

# 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, etc.). To go to all items, <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.
- To open or download a file, <Click> on it in the main content area.
- To see a recent library, <Click> a link in the Quick Launch area under the heading BROWSE.
- To see all documents, in the Quick Launch area <Click> DOCUMENTS.
- If Live View is enabled, you can see a thumbnail 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 different user and group permissions from the parent site. To navigate to a subsite from the top navigation, <Click> a subsite in Top Links or in 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 (Add Item) in the content area. Or, choose the ribbon or ribbon tab, then NEW ITEM/EVENT.
3. Fill out the form details. <Click> SAVE.

## Editing a List Item

1. <Click> on 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 ITEM, make changes, then <Click> SAVE.
- To delete, choose ITEMS, 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 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, <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/activities 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 "#" then a keyword, etc., #ABC. 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 .

## Linking a Newsfeed Update\*

Using a Newsfeed Update shows you appreciate the item or content.

1. <Click> INTEREST.
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, categorize, and leave comments for yourself and others.

1. Select a document, or navigate to a page.
2. Choose FILE or LIBRARY, TAGS & NOTES. To add a tag: <Click> the TAGS tab. Start typing a tag. Select from the TAGS/NOTES list, finish typing, or <Click> CREATE NOTE. 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> SHARE.

## 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 TAGGED 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 Microsoft Software Services, Inc. All rights reserved.

# Sharepoint 2013 Guide

**Jicheng Xie**



## **Sharepoint 2013 Guide:**

## Whispering the Secrets of Language: An Emotional Journey through **Sharepoint 2013 Guide**

In a digitally-driven earth wherever screens reign supreme and immediate connection drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within phrases frequently get unheard. Yet, situated within the pages of **Sharepoint 2013 Guide** a charming literary treasure pulsing with fresh thoughts, lies a fantastic journey waiting to be undertaken. Published by an experienced wordsmith, that charming opus encourages visitors on an introspective journey, gently unraveling the veiled truths and profound impact resonating within the cloth of each and every word. Within the mental depths with this moving evaluation, we can embark upon a heartfelt exploration of the book's core subjects, dissect its fascinating writing style, and yield to the powerful resonance it evokes strong within the recesses of readers' hearts.

<https://crm.avenza.com/files/virtual-library/fetch.php/Rzr%20900%20Head%20Torque%20Specs.pdf>

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