



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.

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

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 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.

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.

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.

7 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.

8 NEWSFEED

Newsfeed web part provides recent team updates and communication.

9 DOCUMENTS

Documents web part allows quick access to library documents.

Sharepoint Quick Reference Card

Matthew Katzer

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

Sharepoint Quick Reference Card:

Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C Beezix Software Solutions,2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016 This guide is suitable as a training handout or an easy to use reference guide for end users The following topics are covered Accessing a SharePoint Site Signing Out Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents OneDrive for Business vs SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E mail Alerts Changing View Creating a List or Library Deleting a List or Library

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draw on their unsurpassed experience to focus on the SharePoint features that offer the most real world value You ll find practical advice about how to succeed with knowledge management business intelligence and process improvement and how to derive value from new innovations such as social tagging and mashups The book includes comprehensive in the trenches guidance on planning architecture governance training and other key issues most SharePoint books ignore The authors identify success factors intangibles and gotchas helping you systematically reduce project risk and time to value ratio Learn how to Customize your best portal or collaboration strategy Sustain a portal for continual measurable value Leverage the new community and social features in SharePoint 2010 Succeed with enterprise content management Streamline business processes with Workflow and Forms Choose the right roles for Web collaboration search and Microsoft Office Plan for secure external collaboration Migrate smoothly from SharePoint 2007 Train and communicate for a successful launch Whether you re a business leader IT manager architect analyst developer or consultant this book will help you tightly align SharePoint projects with business strategy to deliver outstanding results

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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

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