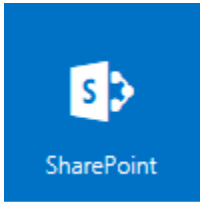


SHAREPOINT END USER TRAINING

Office 365

SharePoint

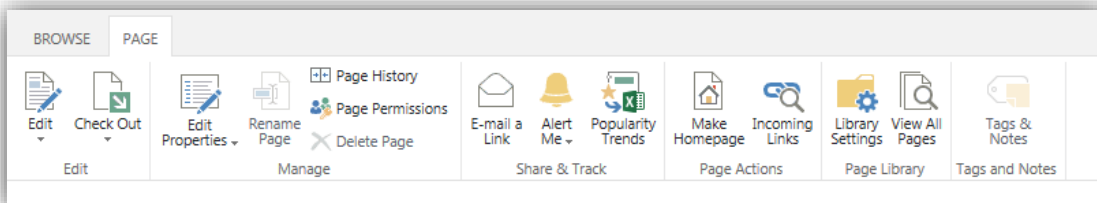
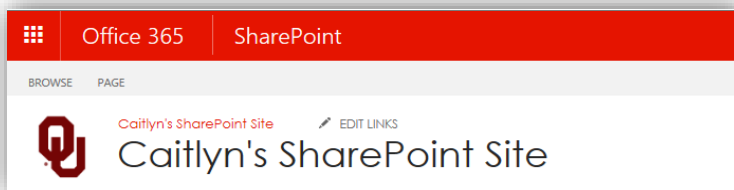


WHAT IS SHAREPOINT?

SharePoint introduces new ways to share your work and work with others, store documents, organize your projects and teams and discover people and information. It is web-based and accessible anywhere. It is a secure site requiring your OU NetID.

Getting Started

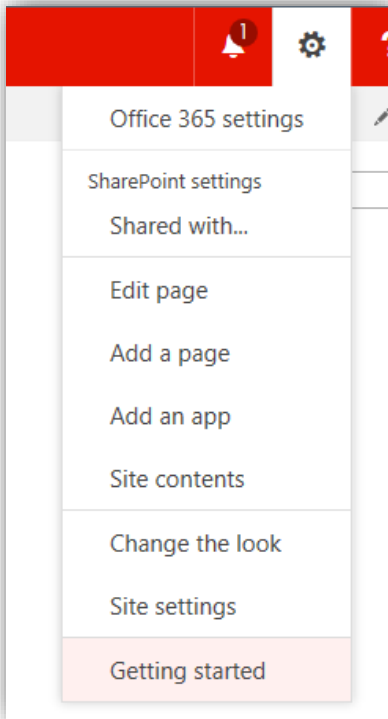
Page Tab – Opens a command ribbon with contextual tools that allow you to edit your current page and other settings



Office 365 button – Opens a pop-up of apps which include Word, Excel, PowerPoint, and other Office products

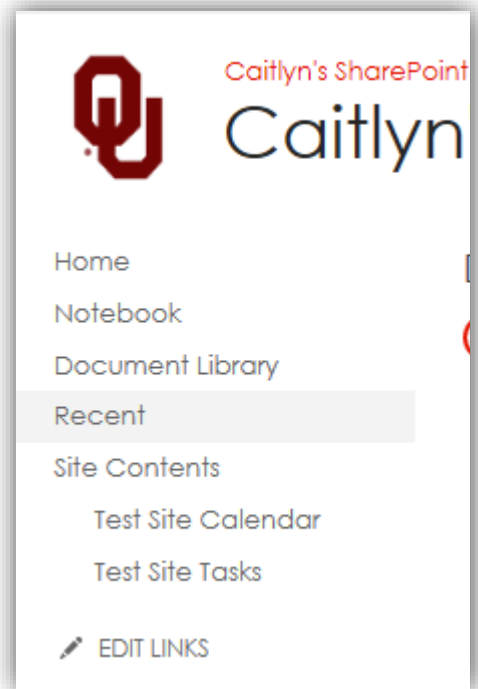


Settings – Opens a drop-down of other Settings, allows the editing and creation of pages and apps, gives the option to change the look, etc.,

