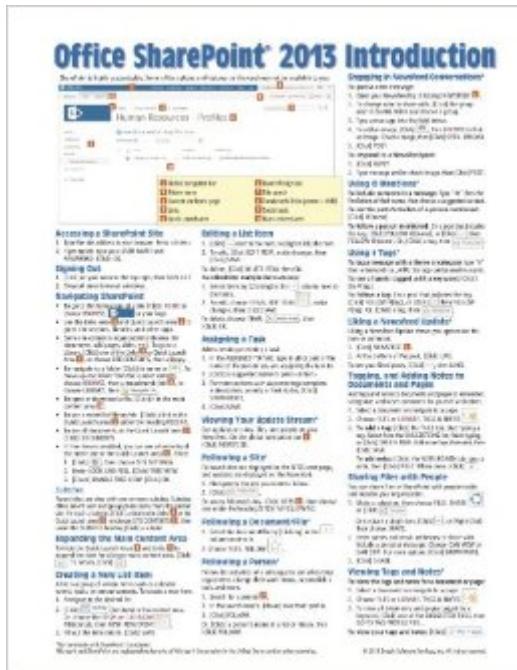


## The book was found

# **Microsoft SharePoint 2013 Quick Reference Guide: Introduction (Cheat Sheet Of Instructions & Tips For On-Premises Environments - Laminated Card)**



## **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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