

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 HOME, or your logo.
- Use the Top Links area and Quick Launch area to go to subsites, pages, libraries, and other sites.
- Your site content is organized into libraries (for documents, web pages, slides, etc.) To go to all items, [Click] one of the Top Links or a Quick Launch area link, or choose SITE CONTENTS, then a library.
- 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 UP/GO UP, then a breadcrumb link.
- To open or download a file, [Click] on it in the main content area.
- To see a recent history view, [Click] a link in the Quick Launch area or the heading RECENT.
- To see all documents, in the Quick Launch area [Click] DOCUMENTS.
- If Two View is enabled, you can see a Summary of the entire site in the Quick Launch area. If not:
 1. [Click] GO, 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 other user and group permissions from the parent site. To navigate to a subsite from the top navigation, [Click] a shortcut 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 to expand the view for a larger main content area, [Click] [X]. To return, [Click] [X].

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 ribbon or ribbon tab, then NEW ITEM/CONTENT.
1. 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 [X] column next to the items.
 2. To edit, choose FIELDS, EDIT ITEM, make changes, then [Click] SAVE.
 - To delete, choose ITEMS, [X] column next, 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 NEWSFEED start 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 where they tag 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 next to SHARE WITH and choose a group.
3. Type a message into the field below.
4. To add an image, [Click] [Add], then BROWSE to find an image. Choose image, then [Click] OPEN, UP/GO UP.
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/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 [Click] Follow.

Using # Tags*

To tag a message with a theme or category: type "#" then a keyword(s) or, PRESS. 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*

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

1. [Click] NEWSFEED.
2. At the bottom of the post, [Click] LIKE. To see your liked posts, [Click] [X], 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.
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] [X].

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] [Share], 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 by 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 web browsers must be configured and activated.
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Sharepoint Services 3quick Reference Guide

Albert A Gayle



Sharepoint Services 3quick Reference Guide:

Microsoft SQL Server 2008 Reporting Services Step by Step Stacia Misner, 2009-02-25 Teach yourself how to build manage and access SQL Server 2008 reports one step at a time Whether you re a report developer IT administrator or business user this sequential learn by doing tutorial shows you how to deliver the business intelligence information your organization needs Discover how to Install and configure Reporting Services Put Report Builder and Report Designer tools to work Create interactive online reports that enable users to sort and filter data Add charts and gauges to present data visually Deploy reports to Microsoft Office SharePoint Server Monitor server performance and help secure content Use subscriptions to distribute reports via e mail Build ad hoc reports and extend them with custom code CD features Practice exercises and code samples Fully searchable eBook For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

SharePoint User's Guide Infusion Development Corp. (Infusion Development Corporation), 2005-03-08 There s nothing like teamwork for making progress on a project but sharing information and building on each other s successes can be challenging when your team is scattered across the miles Microsoft s SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It s the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User s Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You ll learn how to create sites that your organization can use to work together or independently from an end user s point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You ll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy book The SharePoint User s Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User s Guide will show them how

Practical SharePoint 2013 Governance Steve 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 *SharePoint 2010 User's Guide* Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two 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 **SharePoint 2007 User's Guide** Tony Smith,Seth Bates,2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions *SharePoint 2007 Users Guide Learning Microsoft's Collaboration and Productivity Platform* is the follow up edition to the successful *SharePoint 2003 Users Guide* Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity **Microsoft SharePoint 2013 Pocket Guide** Ben Curry,2013-08-16 This is your most concise practical reference to deploying configuring and running SharePoint 2013 Perfect for admins at all levels it covers both technical topics and business solutions SharePoint MVP Ben Curry focuses on the crucial step by step information for performing day to day tasks quickly reliably and well No

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Internet Information Services (IIS) 7.0 Administrator's Pocket Consultant William Stanek, 2007-12-19 Portable and precise this pocket sized guide delivers immediate answers for the day to day administration of Web servers running Microsoft Internet Information Services IIS 6 0 Zero in on core IIS support procedures and everyday tasks using quick reference tables step by step instructions and lists You get the focused streamlined information you need to solve problems and get the job done whether you re at your desk or in the field Get fast facts to Install Web and application server components Learn core techniques for managing IIS Configure Web sites servers and virtual directories Customize Web content including error messages and redirection Manage Web applications application pools and Microsoft ASP NET Configure SMTP POP3 and advanced messaging options Implement security features permissions certificates SSL Monitor and optimize IIS performance Manage IIS backups and metabase configurations

SharePoint 2003 User's Guide Seth Bates, Tony Smith, 2006-11-08 Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services address a variety of information sharing and collaboration needs providing an innovative way for you to manage information In order to get the most out of SharePoint you need to understand its capabilities to create materials collaborate with others and share enterprise information Whether you re a beginner or an experienced SharePoint user SharePoint 2003 User s Guide is designed to provide you with the information you need to effectively use these tools The authors who are experienced SharePoint consultants take a real world look at the best practices for Microsoft SharePoint 2003 and include many detailed examples you can build on The first section of the book describes the basic and advanced building blocks in both of the SharePoint technologies With step by step examples the authors explain features like portals sites lists and libraries Advanced topics include targeting content managing security and integrating with Microsoft Office 2003 The second section expands on these features by showing you how to build the most commonly used SharePoint solutions The book describes the challenges these solutions are designed to address and the benefits that are realized by using a SharePoint based solution The authors provide specific instruction and examples that will allow you to effectively configure SharePoint for document collaboration information centers and other detailed scenarios

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business

today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User s Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment

Sharepoint Services 3quick Reference Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sharepoint Services 3quick Reference Guide**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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