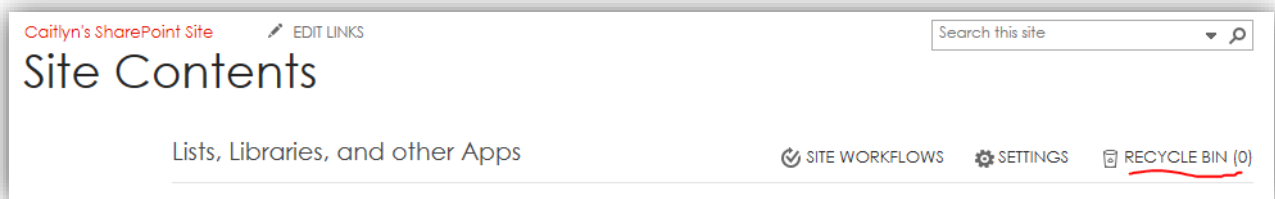


← On the top right instead of top left

Quick Launch – An editable side bar of links/shortcuts to pages, document libraries, and other apps on the site

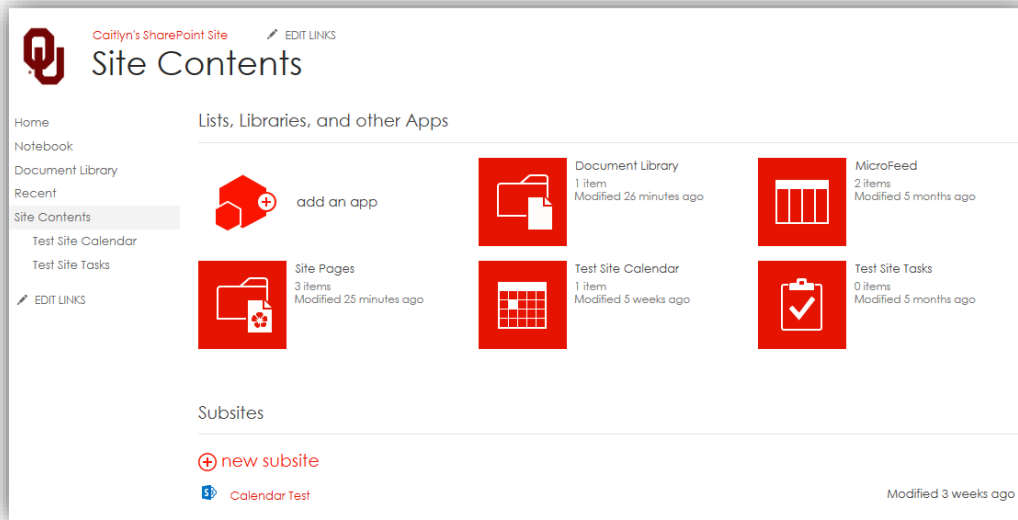


Recycle Bin – Can be used to restore items that have been deleted from the site. Each item has 30 days in the bin before it is permanently removed.



