



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 2013

Joan Lambert



Sharepoint Quick Reference Card 2013:

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version Microsoft Office SharePoint 2013 Quick Reference Guide Beezix,2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Accessing a SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey Essential SharePoint 2013 Scott Jamison,Susan Hanley,Chris Bortlik,2014 With 85% new and revamped content from a team of long time enterprise SharePoint consultants this book will help the reader focus on the SharePoint features capabilities and applications that offer the most real world value The authors give practical advice for succeeding with content management business intelligence and process improvement and for deriving value from SharePoint 2013 s most significant new innovations **Practical SharePoint 2013 Governance** Steve Goodyear,2013-04-26 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 What you ll learn Define a scope to offer SharePoint as a service to an organization Specify roles and responsibilities involved in a SharePoint service Envision and strategize a SharePoint roadmap Plan for growing and upgrading a SharePoint environment Measure and report on performance metrics Set boundaries for

development standards and testing processes Who this book is for Practical SharePoint 2013 Governance is for SharePoint consultants administrators architects and anyone else looking for actual hands on governance guidance It is an excellent choice for people who like action focused concepts or who want to go beyond documentation and theory This book is a fantastic choice for anyone looking for agile ideas to put into practice without necessarily embarking on a lengthy governance exercise upfront

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SharePoint 2013 Field Guide

Errin O'Connor, 2014-05-27

Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components

In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud

SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish

Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users

Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management

Address unique considerations of large global and or multilingual enterprises

Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS

Integrate SharePoint with external data sources from Oracle and SQL

Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage

Microsoft Azure or Amazon Web Services AWS **Microsoft SharePoint 2013 Developer Reference** Paolo

Pialorsi, 2013-05-15 Design and develop great solutions using SharePoint 2013 Develop your business collaboration solutions quickly and effectively with the rich set of tools classes libraries and controls available in Microsoft SharePoint 2013 With this practical reference enterprise development expert Paolo Pialorsi shows you how to extend and customize the SharePoint environment and helps you sharpen your development skills Ideal for ASP NET developers with Microsoft NET and C knowledge Discover how to Create custom SharePoint apps and publish them in the Office Store Orchestrate your workflows with the new Workflow Manager 1.0 Access and manage your SharePoint data with the REST APIs Federate SharePoint with Windows Azure Access Control Services Customize your SharePoint 2013 UI for a better user experience Gain a thorough understanding of authentication and authorization [A Practical Guide to SharePoint 2013](#) Saifullah Shafiq, 2014-02-06 This

book is a complete practical guide It's full of useful tips and exercises to get users started in no time It has no fluff just practical exercises that will provide users the knowledge and know how to implement SharePoint solutions easily and professionally SharePoint has a steep learning curve Without a book like this it will probably take users months to learn SharePoint This book will save users great deal of time because it contains ready to use solutions and expert advice from someone who is a subject matter expert This book has everything that users need to equip themselves to work professionally on SharePoint projects The author is a 7 times awardee of the Microsoft Most Valuable Professional MVP award SharePoint is a huge product Each component or feature deserves a separate book Discussing all great features in detail in one book is not possible Author has tried to include the necessary content that will help users get started straight away For beginners the main problem they face is to setup an environment for SharePoint deployment This book shows how to prepare the environment and then install each piece of software one by one The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators Network administrators who want to learn SharePoint administration will gain lot of useful information from these chapters Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013 These chapters discuss creating web enabled InfoPath forms securing sites with SSL setting up Extranets etc These chapters are for the power users and advanced users The book guides users in a step by step format and explains everything needed to install the software This includes preparing

the machine for the installation Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise he can refer to the screenshot to get a better understanding of the step he is stuck on Clear and crisp screenshots make this book unique Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots This book is structured to build logically on the skills you learn as you progress through it After the initial introduction and deployment chapters the book moves into the more advanced part of the platform Each chapter focuses on a new feature If you are an advanced user you can skip the initial chapters and go directly to the topic that you are interested in Some of the topics discussed in the book are as following SharePoint Deployments Configure Active Directory SQL Server IIS Roles SharePoint Cloud Setup SharePoint in the cloud Office 365 Development Create your first SharePoint app in the cloud SharePoint Modern Apps Modern state of the art applications using HTML5 and SharePoint 2013 Extranets Business Processes Leverage Business Connectivity Services to build Line of Business applications Web Parts Development Understand and learn to develop web parts Electronic Forms Learn to program web enabled electronic forms using InfoPath Public Websites Design a branded public website using SharePoint Online Office 365 SharePoint 2013 Search Learn Search configuration customization Managed Metadata SharePoint 2013 Branding Learn how to brand sites to look elegant classy and professional

