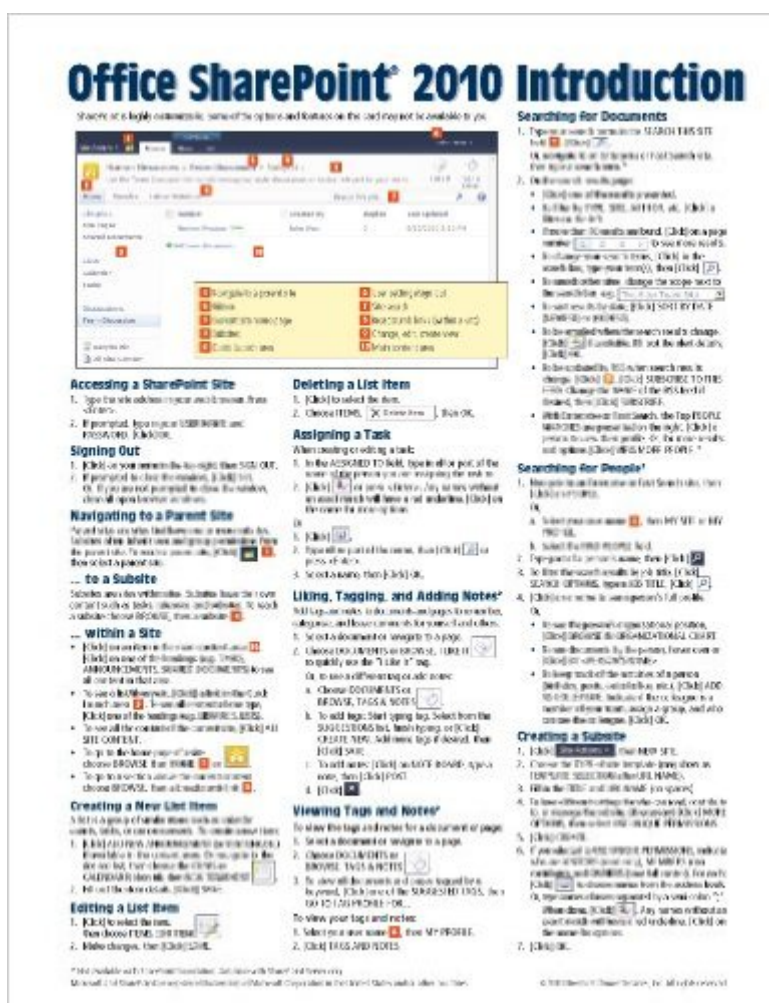


The book was found

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



**Office SharePoint® 2010 Introduction**

SharePoint is a highly extensible, scalable set of options and features on the web that you can use to:

- Organize and share information
- Collaborate
- Automate business processes
- Integrate with other systems

**Accessing a SharePoint Site**

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

**Signing Out**

1. Click on your name in the right-hand corner.
2. If prompted for your credentials, click OK.
3. If you are not prompted to close the browser, click all open browser windows.

**Navigating to a Parent Site**

Click on the arrow in the top-left corner of the site to go to the parent site. To return to the site, click on the arrow in the top-right corner.

**... to a Subsite**

Click on the arrow in the top-left corner of the site to go to the subsite. To return to the site, click on the arrow in the top-right corner.

**... within a Site**

- To view a list or library, click on the list or library name in the left-hand navigation pane.
- To view a document or page, click on the document or page name in the left-hand navigation pane.
- To view a document or page, click on the document or page name in the left-hand navigation pane.

**Creating a New List Item**

1. Click on the list or library name in the left-hand navigation pane.
2. Click on the "New" button in the top-right corner.
3. Click on the "List Item" button in the top-right corner.

**Editing a List Item**

1. Click on the list item name in the left-hand navigation pane.
2. Click on the "Edit" button in the top-right corner.

**Deleting a List Item**

1. Click on the list item name in the left-hand navigation pane.
2. Click on the "Delete" button in the top-right corner.

**Assigning a Task**

When creating or editing a task:

1. In the ASSIGNED TO field, type in the name of the person you want to assign the task to.
2. Click on the name of the person in the dropdown list.
3. Click on the "OK" button in the bottom-right corner.

**Liking, Tagging, and Adding Notes**

Click on the Like, Tag, or Note icon in the top-right corner of the document or page.

1. To add a tag, click on the Tag icon.
2. To add a note, click on the Note icon.

**Viewing Tags and Notes**

1. Click on the list item name in the left-hand navigation pane.
2. Click on the "Tags and Notes" button in the top-right corner.

**Searching for Documents**

1. Type or search for a document in the SEARCH THIS SITE box.
2. Click on the document name in the search results.

**Searching for People**

1. Click on the "People" button in the top-right corner.
2. Type or search for a person in the SEARCH THIS SITE box.
3. Click on the person name in the search results.



## 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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Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (26 customer reviews)

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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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