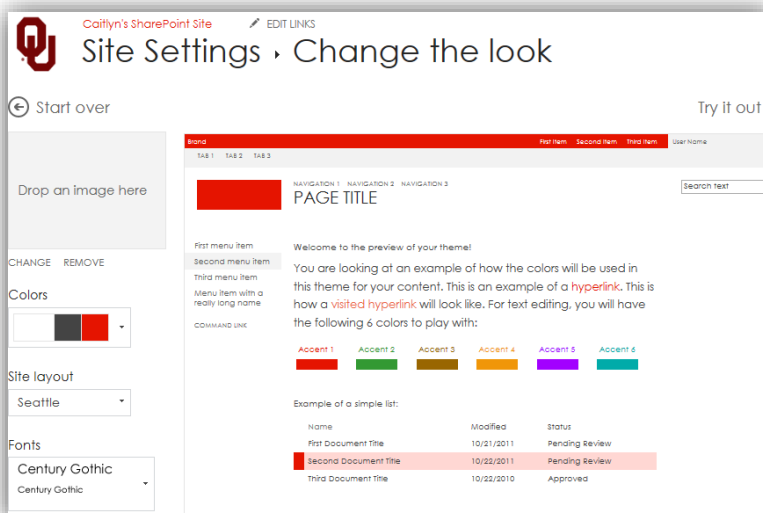
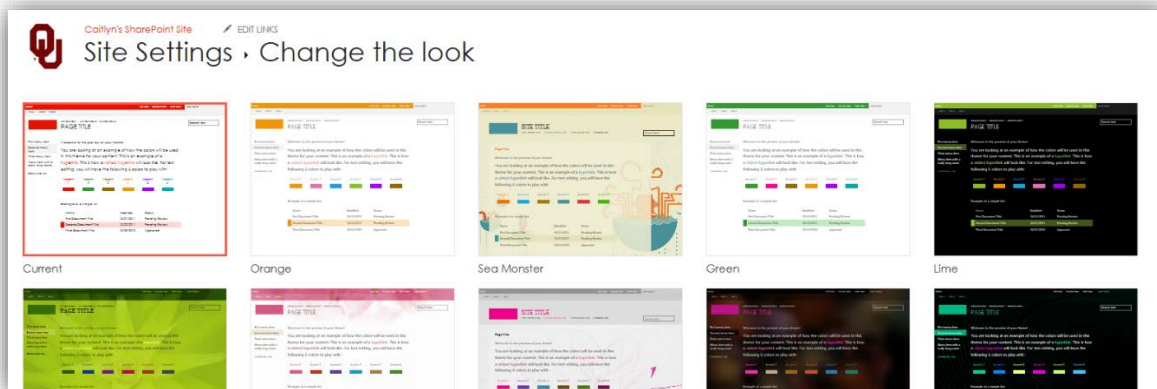
To get to the **Recycle Bin**, go to **Site contents**





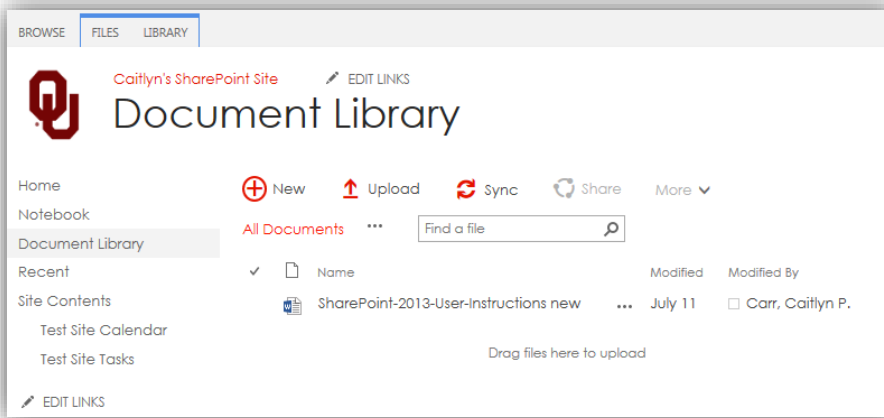
Site Contents – Shows site Lists, Libraries, and other apps. Also shows current subsites and gives option to create new subsites.

Change the Look – The look of the site can be changed from the **Settings** gear in the top right. You can change your color scheme, font, background graphic, and more.

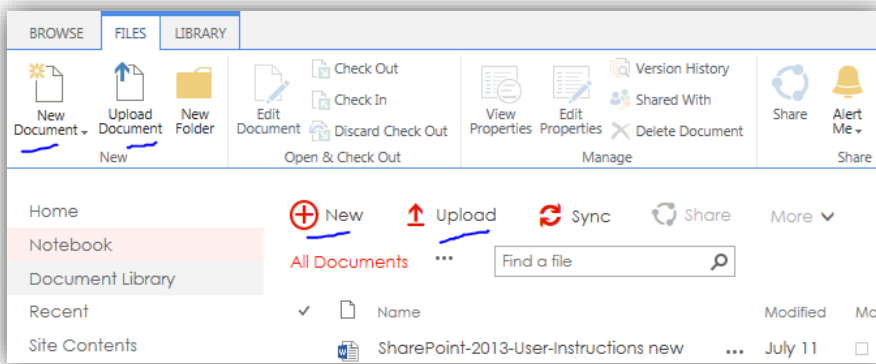


SharePoint Permissions – All items on SharePoint can have their own permissions or inherit permissions from their parent site. You may have to request access to certain items from your **Site Admin**.

