

The book was found

Microsoft SharePoint 2010 Web Apps Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

SharePoint® 2010 Web Apps

Office General

For more information, visit office.microsoft.com/webapps

Creating a New Document

1. Browse to a document library such as **Shared Documents**.
2. If available, click **File** > **New** > **Document** to create a new document.

Or, click **NEW DOCUMENT**.

1. To create a document type, click **Document**.
2. If you are using a document type, click **Document**.

Opening an Existing Document

To open documents in your Document Library:

1. Click the **File** menu. The document type is listed in the **File** menu.
2. Click **Open** > **Document** to open the document.

Saving a Document

The **File** and **Save** buttons are located in the top right corner of the document. To save a document, click **File** > **Save**.

Deleting a Document

Click **File** > **Delete** to delete the document.

Checking Documents In & Out

Click **File** > **Check In** to check the document in.

Web App Limitations

For the best experience, use a supported browser and device. For more information, visit office.microsoft.com/webapps.

Uploading Files

To add a document to your Document Library:

1. Click **File** > **Upload** > **Document**.
2. Click **Upload** > **Document** to upload the document.

Managing Documents

Creating Folders

Click **File** > **New** > **Folder** to create a new folder.

Deleting Documents

Click **File** > **Delete** to delete the document.

Renaming Documents

Click **File** > **Rename** to rename the document.

Web App Limitations

For the best experience, use a supported browser and device. For more information, visit office.microsoft.com/webapps.

Shortcuts

File Menu

- File
- Home
- Send To
- Share
- Save
- Print
- Close

File Menu (Right-click)

- Open
- Save
- Print
- Close

File Menu (Right-click) (Context Menu)

- Open
- Save
- Print
- Close

File Menu (Right-click) (Context Menu) (Right-click)

- Open
- Save
- Print
- Close

File Menu (Right-click) (Context Menu) (Right-click) (Right-click)

- Open
- Save
- Print
- Close

File Menu (Right-click) (Context Menu) (Right-click) (Right-click) (Right-click)

- Open
- Save
- Print
- Close



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in Microsoft SharePoint 2010. Intended for users familiar with the desktop Microsoft Office suite. Suitable for BOTH Windows and Mac end users. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: General: Creating a New Document, Opening Existing Documents, Saving and Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (March 26, 2013)

Language: English

ISBN-10: 1936220962

ISBN-13: 978-1936220960

Product Dimensions: 11 x 8.5 x 0.2 inches

Shipping Weight: 0.2 ounces (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars Â Â See all reviews Â (1 customer review)

Best Sellers Rank: #1,623,733 in Books (See Top 100 in Books) #105 in Â Books > Computers & Technology > Business Technology > SharePoint #3759 in Â Books > Computers & Technology > Software > Microsoft #363558 in Â Books > Reference

Customer Reviews

Very helpful for quick navigation tips. I am a big fan of these cheat sheets.

[Download to continue reading...](#)

Microsoft SharePoint 2010 Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project

2010 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Edge and Internet Explorer 11 for Windows 10 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows Vista Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Intermediate Quick Reference: Paragraphs, Tabs, Columns, Tables & Pictures (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2013 Quick Reference Guide: Introduction (Cheat Sheet of Instructions & Tips for On-Premises Environments - Laminated Card) Windows 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)