

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 SHOW, 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, etc.) and Quick Launch area. 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 SHOW, then a breadcrumb link, or choose LIBRARY, then Navigation Up.
- 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 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] .
 2. Under LOOK AND FEEL, [Click] TREE VIEW.
 3. [Click] 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] . To return, [Click] .

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 CREATE 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 ... 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 ... 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] , then , then CHOOSE IMAGE to find an image. Choose image, 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. Or, [Click] a tag, then .

Using # Tags*

To tag a message with a theme or category: type "or 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 .

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 LIKES.

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.
3. 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] .

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] . 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

**Darvish Shadravan, Penelope
Coventry, Thomas Resing, Christina
Wheeler**



Microsoft Sharepoint 2013 Quick Reference Guide:

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

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

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

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

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,2013-06-25 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 70-339 Managing Microsoft SharePoint Server 2016** Troy Lanphier,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 *SharePoint 2013 How-To* Ishai Sagi,2013 Looks at common end user tasks in SharePoint 2013 covering such topics as searching creating and managing files authoring pages managing security and customizing a SharePoint site [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

Ace the PMI-ACP® exam Sumanta Boral,2016-12-26 Prepare for the Project Management Institute's PMI Agile Certified Practitioner ACP exam Augment your professional experience with the necessary knowledge of the skills tools and techniques that are required for passing the examination This is a comprehensive and one stop guide with 100% coverage of the exam topics detailed in the PMI ACP Exam content outline Rehearse and test your knowledge and understanding of the subject using the practice quizzes after each chapter three full length mock exams and practical tips and advice You will be able to understand the Agile manifesto its principles and many facets of Agile project management such as planning prioritization estimation releases retrospectives risk management and continuous improvement The book covers Agile metrics and means of demonstrating progress People management aspects such as behavioral traits servant leadership negotiation conflict management team building and Agile coaching are explained Whether you are a beginner or a seasoned practitioner this book also serves as a practical reference for key concepts in Agile and Agile methodologies such as Scrum XP Lean and Kanban What you will learn The necessary knowledge of the skills tools and techniques that are required for passing the PMI ACP examination To understand the scope and objectives of the PMI ACP exam and gain confidence by taking practice quizzes provided in each chapter and three full length mock exams To gain exposure to Agile methodologies such as Scrum XP Lean and Kanban plus various tools and techniques required to conduct Agile projects The focus is to Be Agile rather than Do Agile Who this book is for The audience for this book primarily includes IT professionals who wish to prepare for and pass the Agile Certified Professional ACP exam from the Project Management Institute PMI The book also is a practical reference book for Agile Practitioners

div Beginning PowerShell for SharePoint 2013 Nikolas Charlebois-Laprade,2014-02-25 Beginning PowerShell for SharePoint 2013 is a book for the SharePoint administrator looking to expand his or her toolkit and skills by learning PowerShell Microsoft's vastly flexible and versatile object oriented scripting language PowerShell is the future of Microsoft administration and SharePoint is a complex product that can be managed more easily and quickly with PowerShell cmdlets and scripts This book helps bridge the gap introducing PowerShell fundamentals and operations in the context of deploying migrating managing and monitoring SharePoint 2013 Author Nik Charlebois Laprade begins by explaining the fundamental concepts behind the PowerShell language Then with copious real world examples and scripts he lays the foundation for PowerShell novices to automate interactions with the various pieces and components of the SharePoint 2013 platform For SharePoint administrators wanting to do more with the technology or for SharePoint developers trying to build their skills on the administration side Beginning PowerShell for SharePoint 2013 is the perfect book to kick off your PowerShell journey What you ll learn Manage on premises and Office 365 SharePoint instances using PowerShell Write reusable PowerShell scripts Understand the architecture of PowerShell Perform operations on a wide variety of SharePoint components using PowerShell Plan prepare and execute a

SharePoint 2010 to 2013 migration using PowerShell Proactively monitor SharePoint farms for issues using PowerShell Who this book is for Beginning PowerShell for SharePoint 2013 is for both SharePoint administrators and developers who want to extend their knowledge of the technology It s an excellent book for technical users who would appreciate a quick at hand reference Table of Contents Chapter 1 Introduction Chapter 2 What s New in PowerShell for SharePoint 2013 Chapter 3 Configuring Your Environment for PowerShell Chapter 4 PowerShell Basics Chapter 5 Automating SharePoint Deployment with PowerShell Chapter 6 Day to Day SharePoint Administration with PowerShell Chapter 7 Monitoring and Troubleshooting SharePoint with PowerShell Chapter 8 Automating SharePoint 2010 Migrations with PowerShell Chapter 9 Managing SharePoint Online in Office 365 with PowerShell Chapter 10 Upgrading from SharePoint 2010 to 2013 Using PowerShell Appendix A Common Cmdlets *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 **Business Intelligence in Microsoft SharePoint 2013** Norm Warren, Mariano Neto, Stacia Misner, Ivan Sanders, Scott A. Helmers, 2013-05-15 Dive into the business intelligence features in SharePoint 2013 and use the right combination of tools to deliver compelling solutions Take control of business intelligence BI with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012 Led by a group of BI and SharePoint experts you ll get step by step instructions for understanding how to use these technologies best in specific BI scenarios whether you re a SharePoint administrator SQL Server developer or business analyst Discover how to Manage the entire BI lifecycle from determining key performance indicators to building dashboards Use web based Microsoft Excel services and publish workbooks on a SharePoint Server Mash up data from multiple sources and create Data Analysis Expressions DAX using PowerPivot Create data driven diagrams that provide interactive processes and context with Microsoft Visio Services Use dashboards scorecards reports and key performance indicators to monitor and analyze your business Use SharePoint to view BI reports side by side no matter which tools were used to produced them **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 **Altova® XMLSpy® 2013 User & Reference Manual** , *Microsoft Office Professional 2013 Step by Step* Beth Melton,Mark Dodge,Echo Swinford,Andrew Couch,2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote **Microsoft Office Home and Student 2013 Step by Step** Beth Melton,Mark Dodge,Echo Swinford,Ben Schorr,2013-05-15 The smart way to learn Microsoft Office Home and Student 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word Excel PowerPoint and OneNote With Step by Step you set the pace building and practicing the skills you need just when you need them Use Office anywhere with touch enabled devices Save time and work more easily with templates Make professional looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud [Access 2013 All-in-One For Dummies](#) Alison Barrows,Joseph C. Stockman,Allen G. Taylor,2013-03-25 Get started with the new Access 2013 with this impressive all in one reference Microsoft Access allows you to store organize view analyze and share data the new release enables you to build even more powerful custom database solutions that integrate with the web and enterprise data sources This compilation of nine indispensable minibooks is exactly what you need to get up to speed on the latest changes to Access This easy to understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server manipulating data locally getting up to speed on the latest features of Access 2013 creating queries and macros and much more From the basics to advanced functions this book is what you need to make Access more accessible Shows you how to store organize view analyze and share data using Access 2013 Includes nine minibooks that cover such topics as database design tables queries forms reports macros database administration securing data programming with Visual Basic for Applications VBA and using Access with the web Helps you build database solutions that integrate with the web and other enterprise data solutions Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide offers you access to all things Access 2013 **Microsoft SharePoint 2013 Inside Out** Darvish Shadravan,Penelope Coventry,Thomas Resing,Christina Wheeler,2013 Published with the authorization of Microsoft Corporation Title page verso

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