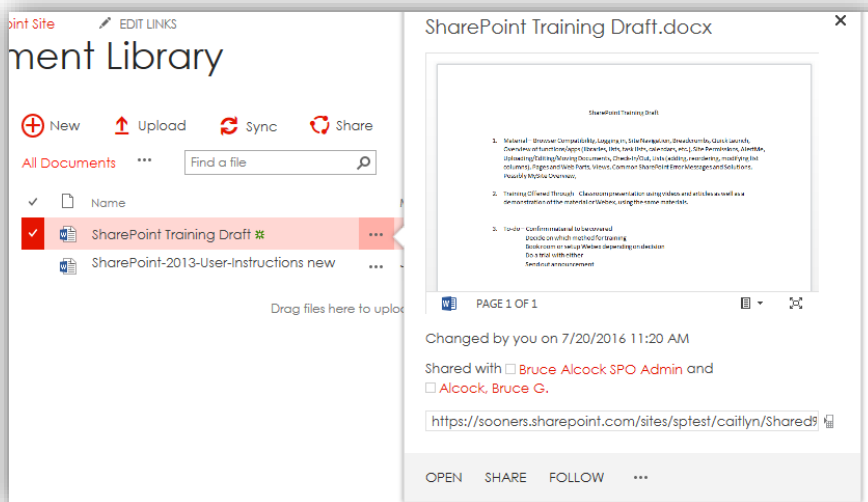
Document Library – A collection of files that can be shared with other users



Add a Document – To upload or add a new document, click one of the options above **All Documents** or go to the **Files Tab**, click browse to choose the file to be added.

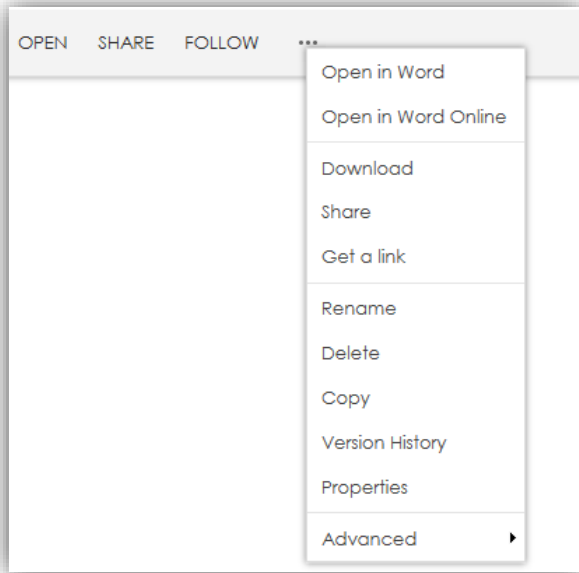


Add Multiple Documents – After clicking browse, when choosing files, hold CTRL while clicking to select multiple files.

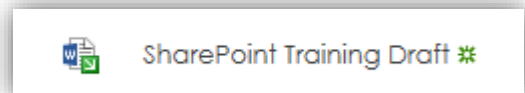
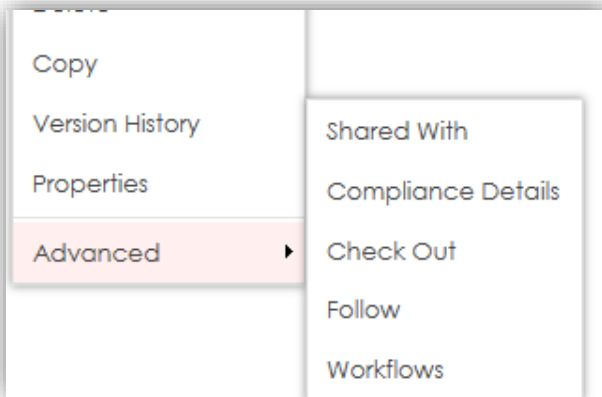


Document Preview – Clicking the ellipses (...) on a document in a library will bring up a preview of the document and will give several options

