



Microsoft® Office 365

SharePoint

SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists, and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client versions of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an Internet connection, which is helpful when you don't have access to the client version of Office.



The screenshot shows the Microsoft SharePoint interface. The top navigation bar includes 'Office 365' and 'SharePoint'. The left sidebar, labeled 'Site navigation links', contains links for Home, Site Contents, Site Settings, Site Information, Site Collection Administration, Site Collection Features, and Site Collection News. The main content area displays a 'Learning & Development Site' with a 'Coffee Corner' section and a 'Meetings' section. The right sidebar, labeled 'Documents', shows a list of documents including 'Learning & Development Document', 'Image', 'Meeting Minutes', and 'Meeting Minutes'. A red box highlights the 'Site Settings' link in the top right corner of the SharePoint interface.

When Should I use SharePoint?

- When you are looking for a centralized hub for file sharing and storage.
- When you want to formally communicate and discuss projects with team members.
- When you want to track task progress related to a project and documents.
- When you want a quick newsfeed on a project's progress.

Why Should I use SharePoint?

- So you can ensure team members are working on the most up-to-date documents.
- So you can build a fully-customizable landing page for a project or team.
- So you can keep relevant project-related files organized and accessible.

Which Office Apps Work with SharePoint?



Problem: Team members are located at various offices, making communication and decision making difficult.

Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



Problem: File versions quickly get mixed up, as multiple people share files back and forth.

Solution: Use Teams SharePoint, and its provide real time collaboration and version control.



Problem: Projects require nuanced apps, lists, and timelines in order to keep track of progress.

Solution: Use SharePoint apps to customize your project's landing page or team site.



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Microsoft Sharepoint 2quick Reference Guide

Seth Bates,Tony Smith

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Microsoft SharePoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions and Tips - Laminated C Beezix Software Solutions, 2017-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft SharePoint 2016 This guide is intended for end users in an on premises environment Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016 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 Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents OneDrive for Business vs SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E mail Alerts Changing View Creating a List or Library Deleting a List or Library

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Windows SharePoint Services in medium and large organizations The Adobe Reader format of this title is not suitable for use on the Pocket PC or Palm OS versions of Adobe Reader *Microsoft SharePoint 2003 Unleashed* Lynn Langfeld, Colin Spence, Michael Noel, 2004 As businesses attempt to maximize every employee hour knowledge management and collaboration tools have become more popular Written by experts with valuable experience with enterprise level solution design and implementation this book shows users how to create and manage robust Web sites with the help of Microsoft SharePoint Portal Server 2003 *Microsoft Office SharePoint 2013 Quick Reference Guide* Beezix, 2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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 *The Rational Guide to Building Sharepoint Web Parts* Darrin Bishop, 2004 Learn how to use manage customize and deploy web parts for Microsoft SharePoint Portal Server 2003 and Windows SharePoint Services 2.0 cover **SharePoint User's Guide** Infusion Development Corp. (Infusion Development Corporation), 2005-03-08 There's nothing like teamwork for making progress on a project but sharing information and building on each other's successes can be challenging when your team is scattered across the miles Microsoft's SharePoint helps teams and organizations close the distance With SharePoint groups construct web sites specifically for collaboration sites where individuals can capture and share ideas and work together on documents tasks contacts and events It's the next best thing to being in the room together Unfortunately much of the documentation for SharePoint is written to help system administrators get it up and running which often leaves end users in the dark The SharePoint User's Guide takes another approach this quick and easy guide shows you what you need to know to start using SharePoint effectively and how to get the most from it You'll learn how to create sites that your organization can use to work together or independently from an end user's point of view Now even beginners can learn how to access sites that are already set up create new sites personalize sites use the document and picture libraries for adding and editing content add discussion boards and surveys to a site enhance security You'll learn how you can receive alerts to tell you when existing documents and information have been changed or when new information or documents have been added You can even share select information with partners or customers outside your organization No one that uses SharePoint collaboration services can afford to be without this handy

book The SharePoint User's Guide is designed to help you find answers quickly explaining key concepts and major points in straightforward language With SharePoint any team or organization can overcome geographic or time zone challenges and the SharePoint User's Guide will show them how *Microsoft SharePoint Portal Server 2001 Resource Kit* Microsoft,2001

Microsoft® Office SharePoint® Server 2007: A Beginner's Guide Ron Gilster,2007-09-11 Microsoft Office SharePoint Server 2007 A Beginner's Guide helps you get up and running quickly on the new version of this versatile collaboration tool by providing vital application and implementation strategies You will learn to centrally store documents and Web content simplify information sharing create custom dashboards and enable team collaboration **Microsoft**

Office SharePoint 2010 Quick Reference Guide Beezix, Inc Staff,2010-10-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office 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 *Essential SharePoint* Jeff Webb,2005-05-17

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Office 2010 Made Simple Guy Hart-Davis, MSL Made Simple Learning, 2011-12-03 Office 2010 Made Simple for Windows is a practical and highly effective

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