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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, go to www.officeappsweb.com

Creating a New Document

1. Browse to a document library in SharePoint 2010.
2. Click **NEW** and select the document type you want to create.

If you want a new document type, click **More...**

3. Click **NEW DOCUMENT**.
4. To create a document type, click **Document**.
5. If you want a new document type, click **More...**

Opening an Existing Document

To open documents in your Document Library:

1. Click the **Open** button in the document library.
2. Click **OPEN DOCUMENT** to open the document.

Deleting a Document

To delete a document:

1. Click the **More...** button in the document library.
2. Click **DELETE** to delete the document.

Copying a Document

To copy a document:

1. Click the **More...** button in the document library.
2. Click **COPY** to copy the document.

Renaming a Document

To rename a document:

1. Click the **More...** button in the document library.
2. Click **RENAME** to rename the document.

Managing Documents

Creating Documents

Manage your documents in the following ways:

To create:

1. Click **NEW DOCUMENT** to create a new document.
2. Click **NEW DOCUMENT** to create a new document.
3. Click **NEW DOCUMENT** to create a new document.

To manage:

1. Click **OPEN DOCUMENT** to open a document.
2. Click **DELETE** to delete a document.
3. Click **RENAME** to rename a document.

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Web App Limitations

Browser and Format Support

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

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