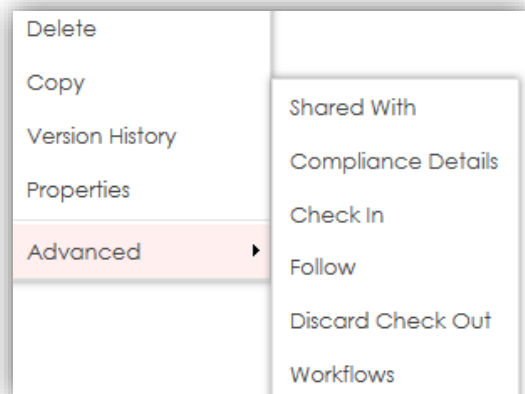
Drop Down Menu on Documents – Clicking the second ellipses on the document preview next to **Follow** will open a drop down menu



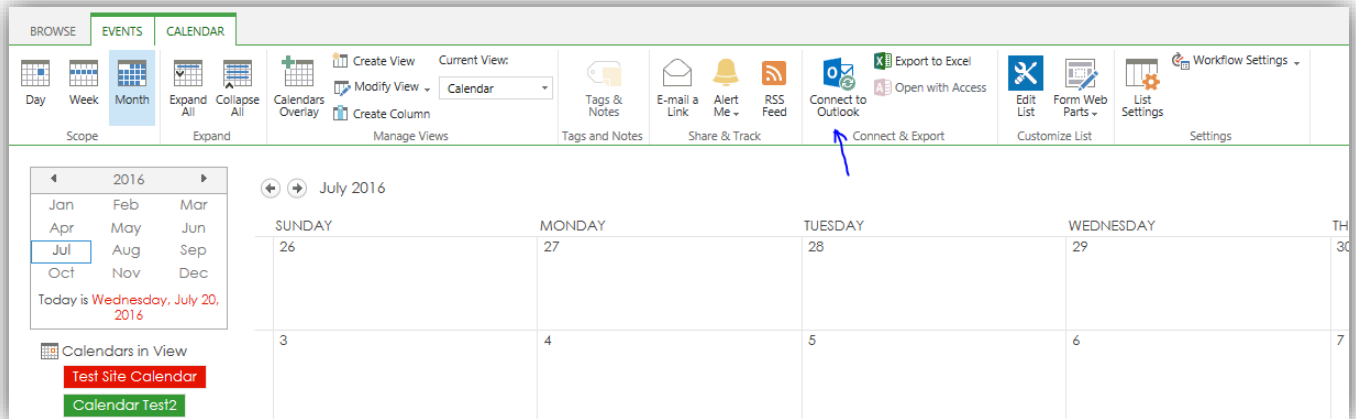
Check Documents In & Out – From the drop down on document options, clicking **Advanced** will show more options. Clicking **Check Out** will allow only you to make changes to the document while it is checked out. After a document is checked out, go to **Advanced** again to **Check it in**.



