

In-Context, On Demand Help System for SharePoint Users



The video tutorials listed in this document are exposed through the VisualSP™ help system. In addition, a SharePoint administrator can expose the in-house company videos through this system as well.

- Targeted to Readers, Members and SharePoint Site Owners
- Each video is short (2 minutes or less) and focuses on a specific task
- All videos have full voice narration and visual tips to guide the viewer

Connecting to Office Applications	
	Export SharePoint list data to Excel
	Open SharePoint list data with Access
	Connecting a task list to Microsoft Outlook
	Connecting a discussion list to Microsoft Outlook
	Connecting a document library to Microsoft Outlook

Libraries and Documents	
	Email a link to a document or a library
	Upload a document to a library
	Upload multiple documents to a library using drag and drop
	Upload multiple documents to a library by browsing to the documents
	Checking out a document from the library
	Checking in a document to the library
	Creating a Document library
	Creating an Asset library
	Creating a Picture library
	Creating a Slide library
	Configuring the Approval workflow in a library
	Using the approval workflow in a library
	Copy a document from one library to another
	Creating a new version of a document

Library Settings	
	Setting library title and description
	Adding a library to the Quick Launch
	Enabling content types for a library
	Opening documents in the browser
	Disabling the library dialog pop-up
	Set validation settings for a library
	Configuring a default value for a column in library
	Configuring ratings for documents in library
	Configuring Metadata navigation for libraries
	Configuring visible views for a library
	Adding a column to a library
	Creating a new view for a library
	Deleting a library
	Setting up the versioning settings in a library

List Settings	
	Setting titles and descriptions of lists
	Enable management of content types for lists
	Enable creating folders in a list
	Disabling the list dialog pop-up
	Enabling ratings for lists
	Navigating between SharePoint sites
	Configuring Metadata navigation for lists
	Configuring visible views for a list
	Adding a column to a list
	Deleting a list
	Creating a new view for a list

Lists and List Items	
	Working with Quick Launch menu
	Creating a list Item
	Editing an item in a list
	Deleting items from a list
	Restoring items from the Recycle Bin
	Subscribing to RSS feeds of lists
	Creating an Issues list

Creating a Contacts list
Creating a Custom list
Connecting the Contacts list to Outlook
Creating a Discussion Board
Creating a list by importing a spreadsheet
Creating a Links list
Creating a Project Tasks list
Creating a Status list
Creating a Calendar list
Overlaying multiple calendars
Creating an Announcements list
Viewing all site content

SharePoint Web Pages
Creating a web page
Editing a web page
Checking out a web page for editing
Working with images on web pages
Working with tables on web pages
Linking to other site content
Adding a video to a web page
Restoring an older version of the web page
Change the layout of a web page
Changing permissions for a web page
Make a page the home page of the site
Adding lists and libraries to web pages
Deleting a web page
Recovering a deleted web page
Creating a web part page
Personalizing a web part page
Customizing a web part page
Configuring the mobile view of a page
Navigating the mobile view of a site
Setting up alert notifications for pages
Email a link to a web page
Open a web page in maintenance view
Insert text on web part pages using Content Editor web part
Creating a publishing site

Changing the page layout of a publishing page

Site Administration	
	Creating a subsite
	Creating a SharePoint theme using the browser
	Configuring site columns
	Managing user alerts
	Configuring RSS for a site
	Configuring the tree view for a site
	Configuring the top link bar
	Deleting a site
	Viewing usage statistics of a site
	Adding users to a site
	Remove users from a site
	Editing permissions for a user group
	Create a new SharePoint user group
	Save a site as a template
	Create a new site using a site template
	Change a site logo
	Signing in as a different user