



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.

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Yicheng Fang

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