange, Lync, SharePoint administration links

6 WEB PARTS

Add web parts to your pages to display filtered, up-to-date lists of data and documents. Web parts are easily configured to display information from the current site, other SharePoint sites and business data from other sources.

3 SETTINGS

User Information - your login ID and profile link
Settings - access to site settings and site content
Edit - enter edit mode to make page updates
Share - quickly share your site with others

4 GET STARTED

Get Started web part has helpful features for new site owners. Once you are familiar with SharePoint features, this web part can be removed, freeing up screen space for other collaborative web parts.

4 GLOBAL LINKS

Global navigation displays links to other SharePoint sites. Global navigation can be managed by the site owner or it can be managed by SharePoint.

6 NEWSFEED

Newsfeed web part provides recent team updates and communication.

7 DOCUMENTS

Documents web part allows quick access to library documents.

Microsoft Sharepoint 2015 Quick Reference Guide

Tony Smith



Microsoft Sharepoint 2015 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 *Office and SharePoint 2007 User's Guide* Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals *Office and SharePoint 2007 User's Guide* Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment *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 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

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