



## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft SharePoint 2013. This guide is intended for end users in an "on-premises" environment. 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 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

## Book Information

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## Customer Reviews

Great cheat sheet - bought this prior to going into an interview so I could brush up on a tool I hadn't used in awhile. Got the job, so it must have worked :)

Just started Share Point and it is making it easier for me to use SharePoint.

Very helpful job aide and easy to follow. Arrived promptly after ordering.

bend out of shape and had to pay a second time to get the placard

Good info on the quick reference guide. Good for beginners.

Print is a bit small, yet it is helpful!

Great with good information in it

Item as described. Fast delivery

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