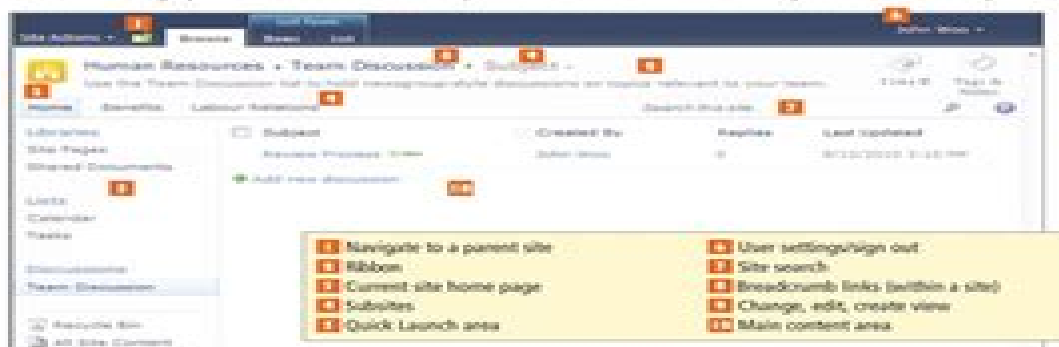


Introduction

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 web browser. Press <Enter>.
2. If prompted, type in your **USER NAME** and **PASSWORD**. Click **OK**.

Standing Out

1. [Click] on your name in the top right, then SIGN OUT.
2. If prompted to close the window, [Click] YES.
Or, if you are not prompted to close the window,
close all open browser windows.

Navigating to a Parent Site

Parent sites are sites that have one or more subsites. Subsites often inherit user and group permissions from the parent site. To reach a parent site, [Click]  .

to a Substrate

Subsites are sites within sites. Subsites have their own content such as tasks, calendar, and subsites. To reach a subsite choose **SUBSITE**, then a subsite.

within a Site

- [Click] on an item in the main content area. 
- [Click] on one of the headings (e.g. PAGES, ANNOUNCEMENTS, SHARED DOCUMENTS) to see all content in that area.
- To see a bibliography/etc. [Click] a link in the Quick Launch area.  To see all content of one type, [Click] one of the headings (e.g. LIBRARIES, LISTS).
- To see all the content of the current site, [Click] ALL SITE CONTENTS.
- To go to the home page of a site choose BROWSE then HOME  or .
- To go to a section above the current content, choose BROWSE then a breadcrumb link. 

Creating a New List Item

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. **Click:** ADD NEW ANNOUNCEMENT (or ITEM) icon, if available in the content area. Or navigate to the desired list, then choose the ITEMS or CALENDAR Ribbon tab, then NEW ITEM/EVENT 

Editing a List Item

1. [Click] to select the item, then choose **ITEMS, EDIT ITEM** 
2. Make changes, then [Click] **SAVE**

Deleting a List Item

1. [Click] to select the item.
2. Choose **ITEMS**, **OK Delete Item**, then **OK**.

Assigning a Task

Williams' conclusions are consistent with a link

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]  or press <Enter>. Any names without an exact match will have a red underline. [Click] on the name for more options.

1. [Click] .
2. Type all or part of the name, then [Click]  or press <Enter>.
3. Select a name, then [Click] OK.

Liking, Tagging, and Adding Notes

Adding, Tagging, and Adding Notes: Add tags and notes to documents and pages to remember categories, and leave comments for yourself and others.

1. Select a document or navigate to a page.
2. Choose DOCUMENTS or BROWSE, I LIKE IT 
 - Or, to use a different tag or add notes:
 - a. Choose DOCUMENTS or BROWSE, TAGS & NOTES 
 - b. To add tags: Start typing tag. Select from the SUGGESTIONS list, finish typing, or [Click] CREATE NEW. Add more tags if desired, then [Click] SAVE.
 - c. To add notes: [Click] on NOTE BOARD, type a note, then [Click] POST.
 - d. Or click .

