tom vorves
Technology - Simplified

Office 365   Outlook Calendar People Newsfeed SkyDrive Sites ··· Admin ▾   tom@tomvorves.com ▾ ⚙ ?

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SharePoint 2013

5 Home
Notebook
Documents
Data List
Recent
Site Contents

✎ EDIT LINKS

A Get started with your site   REMOVE THIS

| Share your site. | Working on a deadline? | Add lists, libraries, and other apps. | What's your style? | Your site. Your brand. | Keep email in context. |

6

B Newsfeed

Start a conversation

tom@tomvorves.com
I'm going to watch Tom's SharePoint instruction on Udemy.
Yesterday at 4:12 PM   Like   Reply   ···

tom@tomvorves.com
The new site looks great!
Yesterday at 11:37 AM   Like   Reply   ···

C Documents
⊕ new document or drag files here
✓ 📄 Name   Created By
   📄 SharePointListDataInPP ☀ ··· ☐ tom@tomvorves.com
   📄 udemyLogoIntro ☀   ··· ☐ tom@tomvorves.com
   📄 100 ☀   ··· ☐ tom@tomvorves.com
   📄 SharePoint Offerings ☀ ··· ☐ tom@tomvorves.com

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1 **RIBBON**

The SharePoint 2013 Ribbon contains the commands most often needed by the site owners, contributors and visitors. The ribbon displays the appropriate commands for the area of SharePoint you are currently using: Page, List, Item, Library, Document and Web Parts.

2 **365 LINKS**

Outlook - email
Calendar - quick access to your schedule
People - your contacts
Newsfeed - stay up to date with what's going on
SkyDrive - your personal document storage
Sites - sites you follow
· · · - Office.com links
Admin - 365, Exchange, Lync, SharePoint administration links

3 **SETTINGS**

User Information - your login ID and profile link
Settings - access to site settings and site content
Edit - enter edit mode to make page updates
Share- quickly share your site with others

4 **GLOBAL LINKS**

Global navigation displays links to other SharePoint sites. Global navigation can be managed by the site owner or it can be managed by SharePoint.

5 **CURRENT LINKS**

These navigation links provide access to the content of the current site. The site owner can decide which lists and libraries will appear in the Current links area.

6 **WEB PARTS**

Add web parts to your pages to display filtered, up-to-date lists of data and documents. Web parts are easily configured to display information from the current site, other SharePoint sites and business data from other sources.

A **GET STARTED**

Get Started web part has helpful features for new site owners. Once you are familiar with SharePoint features, this web part can be removed, freeing up screen space for other collaborative web parts.

B **NEWSFEED**

Newsfeed web part provides recent team updates and communication.

C **DOCUMENTS**

Documents web part allows quick access to library documents.

s▷ SharePoint

SharePoint 2013 Introduction Step-by-Step

PERMISSIONS

SharePoint has multiple levels of sharing: site, list, library, item and document.

PERMISSION ACCESS

- Click *SHARE* found on the Site
- Click *Share With* on the List tab
- Click *Share With* on the Library tab
- Click **....** found next to each item, document and folder, then select *SHARE*

SITE PERMISSION

1. Click *SHARE* button on upper right corner of the site
2. Enter the person's name or email address
3. Click *SHOW OPTIONS*
4. Choose the desired permission level

or

1. Click *Settings* gear on upper right corner of the site
2. Click *Site Settings*
3. Click *Site permissions*
4. Click *Grant Permissions*
5. Enter the person's name or email address
6. Choose the desired permission level

LISTS

Lists are used to store and share data. Example of lists are: tasks, calendars, projects, equipment, buildings, vendors, parts, issues, assignments.

LIST ACCESS

- Click the list on the Current links bar
- Enter the URL to the list in address bar
- Click the *Site Contents* link to access all the lists on the site

CREATE NEW ITEM

1. Select the list
2. Options to create a new item:
   - Click *new item*
   - Click the *ITEMS* tab then click *New Item*

EDIT ITEM

1. Select the list
2. Options to edit an item:
   - Click **....** to the right of the item then click *Edit Item*
   - Place a check to the left of the item then click the *ITEMS* tab then click *Edit Item*

DELETE AND RESTORE

1. Select the list or library
2. Options to delete:
   - Click **....** to the right of the item or document then click next **....** then click *Delete*
   - Place a check to the left of the item or document then click the *ITEMS* or *FILES* tab then click *Delete*

RESTORE DELETED ITEMS

1. Click *Site Contents*
2. Click *RECYCLE BIN*
3. Click the check mark the item to restore
4. Click *Restore Selection*

LIBRARIES

Libraries are used to store documents such as Excel, Word, PowerPoint, PDF, image and multimedia files.

LIBRARY ACCESS

- Click the library on the Current links bar
- Enter the URL to the library in address bar
- Click the *Site Contents* link to access all the libraries on the site

CREATE NEW DOCUMENT

1. Select the library
2. Options to create a new document:
   - Click *new document*
   - Click the *FILES* tab then click *New Document*

UPLOAD DOCUMENT

1. Select the library
2. Options to upload a document:
   - Click *new document*, then click *UPLOAD EXISTING FILE*
   - Click the *FILES* tab then click *Upload Document*
   - Drag and drop documents directly onto the web page (not supported by some browsers)

EDIT DOCUMENT

1. Select the library
2. Options to edit a document:
   - Click **....** next to the document then click *EDIT*
   - Place a check to the left of the document then click the *FILES* tab then click *Edit Document*
   - Click the file name then after the file opens in the browser select *EDIT DOCUMENT*

WIKI PAGES

SharePoint wiki pages are dynamic data display tools that allow site owners to present site content such as lists, libraries and other various business data.

PAGES ACCESS

- Click the page on the Current links bar
- Enter the URL to the page in address bar
- Click the *Site Contents* link then click the *Site Pages* library to access all the pages in the library

CREATE PAGES

1. Click *Site Contents*
2. Click *Site Pages* library
3. Options to create a new wiki page:
   - Click *new Wiki page*
   - Click the *FILES* tab then click *New Document*

EDIT PAGES

1. Click *Site Contents*
2. Click *Site Pages* library
3. Click the page to open it
4. Click *EDIT* on the upper right corner
5. Type content in the page zones
6. Insert pictures, tables, hyperlinks
7. Don't forget to *SAVE* when you are finished editing

ADD WEB PARTS

1. Enter *EDIT* mode (as referenced above)
2. Place the cursor in the desired location
3. Select *INSERT* tab
4. Select *Web Part*
5. Select a Web Part from the list of Apps
6. Edit the Web Part by selecting the *small down arrow* on the upper right corner of the Web Part
7. Don't forget to *SAVE* when you are finished editing