

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, visit <http://office.microsoft.com/webapps>

Creating a New Document

1. Browse to a document library such as SHARED DOCUMENTS
2. If available, click the ribbon icon to view the library
3. Click the ribbon icon to view the library

Or, click the ribbon icon to view the library

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Opening an Existing Document

To open documents in your Document Library

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Saving a Document

To save the file to your document library using your desktop application

1. Choose FILE, SAVE AS, then click SAVE TO SHARED DOCUMENTS
2. Click SAVE AS, or choose FILE, SAVE AS
3. Save the file to your document library

Closing a Document

Close FILE, CLOSE, or click the ribbon icon to view the library

Checking Documents In & Out

Checking out a document allows you to modify the document. To check out a document, click the ribbon icon to view the library

Web App Limitations

Web apps are not available for all devices. For more information, see the SharePoint 2010 Web Apps documentation.

Uploading Files

To add a document to your Document Library

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Managing Documents

Creating Folders

Manage your documents the way you want

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Deleting Documents

To delete documents or folders in the library

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Restoring Documents

To restore deleted documents or folders in the library

1. Click the ribbon icon to view the library
2. Click the ribbon icon to view the library

Browser and Format Support

For the best experience, use a supported browser and format.

PowerPoint Shortcuts

File	Ctrl+F
Home	Ctrl+H
Insert	Ctrl+I
Draw	Ctrl+D
Layout	Ctrl+L
References	Ctrl+R
Send To Back	Ctrl+Z
Send To Front	Ctrl+Y
Undo	Ctrl+Z
Redo	Ctrl+Y
Print	Ctrl+P
Save	Ctrl+S
Close	Ctrl+W
Quit	Ctrl+Q

Word Shortcuts

File	Ctrl+F
Home	Ctrl+H
Insert	Ctrl+I
Draw	Ctrl+D
Layout	Ctrl+L
References	Ctrl+R
Send To Back	Ctrl+Z
Send To Front	Ctrl+Y
Undo	Ctrl+Z
Redo	Ctrl+Y
Print	Ctrl+P
Save	Ctrl+S
Close	Ctrl+W
Quit	Ctrl+Q



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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