



#### 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.

# Sharepoint Quick Reference Card

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## **Sharepoint Quick Reference Card:**

**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 **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

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**Essential SharePoint 2013** Scott Jamison,Susan Hanley,Chris Bortlik,2014 With 85% new and revamped content from a team of long time enterprise SharePoint consultants this book will help the reader focus on the SharePoint features capabilities and applications that offer the most real world value The authors give practical advice for succeeding with content management business intelligence and process improvement and for deriving value from SharePoint 2013 s most significant new innovations

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*Essential SharePoint 2010* Scott Jamison,Susan Hanley,Mauro Cardarelli,2010-08-12 The Only Book That s Completely Focused on Maximizing the Business Value of SharePoint 2010 Solutions Essential SharePoint 2010 approaches Microsoft SharePoint Server 2010 from a strict business value perspective explaining exactly how to plan and implement SharePoint solutions to achieve superior business results The authors are leading enterprise SharePoint consultants and draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You ll find practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value

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### **Windows 7 For Dummies Quick Reference** Greg

Harvey,2009-09-22 Offers an overview of the fundamentals of the new operating system as well as information on such topics as computer management networking security accessories Internet Explorer 8 Media Center and Windows Live Essentials

*Microsoft Office SharePoint 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated C* Beezix, Inc Staff,2007-09-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2007 The following topics are covered Accessing a SharePoint site Signing Out Navigating to a Top Level Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Setting an Automatic Expiry for Announcements Assigning a Task Using the Recycle Bin Creating a Subsite Creating a Meeting Workspace Creating a Document Workspace Using Document Libraries Adding an Existing File to a Document Library Checking Files Out In List and Library Functions Sorting Filtering Changing View Accessing SharePoint Lists and Libraries in Outlook Using Email Alerts Using Datasheet View Creating a List or Library Deleting a List or Library Creating a Survey Adding Questions to an Existing Survey Changing an Existing Survey Using Your Personal Site Using Personal Links This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

**Microsoft Copilot Studio Quick Start** Jared Matfess,2025-08-07 A practical and accessible guide to Microsoft s Copilot Studio In Microsoft Copilot Studio Quick Start author Jared Matfess delivers an easy to read and hands on guide to navigating Microsoft s newest generative AI platform From introductions to the Copilot ecosystem and Copilot Studio to building your first custom agent publishing it across different environments and measuring its results so you can optimize its impact this book walks you through the steps you need to take to use this powerful new tool You ll learn to extend your Copilot s functionality from knowledge agents to semi autonomous agents that can perform actions on your behalf by integrating with third party APIs and other Microsoft services via Power Platform connectors Microsoft Copilot Studio Quick Start provides Industry use cases from healthcare finance retail and government that include a problem statement solution overview and business outcomes Strategies for enhancing Copilot with agents complete with an introduction to the agent architecture and

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Gotz,2012-06-12 Practical SharePoint 2010 Information Architecture is a guide and tool set for planning and documenting the scope navigational taxonomy document taxonomy metadata page layouts and workflows for a successful SharePoint 2010 project If you have been tasked with delivering an intranet for collaboration document management or as a corporate portal your only chance for success is to get all of these elements right and then to make sure that you and your stakeholders are all on the same page SharePoint 2010 can be dangerous to your career Expectations are often set very high and not enough time is invested in understanding how those expectations can be met Many SharePoint 2010 projects fail to meet their initial goals Practical SharePoint 2010 Information Architecture arms you with proven tools that will help you to ensure that there is an agreement on the goals and scope and how to then efficiently design your taxonomies With author Ruven Gotz work with contributions from Michal Pisarek and Sarah Haase at your side You will learn how to educate your users on what metadata is and why it is important so you can build SharePoint 2010 solutions that exceed the expectations of your users This book Gives you practical approaches that have been proven in the field Explains how to use visual mind mapping tools and diagramming tools that provide clarity to all stakeholders Gives you techniques on how to teach and motivate your users for adoption and success      **Microsoft Planner 2025 for Nerds Guide Book: Workflows, Editing, Templates,**

