

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

### SharePoint® 2010 Web Apps

#### Office General

Go to [www.officeappscentral.com/SharePointWebApps.aspx](http://www.officeappscentral.com/SharePointWebApps.aspx)

#### Creating a New Document

1. From a document library, click **NEW DOCUMENT**.
2. In the **NEW DOCUMENT** pane, click **NEW DOCUMENT**.

Or, click **NEW DOCUMENT** in the **NEW DOCUMENT** pane.

#### Opening an Existing Document

1. Click **OPEN DOCUMENT** in the **NEW DOCUMENT** pane.
2. In the **OPEN DOCUMENT** pane, click **OPEN DOCUMENT**.

#### Saving a Document

1. Click **SAVE** in the **NEW DOCUMENT** pane.
2. In the **SAVE** pane, click **SAVE**.

#### Closing a Document

1. Click **CLOSE** in the **NEW DOCUMENT** pane.

#### Checking Documents In & Out

1. Click **CHECK IN** in the **NEW DOCUMENT** pane.

#### Uploading Files

1. Click **UPLOAD FILES** in the **NEW DOCUMENT** pane.

#### Managing Documents

##### Creating Folders

1. Click **NEW FOLDER** in the **NEW DOCUMENT** pane.

##### Deleting Documents

1. Click **DELETE** in the **NEW DOCUMENT** pane.

##### Renaming Documents

1. Click **RENAME** in the **NEW DOCUMENT** pane.

#### Browsers and Format Support

For the best experience, use Internet Explorer 9 or later, Safari 4 or later, or Firefox 3.5 or later.

#### Web App Limitations

- Document views are not available in Internet Explorer 6 or later.
- Document views are not available in Safari 3 or later.
- Document views are not available in Firefox 3.5 or later.



## 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.

## Book Information

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

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