

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

SharePoint 2010 Web Apps
Office General

On most devices, you will see the following on the top left of the page: <http://my.sharepoint.com/w/123456789>

Creating a New Document

1. From the ribbon, click on the **FILE** tab.
2. In the ribbon, click on the **NEW** button.

Or, click on the **FILE** tab, then click on the **NEW** button.

Or, click on the **FILE** tab, then click on the **NEW** button.

1. To create a document, click on the **NEW** button.
2. To create a document, click on the **NEW** button.

Opening an Existing Document

1. To open documents in your Document Library, click on the **FILE** tab, then click on the **OPEN** button.
2. To open documents in your Document Library, click on the **FILE** tab, then click on the **OPEN** button.

Saving a Document

1. To save the file, click on the **FILE** tab, then click on the **SAVE** button.
2. To save the file, click on the **FILE** tab, then click on the **SAVE** button.

Closing a Document

1. To close the document, click on the **FILE** tab, then click on the **CLOSE** button.

Checking Documents In & Out

1. To check documents in and out, click on the **FILE** tab, then click on the **CHECK IN/OUT** button.

Uploading Files

1. To add a document to your Document Library, click on the **FILE** tab, then click on the **UPLOAD** button.

Managing Documents

Creating Folders

1. To create a folder, click on the **FILE** tab, then click on the **NEW FOLDER** button.

Deleting Documents

1. To delete documents, click on the **FILE** tab, then click on the **DELETE** button.

Renaming Documents

1. To rename documents, click on the **FILE** tab, then click on the **RENAME** button.

Copying and Pasting Documents

1. To copy documents, click on the **FILE** tab, then click on the **COPY** button.
2. To paste documents, click on the **FILE** tab, then click on the **PASTE** button.

Browsers and Format Support

1. For the best experience, use Internet Explorer 9 or later, Safari 4 or later, or Firefox 3.5 or later.
2. Web applications support Office 2007 or later format files.
3. Word and PowerPoint files are supported in Office 2007 or later.
4. Excel files are supported in Office 2007 or later.

Web App Limitations

- The following features are not supported:...

Text Selection Shortcuts	Control + A (Select All)	Control + C (Copy)	Control + V (Paste)		
Movement Shortcuts	Control + Left Arrow (Move Left)	Control + Right Arrow (Move Right)	Control + Up Arrow (Move Up)	Control + Down Arrow (Move Down)	
Editing Shortcuts	Control + B (Bold)	Control + I (Italic)	Control + U (Underline)	Control + Z (Undo)	Control + Y (Redo)
Selection Shortcuts	Control + Click (Select Object)	Control + Shift + Click (Select Range)			
PowerPoint Shortcuts	Control + B (Bold)	Control + I (Italic)	Control + U (Underline)	Control + Z (Undo)	Control + Y (Redo)



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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