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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 ribbon, click **File** > **New** > **Document**.
2. In the **Document** gallery, click the document type you want to create.

Or, click **File** > **New** > **Document** > **Document**.

Opening an Existing Document

To open documents in your Document Library:

1. Click the **File** tab. The ribbon appears.
2. Click **Open** > **Open Recent** to open the document you want to open.

Saving a Document

The **Save** button on the ribbon saves the document. To save the document to a specific location, click **File** > **Save As**.

Deleting a Document

Click **File** > **Delete** to delete the document.

Checking Documents In & Out

Click **File** > **Check In** to check the document in.

Web App Limitations

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

Uploading Files

To add a document to your Document Library:

1. Click **File** > **Upload** > **From My Computer**.
2. In the **Upload** dialog box, click **Choose Files**.
3. In the **Upload** dialog box, click **Upload**.

Managing Documents

Creating Folders

Click **File** > **New** > **Folder** to create a new folder.

Deleting Documents

Click **File** > **Delete** to delete the document.

Renaming Documents

Click **File** > **Rename** to rename the document.

Deleting Documents

Click **File** > **Delete** to delete the document.

Web App Limitations

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

Shortcuts

File Selection Shortcuts

Key	Action
Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + B	Toggle Bold
Ctrl + I	Toggle Italic
Ctrl + U	Toggle Underline
Ctrl + L	Toggle Left Align
Ctrl + R	Toggle Right Align
Ctrl + J	Toggle Justify
Ctrl + O	Toggle Outline View
Ctrl + W	Toggle Web View
Ctrl + M	Toggle Mobile View
Ctrl + P	Print
Ctrl + S	Save
Ctrl + Q	Quit

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Ctrl + L	Toggle Left Align
Ctrl + R	Toggle Right Align
Ctrl + J	Toggle Justify
Ctrl + O	Toggle Outline View
Ctrl + W	Toggle Web View
Ctrl + M	Toggle Mobile View
Ctrl + P	Print
Ctrl + S	Save
Ctrl + Q	Quit



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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