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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      **Microsoft Word 2016 Introductory**

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*Moving to Office 365* Matthew Katzer, 2015-11-27 This book takes a concentrated look at the very latest best practices for Office 365 migration with a focus on the needs of senior managers IT managers and others involved in key decisions when moving their business to the cloud Based on popular chapters in his first book *Office 365 Migrating and Managing Your Business in the Cloud* Apress Open co authored with Don Crawford author Matt Katzer revises and expands on his original material to bring you the latest guidance on planning methods management best practices personnel decisions and migration and maintenance costs along with brand new material on some of the most important and cutting edge considerations when moving your business to the cloud securing company data and driving collaboration in the workplace Topics covered include The Office 365 cloud security model and best practices to apply when securing your business in the cloud Microsoft Office 365 operation and usage options for any size enterprise Proven methods for planning and minimizing disruption A step by step migration plan How to improve employee collaboration and productivity through use of Office 365 s collaborative apps including Excel Outlook Web Access OneDrive and Skype for Business Office 365 site management advice for IT administrators and business owners *Moving to Office 365* provides practical and planning guidance for business owners and CIO CTOs and IT managers who have responsibility for the IT needs of their business [Microsoft 365 Business for Admins For Dummies](#) Jennifer Reed, 2019-02-20 Learn streamlined management and maintenance capabilities for Microsoft 365 Business If you want to make it easy for your teams to work together using the latest productivity solutions with built in security while saving thousands of dollars in implementing the solution you ve picked the right book Inside you ll gain an understanding of Microsoft 365 Business a complete integrated solution for business productivity and security powered by Office 365 and Windows 10 You ll also learn how this cloud based solution can help grow your business while protecting



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**SharePoint Framework (SPFx) Development** Franck Cornu, Anoop T., 2025-06-27 Unlock the full potential of the SharePoint Framework with expert led guidance practical use cases and insider tips to build high quality business solutions beyond what official documentation offers Key Features Learn how SPFx integrates with tools such as SharePoint Teams Outlook and Viva within Microsoft 365 Explore all the capabilities of the SharePoint Framework including Web Parts extensions and library components Discover best practices and advanced development techniques for SPFx Purchase of the print or Kindle book includes a free PDF eBook Book DescriptionThe SharePoint Framework SPFx has revolutionized how developers create custom solutions for Microsoft 365 Whether you're building Web Parts extensions or full fledged applications mastering SPFx is essential for delivering modern and scalable SharePoint solutions Authored by experienced SPFx developers this book serves as a comprehensive guide to developing with SPFx offering practical examples structured guidance and best practices You'll start by understanding the Microsoft SharePoint and Microsoft 365 ecosystem before exploring hands on development with SPFx You'll learn how to create Web Parts work with the property pane connect to APIs deploy solutions and implement different types of extensions Additionally the book covers debugging testing and upgrading solutions efficiently By the end of this book you'll be able to confidently build deploy and manage SharePoint solutions using SPFx while leveraging community tools and libraries to enhance development efficiency What you will learn Set up your machine and Microsoft 365 tenants to build SPFx solutions Understand and build SPFx web parts and extensions Share and reuse common code through SPFx library components Consume SharePoint Microsoft Graph Entra ID secured and

anonymous APIs Automate solutions deployment with Azure DevOps pipelines or GitHub actions Speed up your SPFx development with community tools and libraries Publish and manage solutions on SharePoint AppSource Who this book is for This book is ideal for experienced web developers looking to build modern SharePoint solutions using the SharePoint Framework Basic knowledge of JavaScript TypeScript and Microsoft 365 will be beneficial Familiarity with the SharePoint ecosystem will come in handy but is not essential Existing SPFx developers who want to refresh their skills and get up to date with the latest features will also benefit from this book

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