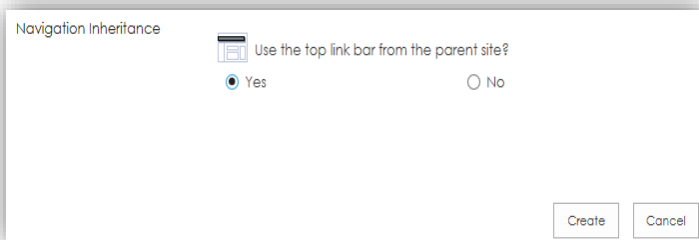
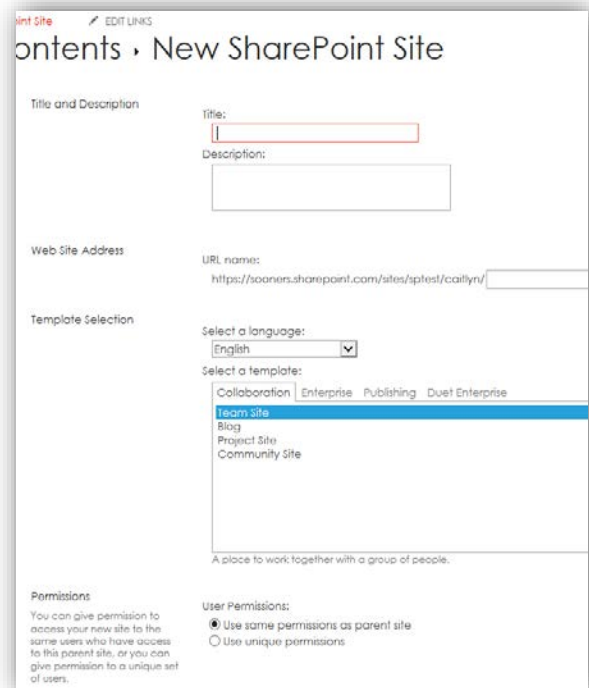
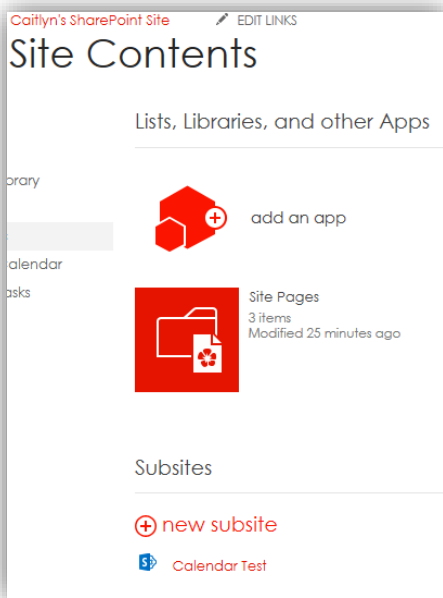
Document will have this green arrow while it is checked out



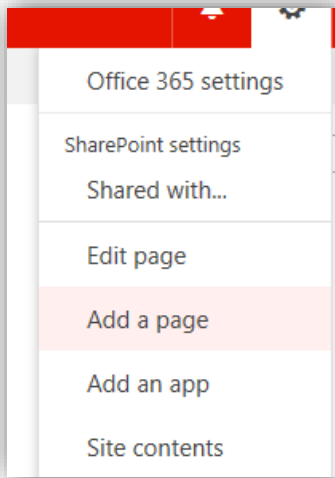
Calendar – Events can be added to a site Calendar. Site Calendars can also be connected to Outlook, which allows the calendars to be viewed in Outlook.



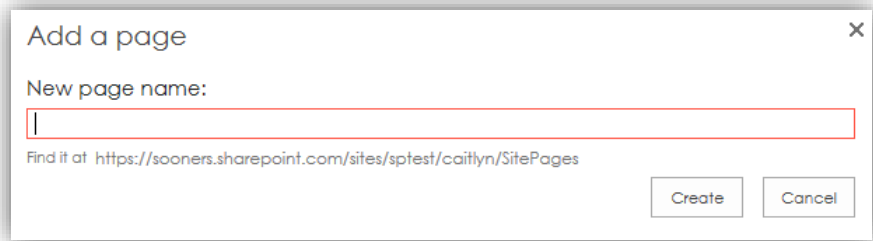
New Subsite – Go to **Site Contents > new subsite**
 Choose a Title, URL name, and site template
 Choose permissions and navigation inheritance, then click **create**



Pages – For showing content, for example, the Home Page. To add a page, go to the **Settings** gear in the top right corner.

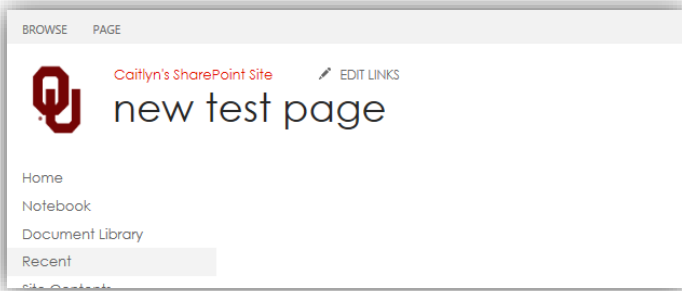


After clicking **Add a page**, you will be prompted to name the new page.