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 DOCUMENTS or BROWSE 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 flags and notes:

1. Select your user name , then MY PROFILE.
2. **CLICK TAGS AND NOTES.**

Searching for Documents

1. Type your search terms in the SEARCH THIS SITE field . [\[Click\]](#) .
- Or, navigate to an Enterprise or Fast Search site, then type a search term."
2. On the search results page:
 - [\[Click\]](#) one of the results presented.
 - To filter by TYPE, SITE, AUTHOR, etc. [\[Click\]](#) a filter on the left.
 - If more than 10 results are found, [\[Click\]](#) on a page number      to see more results.
 - To change your search terms, [\[Click\]](#) in the search bar, type your term(s), then [\[Click\]](#) .
 - To search other sites, change the scope next to the search bar, e.g. [\[Click\]](#) This Site, Team Site .
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 - With Enterprise or Fast Search, the Top PEOPLE MATCHES are presented on the right, [\[Click\]](#) a person to view their profile. Or, for more results and options [\[Click\]](#) VIEW MORE PEOPLE."

Searching for People

7. Navigate to an Enterprise or Fast Search site, then [Click] on PEOPLE.
Or,
 - a. Select your user name , then MY SITE or MY PROFILE.
 - b. Select the FIND PEOPLE field.
8. Type part of a person's name, then [Click] .
9. To filter the search results by job title, [Click] SEARCH OPTIONS, type a JOB TITLE, [Click] .
10. [Click] on a name to see a person's full profile.
Or,
 - To see the person's organizational position, [Click] BROWSE IN ORGANIZATIONAL CHART.
 - To see documents by the person, hover over or [Click] BY «PERSON'S NAME».
 - To keep track of the activities of a person (birthday, posts, out of office, etc.), [Click] ADD AS COLLEAGUE. Indicate if the colleague is a member of your team, assign a group, and who can see the colleague. [Click] OK.

Creating a Subsite

1. [Click] **Site Actions** , then **NEW SITE**.
2. Choose the **TYPE** of site template (may show as **TEMPLATE SELECTION** after URL NAME).
3. Fill in the **TITLE** and **URL NAME** (no space).
4. To have different settings for who can read, contribute to, or manage the subsite, (if necessary) [Click] **MORE OPTIONS**, then select **USE UNIQUE PERMISSIONS**.
5. [Click] **CREATE**.
6. If you selected to **USE UNIQUE PERMISSIONS**, indicate who are **VISITORS** (read only), **MEMBERS** (can contribute), and **OWNERS** (have full control). For each, [Click]  to choose names from the address book. Or, type names of users separated by a semi-colon ";".
When done, [Click] . Any names without an exact match will have a red underline. [Click] on the name for options.
7. [Click] **OK**.

* *Black* = small-size-weight, 12.5-oz (352.3-g) can; *White* = small-size-weight, 12.5-oz (352.3-g) can; *Black* = small-size-weight, 12.5-oz (352.3-g) can; *White* = small-size-weight, 12.5-oz (352.3-g) can.

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Sharepoint 2010 Quick Reference Guide

Ensheng Dong



Sharepoint 2010 Quick Reference Guide:

Microsoft Office SharePoint 2010 Quick Reference Guide Beezix, Inc Staff, 2010-10-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2010 The following topics are covered Accessing a SharePoint Site Signing Out Navigating to a Parent Site to a Subsite and within a Site Creating a New List Item Editing a List Item Deleting a List Item Assigning a Task Liking Tagging and Adding Notes Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Creating a Meeting Workspace Using Document Libraries Adding an Existing File to a Document Library Creating a Document Workspace 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 Using the Recycle Bin This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **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 will 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 2010 Field Guide** Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-01-31 Hands on solutions for common SharePoint 2010 challenges Aimed at the more than 100 million licensed SharePoint 2010 users this indispensable field guide addresses an abundance of common SharePoint 2010 problems and offers proven solutions A team of authors encourages you to customize SharePoint beyond the out of the

