Remove Web Parts
1. Select the Page tab.
2. Click Edit.
3. Click the Delete on the web part.
4. Select Delete.
5. The web part will be removed from the page.

Add a Web Part
1. Select the Page tab.
2. Click Add Web Part.
3. On the page, click where you want the web part to appear.
4. Select the check box of the web part or parts to add.
5. Select the Insert tab.
6. Click Web Part.
7. Select the web part and click Add.

Add a Theme to Your Site
1. Under Site Actions, select Site Settings.
2. Select Site theme.
3. Select the desired Site Theme.
4. Click OK.

Add a Custom View
1. In your library or list, select the List or the Library tab.
2. Click on Create View.
3. Select the desired view type.
4. Enter the choices for your view.
5. Click OK.

Create a Custom List
1. Click View All Site Content.
2. Click List tab.
3. Click on the type of library you want to create.
4. Enter the name and description.
5. Click Create.

Create a New Library
1. On the Quick Launch Bar, click All Site Content.
2. Click Create.
3. Click on the type of library you want to create.
4. Enter the name and description.
5. Click Create.

Learn to Send a Welcome Email
1. Send welcome e-mail to new users with a link to the site in it.
2. If you want to send a welcome email to new users.
3. Write a custom message to the new users.
4. Click OK.

Upload a Single Document
1. Select the Documents tab.
2. Click Upload Document.
3. Click Browse.
4. Highlight the desired document.
5. Click Upload.
6. Click OK.

Check Out a Document
1. Check the check box next to the document name.
3. Click OK.
4. The document will show as checked out ( ) in the document library.

Check In a Document
1. Check the check box next to the document name.
2. On the Document tab, click Check In.
3. Select the version number and enter any comments.
4. Click OK.
Turn on Versioning for a Library
1. Select the Library tab.
2. Click Enable.
4. Choose the desired versioning settings.
5. Click OK.

See Version History of a Document
1. Check the check box next to the document name.
3. To read a previous version, click on the date and time the version was created.

Delete a Document
1. Check the check box next to the document name.
3. Click OK.

Recover a Deleted Document:
1. Click on the Recycle Bin in the lower left of the screen.
2. Click on the check box next to the items you want to recover.
3. Click Restore Selection option.
4. Click OK.

Search for Documents
1. Select the Browse tab.
2. Enter your search string in the Search this site... box.
3. Click the button or Press <Enter>.

Connect a Calendar with Outlook
1. On the Quick Launch Bar, click the calendar.
2. Click the Calendar tab.
3. Click Connect to Outlook.
4. If prompted by security messages, click OK or Yes.
5. In Outlook, the calendars appear side by side. To overlap them, click next to the SharePoint calendar.

Connect a Task List with Outlook
1. On the Quick Launch Bar, click a list.
2. Click the List tab.
3. Click Connect to Outlook.
4. If prompted by security messages, click OK or Yes.
5. In the navigation pane on the left, choose the SharePoint task list or the Outlook task list.

Saving Word Files to a SharePoint Site
2. Click the File tab.
3. Click Save & Send.
4. Click Save to SharePoint.
5. Browse to the SharePoint site.
6. Click Save.

Export a List or Library to Excel
1. On the Quick Launch Bar, click a list or library.
2. Click the List or Library tab.
3. Click Export to Excel.
4. Click Open in the File Download dialog.
5. If prompted with a security warning, click Enable.
6. In Excel, select how the data should be imported.
7. Click OK.

Changing Categories in a Blog Site
1. From the Quick Launch Bar, click Categories.
2. Click Edit next to the Category name you want changed.
3. Rename the category.
4. Click Save.