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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 www.microsoft.com/sharepoint

Creating a New Document

1. Browse to a document library in SharePoint (SAP) or a document library.
2. If available, click the ribbon icon to create a new document.

Or, click the ribbon icon to create a new document.

Opening an Existing Document

To open documents in your Document Library:

1. Click the ribbon icon to open the document library.
2. Click the ribbon icon to open the document library.

Saving a Document

The ribbon icon to save the document. The ribbon icon to save the document.

Deleting a Document

Click the ribbon icon to delete the document.

Checking Documents in & Out

Click the ribbon icon to check documents in and out.

Uploading Files

To add a document to your Document Library:

1. Click the ribbon icon to upload a document.
2. Click the ribbon icon to upload a document.

Managing Documents

Creating Folders

Manage your document library using folders.

Deleting Documents

Click the ribbon icon to delete documents.

Renaming Documents

Click the ribbon icon to rename documents.

Web App Limitations

Click the ribbon icon to view web app limitations.

Shortcuts

Text Selection Shortcuts

Ctrl + A	Ctrl + C
Ctrl + V	Ctrl + X

Navigation Shortcuts

Ctrl + F	Ctrl + H
Ctrl + G	Ctrl + I

Editing Shortcuts

Ctrl + B	Ctrl + D
Ctrl + E	Ctrl + J

Formatting Shortcuts

Ctrl + S	Ctrl + T
Ctrl + U	Ctrl + W

Other Shortcuts

Ctrl + Z	Ctrl + Y
Ctrl + X	Ctrl + V



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.

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Customer Reviews

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

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