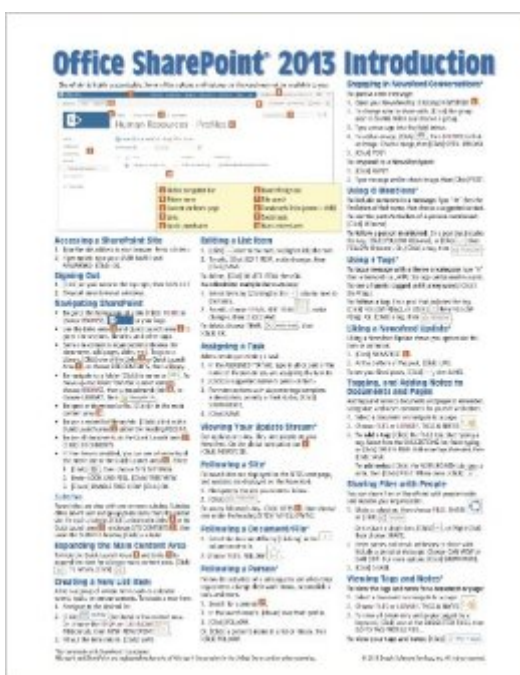# Microsoft SharePoint 2013 Quick Reference Guide: Introduction (Cheat Sheet Of Instructions & Tips For On-Premises Environments - Laminated Card)

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 siteSigning OutNavigating SharePointExpanding the Main Content AreaCreating a New List ItemEditing a List ItemAssigning a TaskViewing Your Update StreamFollowing a SiteFollowing a Document/FileFollowing a PersonEngaging in Newsfeed ConversationsUsing @ MentionsUsing # TagsLiking a Newsfeed UpdateTagging and Adding Notes to Documents and PagesSharing Files with PeopleViewing Tags and NotesSearching for DocumentsSearching for PeopleCreating a SubsiteCommunity SitesUsing Document LibrariesAdding Existing FilesList and Library Functions: Sorting, Filtering, Changing View, Using Email Alerts, Creating a List or Library, Deleting a List or Library.Checking Files Out/InUsing the Recycle BinCreating a Survey

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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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