Practical SharePoint 2013 Enterprise Content Management Steve

Goodyear,2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your organization s needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization s information within SharePoint collaborating on transitory content and capturing and controlling your records You ll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and understand your organization s information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization s information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM

Office 365 and Sharepoint Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix, Inc Staff,2012-07-20 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 Office 365 and SharePoint Intended for users familiar with the desktop Microsoft Office suite This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered 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

SharePoint 2013 How-To Ishai Sagi, 2013-05-30 SharePoint 2013 How To Need fast reliable easy to implement solutions for SharePoint 2013 This book delivers exactly what you're looking for step by step help and guidance with the tasks that users authors content managers and site managers perform most often Fully updated to reflect SharePoint 2013's latest improvements and fluid new design it covers everything from lists and views to social networking workflows and security The industry's most focused SharePoint resource SharePoint 2013 How To provides all the answers you need now Ishai Sagi is a SharePoint developer and architect who provides solutions through his company Extelligent Design which is Canberra Australia's leading SharePoint consultancy Sagi has worked with SharePoint since it was introduced in 2001 Honored four times by Microsoft as a Microsoft Office SharePoint Server MVP he has trained many end users administrators and developers in using SharePoint or developing solutions for it He leads Canberra's SharePoint user group and has spoken at Microsoft conferences around the world He hosts the popular blog Sharepoint Tips and Tricks www.sharepointtips.com and authored SharePoint 2010 How To Fast Accurate and Easy to Use Quickly review essential SharePoint terminology and concepts Master SharePoint 2013's revamped interface for Windows PCs Surface and smartphones Run SharePoint in the cloud with Microsoft Office 365 and SkyDrive Find log on to and navigate SharePoint sites Create manage and use list items documents and forms Alert yourself to new or changed content Use views to work with content more efficiently Leverage SharePoint 2013's revamped search capabilities Organize content with lists document libraries and templates Use powerful social networking features including tagging NewsFeed updates and microblogging Author and edit each type of SharePoint page Build flexible navigation hierarchies with Managed Metadata Systematically manage site security and content access Control permissions more effectively with the Permissions Page Create and track workflows and integrate them with lists or libraries Customize a site's appearance settings and behavior Create new Office 365 private and public site collections

SharePoint 2013 Errin O'Connor, 2014 Covers SharePoint 2013 Office 365's SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O'Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including

the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Microsoft SharePoint 2013 Administration Inside Out Randy Williams, CA Callahan, Chris Givens, John Milan Gross, Brian Alderman, Javier Barrera, 2014-01-15 Conquer Microsoft SharePoint 2013 administration from the inside out Dive into SharePoint 2013 administration and really put your systems expertise to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds Discover how the experts deploy configure and manage SharePoint and challenge yourself to new levels of mastery Automate the installation and configuration of SharePoint 2013 Effectively manage SharePoint apps and custom solutions Optimize farms web apps content databases and site collections Use methods to help users attain productive search experiences Configure business intelligence features in SharePoint 2013 Dive deep into SharePoint security practices and architecture Add SharePoint Online to your existing SharePoint environment Manage User Profiles and the SharePoint social experience Monitor and troubleshoot SharePoint with insider tips For Intermediate to Advanced IT Professionals

