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# Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

## Office SharePoint® 2010 Introduction

SharePoint is a highly extensible, secure, and flexible platform on which you can build a wide range of solutions. This document provides a quick reference guide to the most commonly used features and functions of the SharePoint 2010 platform.



1. Log into a parent site	2. Use settings page
3. Edit a document	4. Use the ribbon
5. Add a new document	6. Use the search box
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89. Add a new document	90. Use the search box
91. Add a new site	92. Use the navigation pane
93. Add a new list	94. Use the ribbon
95. Add a new document	96. Use the search box
97. Add a new site	98. Use the navigation pane
99. Add a new list	100. Use the ribbon

### Accessing a SharePoint Site

1. Type the site address in your browser's address bar.
2. If prompted, type your USER NAME and PASSWORD.

### Signing Out

1. Click on your name in the right-hand corner.
2. If prompted, type your USER NAME and PASSWORD.

### Navigating to a Parent Site

Click on the arrow in the top-left corner of the ribbon to return to the parent site.

### ... to a Subsite

Click on the arrow in the top-left corner of the ribbon to return to the subsite.

### ... within a Site

- To view a document, click on the document icon.
- To view a list, click on the list icon.
- To view a site, click on the site icon.

### Creating a New List Item

1. Click on the ribbon and click on the arrow in the top-left corner.
2. Click on the arrow in the top-left corner.

### Editing a List Item

1. Click on the ribbon and click on the arrow in the top-left corner.
2. Click on the arrow in the top-left corner.

### Deleting a List Item

1. Click on the ribbon and click on the arrow in the top-left corner.

### Assigning a Task

Click on the ribbon and click on the arrow in the top-left corner.

### Liking, Tagging, and Adding Notes

1. Click on the ribbon and click on the arrow in the top-left corner.

### Viewing Tags and Notes

1. Click on the ribbon and click on the arrow in the top-left corner.

### Searching for Documents

1. Type a search term in the SEARCH THIS SITE box.
2. Click on the arrow in the top-left corner.

### Searching for People

1. Click on the ribbon and click on the arrow in the top-left corner.



## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft 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.

## Book Information

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## Customer Reviews

Basic and like so many SP guides and training, it is not targeted at the causal user. If you want "admin-lite" this could be a start; but I find that it is really in between the two needs. Three stars because the info is accurate. (I am a site administrator looking for something that my users would find helpful.)

Keyboard shortcuts are the best part of these templates. Many of the things noted were things I

already knew, but the 3 or 4 nuggets that I stumbled across that I didn't know existed.....made it completely worth the money!

I would rather give it less than one star; do not waste your money. I was in the middle of designing my first SharePoint site and was hoping this would give me quick hints on how to do the common tasks such as creating or deleting a list - nope. Not helpful at all and ended up returning it.

Complete waste of money. Had instructions that are way too basic like how to delete. Put your money toward a useful book instead.

I wish they would have had these "reference guides" when I was in school. They are so helpful and because they are laminated, they last forever. I bought these for my daughter. Good value

Good reference. The guidance has most basic instructions and had a couple of technical instructions, however a good investment if you have people that need guidance on how to operate SharePoint.

I have bad eyes so the type's a little smaller than I thought - but the information on here is truly invaluable for a SharePoint user, manager or administrator and I've got it pinned to my wall.

I am very happy that I purchased the Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet.. It is very helpful to have and I would recommend it.

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