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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, see [SharePoint 2010 Web Apps](#) or [SharePoint 2010 Web Apps](#).

Creating a New Document

1. From the **File** tab, click **New**.
2. In the **File** menu, click **New**.
3. In the **File** menu, click **New**.

Opening an Existing Document

To open documents in your Document Library:

1. Click the **File** tab.
2. In the **File** menu, click **Open**.

Saving a Document

To save a document:

1. Click the **File** tab.
2. In the **File** menu, click **Save**.

Deleting a Document

To delete a document:

1. Click the **File** tab.
2. In the **File** menu, click **Delete**.

Checking Documents in & Out

To check documents in and out:

1. Click the **File** tab.
2. In the **File** menu, click **Check In**.

Uploading Files

To upload a document to your Document Library:

1. Click the **File** tab.
2. In the **File** menu, click **Upload**.

Managing Documents

Creating Folders

To create a folder:

1. Click the **File** tab.
2. In the **File** menu, click **New Folder**.

Deleting Folders

To delete a folder:

1. Click the **File** tab.
2. In the **File** menu, click **Delete**.

Renaming a Folder

To rename a folder:

1. Click the **File** tab.
2. In the **File** menu, click **Rename**.

Shortcuts

File

- **File** - Open, Save, Save As, Print, etc.
- **File** - New, Open, Save, Save As, Print, etc.
- **File** - Recent, Favorites, etc.

Page

- **Page** - Back, Forward, Stop, Reload, etc.
- **Page** - Home, Stop, Reload, etc.
- **Page** - Print, etc.

View

- **View** - Web, Table, etc.
- **View** - Sort, Filter, etc.
- **View** - Group, etc.

Tools

- **Tools** - Check In, Check Out, etc.
- **Tools** - Copy, Paste, etc.
- **Tools** - Undo, Redo, etc.



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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