Exploring Microsoft SharePoint 2013 Penelope Coventry, 2013-03-15 Your guide to the most significant changes in SharePoint 2013 Discover what s new and what s changed in SharePoint 2013 and get a head start using these cutting edge

capabilities to improve organizational collaboration and effectiveness Led by a Microsoft MVP for SharePoint you ll learn how to take advantage of important new features and functionality including app development collaborative social enterprise tools enhanced versioning themes improved search and an extended client object model Get an early expert look at how to Develop SharePoint apps using collaborative social enterprise tools Use the new Minimal Download Strategy MDS smart technology to consume less bandwidth Version documents list items and entire parts of SharePoint with improved control Use colors and styles to get a themed version of your CSS with a simple line of code Extend the client object model with enhanced search capabilities *Professional SharePoint 2013 Administration* Shane Young,Steve Caravajal,Todd Klindt,2013-04-08

SharePoint admin author gurus return to prepare you for working with the new features of SharePoint 2013 The new iteration of SharePoint boasts exciting new features However any new version also comes with its fair share of challenges and that s where this book comes in The team of SharePoint admin gurus returns to presents a fully updated resource that prepares you for making all the new SharePoint 2013 features work right They cover all of the administration components of SharePoint 2013 in detail and present a clear understanding of how they affect the role of the administrator Compares and contrasts SharePoint 2013 to earlier versions Helps make your SharePoint 2013 installation smooth and successful Addresses managing customizations Looks at SharePoint 2013 for Internet sites Includes an introduction to SQL Server 2012

Professional SharePoint 2013 Administration enhances your SharePoint skill set and immerses you in the new content of the platform **Pro SharePoint 2013 Administration** Robert Garrett,2013-06-26 Pro SharePoint 2013 Administration is a practical guide to SharePoint 2013 for intermediate to advanced SharePoint administrators and power users covering the out of the box feature set and capabilities of Microsoft s collaboration and business productivity platform SharePoint 2013 is an incredibly complex product with many moving parts new features best practices and gotchas Author Rob Garrett distills SharePoint s portfolio of features capabilities and utilities into an in depth professional guide with no fluff and copious advice that is designed from scratch to be the manual Microsoft never wrote Starting with a detailed deployment and initial configuration walkthrough the book covers all major feature areas including document management social computing metadata management and administration You ll also learn about planning for capacity backup administration and disaster recovery business intelligence monitoring and more Unlike other books Pro SharePoint 2013 Administration covers all elements of the product but has a specific emphasis on features new and enhanced in the 2013 release Pro SharePoint 2013 Administration is the only book you ll need as you set out to deploy and administer SharePoint 2013 [Microsoft SharePoint 2013 Inside Out](#) Darvish Shadravan,Penelope Coventry,Thomas Resing,Christina Wheeler,2013-06-15 Conquer SharePoint 2013 from the inside out You re beyond the basics so dive right into SharePoint 2013 and really put your business collaboration platform to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting techniques and workarounds It s all muscle and no fluff Discover how the experts facilitate information sharing across the

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Business Intelligence in Microsoft SharePoint 2013 Norman P. Warren,Mariano Teixeira Neto,Stacia Misner,Ivan Sanders,Scott A. Helmers,2013 Dive into the business intelligence BI features in SharePoint 2013 and use the right combination of tools to deliver compelling solutions This practical book guides you through the BI application services available in SharePoint 2013 and Microsoft SQLServer [MOS 2013 Study Guide for Microsoft Outlook](#) Joan Lambert,2013-10-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files

SharePoint 2013 Branding and User Interface Design Randy Drisgill,John Ross,Paul Stubbs,2013-08-01 Plan design and launch a brand in SharePoint If you are planning designing and launching your brand using SharePoint this book and author trio will walk you through everything you need to know in an understandable and approachable way From specific technologies such as master pages page layouts and CSS to offering best practices and real world experience for creating successful branding projects through SharePoint 2013 you will learn how to approach your branding project in effective new ways This visual book provides step by step instructions in a simple and striking format that focuses on each of the tasks you will face in your own branding project Explains the various approaches to SharePoint branding and methodologies for creating an engaging UI Guides you through planning for branding and using the Design Manager to start a design Addresses implementing modern web techniques such as HT ML5 jQuery and mobile responsive design into SharePoint Explores creating SharePoint branding for public facing websites as well as internal intranets including a deep dive into how custom SharePoint branding is created from scratch Provides coverage on designing apps for SharePoint

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