# Technology - Simplified

### SharePoint 2013 Introduction QUICK REFERENCE GUIDE



#### RIBBON

The SharePoint 2013 Ribbon contains the commands most offen 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, bern, Library, Document and Web Parts.

#### 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.

## 365 LINKS

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 cont links Admin - 365, Exchange, Lync, SharePoint administration links

#### SETTINGS

User Information - your login IID 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.

#### 0

#### 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.

#### 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 our ent site, other Share-Point sites and business data from other sources.

#### ■ GET STARTED

Get Started web part has helpful it atunes 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.

#### NEWSFEED

Newsfield web part provides recent team updates and communication.

#### O DO CUMENTS

Documents web part allows quick access to library documents.



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**Kathleen Armour** 

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