

# 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, social, 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

**Arthur James Wells**



## **Microsoft Sharepoint 2quick Reference Guide:**

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

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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      **Microsoft 365 Business for Admins For Dummies** Jennifer

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common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Beginning SharePoint Administration Göran Husman, 2007-02-03 This practical guide covers the many uses of SharePoint 2003 as well as the differences between SharePoint Portal Server SPS and Windows SharePoint Services WSS In addition the book will help you decide if you need only WSS or if you should also implement SPS While the main focus is on planning installation configuration and administration you will also learn how to customize SharePoint by creating templates building your own Site Definition and using FrontPage to enhance the look and feel of SharePoint sites In addition you will learn the business critical methods of backing up and restoring your system Microsoft MVP and author Goran Husman shares numerous tips for smart add ons and utilities that will enhance the functionality of SharePoint by providing better navigation the ability to integrate with other systems and effective workflow solutions His practical and easy to follow instructions will help you get your SharePoint environment up and running in no time He even shows you how to make your eventual upgrade to SharePoint 2007 seamless What you will learn from this book How to install Windows SharePoint Services WSS and SharePoint Portal Server SPS Tips on what to focus on when customizing SharePoint How to productively use SharePoint with Microsoft Office and Microsoft Outlook Various ways to handle backup and restore procedures The many free utilities and commercial third party products that are available How to create and work with intranet pages Who this book is for This book is for beginning SharePoint administrators as well as administrators who have been working with SharePoint for some time but may want to know more about how it works A basic understanding of the Microsoft Windows operating system including the Active Directory as well as web applications in general is assumed Wrox Beginning guides are crafted to make learning programming languages and technologies easier than you think providing a structured tutorial format that will guide you through all the techniques involved

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