

SharePoint Online

Work with files

Select a site from the SharePoint homepage or enter its URL into your browser. Then select **Documents** in the left navigation pane.

The screenshot shows the SharePoint Online interface with the following callouts:

- Open**: Open and edit a file online or in a desktop app.
- Share**: Share files directly from SharePoint. Files are private until shared.
- Copy link**: Get a link to the selected file to insert in an email, or site.
- Move to/Copy to**: Move or copy to another destination in your OneDrive or any SharePoint site.
- Document**: View and work with the file stored on a SharePoint site.
- Pin to top**: Pin important folders or documents to the top of the list for easy viewing.
- Download**: Download a copy of a file to work offline that takes local device space.
- Flow**: Automate common tasks between SharePoint and other Office 365 and third-party services.
- Version history**: View a file's version history and restore a file to a previous version.
- Details Pane**: See file information, a thumbnail, recent activity, manage access permissions, and edit file properties.
- Sharing status**: See which files are being shared and who they're shared with.

Microsoft Sharepoint 2quick Reference Guide

Beezix, Inc Staff



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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 SharePoint 2003 User's Guide Seth Bates,Tony Smith,2006-11-08 Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services address a variety of information sharing and collaboration needs providing an innovative way for you to manage information In order to get the most out of SharePoint you need to understand its capabilities to create materials collaborate with others and share enterprise information Whether you re a beginner or an experienced SharePoint user SharePoint 2003 User s Guide is

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