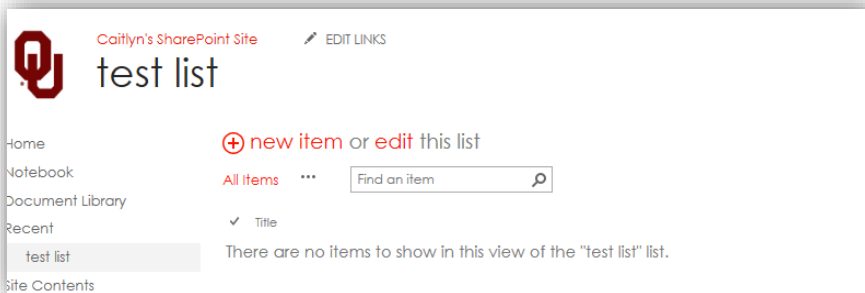


Click **Create** after naming.

The new page will be created, but will be blank until a list, library, or other item is added to it.



Lists – Many of the site apps are actually lists. **Calendars, Tasks**, etc. Create a List by going to **Site Contents** > **Add an App**. **Apps you can add** will appear, choose **Custom List** or **Tasks**. Name the list, then you can view it by clicking the new list on the **Quick Launch** or from **Site Contents**.



Create Column

Name and Type
Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

- Single line of text
- Multiple lines of text
- Choice (menu to choose from)
- Number (1, 1.0, 100)
- Currency (\$, ¥, €)
- Date and Time
- Lookup (information already on this site)
- Yes/No (checkbox box)
- Person or Group
- Hyperlink or Picture
- Calculated (calculation based on other columns)
- Task Outcome
- External Data
- Managed Metadata

Additional Column Settings
Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:
 Yes No

Enforce unique values:
 Yes No

Maximum number of characters:

Default value:
 Text Calculated Value

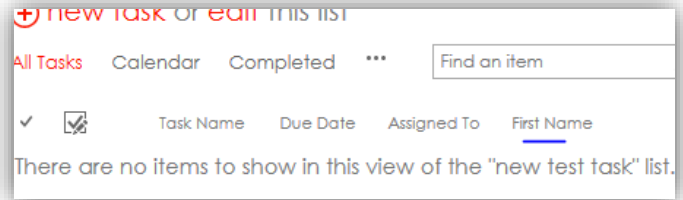
Add to all content types

[Column Validation](#)

OK Cancel

Columns – Characteristics you want to know about your document or file, ex. First and Last name, Phone Number, etc.

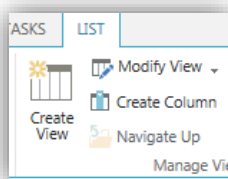
Title is a common default Column. To add more Columns to a List or Library, go to **List or Library Tab**. Then **List/Library Settings > Create Column > Name and choose information > OK**.



First Name has been added to the Columns in the picture above

Views – Used to filter which information is shown in Lists, Libraries, etc. **Default View** shows everything. When creating a **Column**, you can choose if that Column is shown in the Default View. Columns can be reordered or sorted in a View.

To edit the current **View** on a List or Library, go to the **List/Library Tab** on the ribbon > **Modify View > Reorder**, change sorting, or edit the View > **OK**.



Lists > Edit View

Name:

View Name:

Web address of this view: [https://sooners.sharepoint.com/sites/sp/test/caitlyn/Lists/new test task/AllItems.aspx](https://sooners.sharepoint.com/sites/sp/test/caitlyn/Lists/new%20test%20task/AllItems.aspx)

This view appears by default when visitors follow a link to this list. If you want to delete this view first make another view the default.

Columns

Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Completed	1
<input checked="" type="checkbox"/>	Task Name (linked to item with edit menu)	2
<input checked="" type="checkbox"/>	Due Date	3
<input checked="" type="checkbox"/>	Assigned To	4
<input checked="" type="checkbox"/>	First Name	5
<input type="checkbox"/>	% Complete	6
<input type="checkbox"/>	App Created By	7
<input type="checkbox"/>	App Modified By	8
<input type="checkbox"/>	Attachments	9
<input type="checkbox"/>	Content Type	10
<input type="checkbox"/>	Created	11
<input type="checkbox"/>	Created By	12