box functionality so that you can build more complex solutions to these challenges You ll discover intricate details and specific full scale solutions that you can then implement to your own SharePoint 2010 solutions Tackles a variety of SharePoint 2010 problems ranging from simple to complex and offers sound solutions Details the SharePoint object model reviews site provisioning solutions and explores scalable applications Looks at UI design and branding visual web parts and PowerShell Discusses custom global navigation field types content types and list templates SharePoint 2010 Field Guide provides you with the right direction for building solutions to SharePoint 2010 problems [SharePoint 2010 Web Apps Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,2013-03-26 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 SharePoint 2010 Intended for users familiar with the desktop Microsoft Office suite Suitable for BOTH Windows and Mac end users Topics include 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 **Office and SharePoint 2010 User's Guide** Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we 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 to 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 that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may 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 experienced power users 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 **Sams Teach Yourself SharePoint Foundation 2010 in 24 Hours** Mike Walsh,2010-07-14 In just 24 sessions of one hour or less you ll learn how to create great websites collaboration and content management applications and social solutions with SharePoint Foundation 2010 Using this book s straightforward step by step approach you ll learn how to build administer and secure solutions with the free version of SharePoint 2010 One step at a time you ll master libraries lists and other powerful features create blogs and wikis provide

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Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment **Sharepoint Foundation 2010 A Day to Day Reference , Practical SharePoint 2010 Branding and Customization** Erik Swenson,2012-01-31 With Practical SharePoint 2010 Branding and Customization SharePoint branding expert Erik Swenson cuts through the fluff and discusses accessible easy to understand consulting and processes to create aesthetically pleasing highly usable branded and customized SharePoint websites both internally and externally Designed to be a quick reference how to guide that lets you dive straight into the task at hand you ll find this book s attention to detail and pragmatism make it an attractive companion during your branding experience SharePoint 2010 deployments are more common than ever as is the desire to make the environment branded and attractive to both internal and external clients However since SharePoint is more than just a collection of web pages customizing the look and feel and completing the process of branding the platform itself is complex and requires a knowledge of web development web design techniques and a familiarity with SharePoint administration a curious niche to be sure And sometimes you just need to make quick fixes while at other times building an entirely customized and branded environment is a multi step process with lots of stakeholder buy in and development time required Whether you re interested in applying just a touch of style to a team site or you re branding a public facing Fortune 500 website based on SharePoint Practical SharePoint 2010 Branding and Customization is the only book you ll need to quickly easily and efficiently brand and customize your environment Bonus Includes the SharePoint 2010 Branding Starter Kit This kit has everything you need to jumpstart successful and compelling designs The kit includes a layered Adobe Photoshop file of a SharePoint 2010 site two pre built visual design examples and a Visual Studio solution you can use to deploy either of the designs included This starter kit is specifically prepared to save you substantial time kicking off your SharePoint branding project and to minimize potential roadblocks These branding tools would cost you as much as 500 if purchased separately but they re included with the purchase of this book at no additional charge Get started today

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Table of Contents Sharepoint 2010 Quick Reference Guide

1. Understanding the eBook Sharepoint 2010 Quick Reference Guide
 - The Rise of Digital Reading Sharepoint 2010 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Sharepoint 2010 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sharepoint 2010 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sharepoint 2010 Quick Reference Guide
 - Personalized Recommendations
 - Sharepoint 2010 Quick Reference Guide User Reviews and Ratings
 - Sharepoint 2010 Quick Reference Guide and Bestseller Lists

5. Accessing Sharepoint 2010 Quick Reference Guide Free and Paid eBooks
 - Sharepoint 2010 Quick Reference Guide Public Domain eBooks
 - Sharepoint 2010 Quick Reference Guide eBook Subscription Services
 - Sharepoint 2010 Quick Reference Guide Budget-Friendly Options
6. Navigating Sharepoint 2010 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Sharepoint 2010 Quick Reference Guide Compatibility with Devices
 - Sharepoint 2010 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sharepoint 2010 Quick Reference Guide
 - Highlighting and Note-Taking Sharepoint 2010 Quick Reference Guide
 - Interactive Elements Sharepoint 2010 Quick Reference Guide
8. Staying Engaged with Sharepoint 2010 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sharepoint 2010 Quick Reference Guide
9. Balancing eBooks and Physical Books Sharepoint 2010 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sharepoint 2010 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sharepoint 2010 Quick Reference Guide
 - Setting Reading Goals Sharepoint 2010 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sharepoint 2010 Quick Reference Guide
 - Fact-Checking eBook Content of Sharepoint 2010 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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