

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 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 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 form 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 SITEFOLLOWS 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 SITEFOLLOWS.

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.
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> <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> SCHEDULE.

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

Peipei Pang



Microsoft Sharepoint 2013 Quick Reference Guide:

Reviewing **Microsoft Sharepoint 2013 Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Microsoft Sharepoint 2013 Quick Reference Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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