

1. You should **check out a document** only if you want to make sure that no one else can change it until you check it back in. If you want to collaborate on a document, do not check it out.
<http://office.microsoft.com/en-us/sharepoint-server-help/check-out-check-in-or-discard-changes-to-files-in-a-site-library-HA101849698.aspx>
2. If you are deleting something in SharePoint 2010 and you do not see a message that states the deleted item is being sent to the **Recycle Bin**, neither you nor your IT department will be able to restore it once it has been deleted.
3. Don't know the first letter of someone's name? Try a wild card **search** by substituting the unknown letter with an asterisk (*). <http://office.microsoft.com/en-us/sharepoint-server-help/search-for-content-HA010378166.aspx>
4. Need to add an event to **your calendar**? Just point to the date on the calendar, and then click Add.
5. A **SharePoint calendar** enables you to work with multiple Exchange and SharePoint calendars at the same time. A view for a calendar can display a maximum of ten calendars.
<http://office.microsoft.com/en-us/sharepoint-server-help/work-with-multiple-exchange-and-sharepoint-calendars-in-one-sharepoint-calendar-HA101777171.aspx?CTT=1>
6. Having trouble deciding **what kind of site** you need to create? Check out these short videos to help you make the right decisions. <http://office.microsoft.com/en-us/sharepoint-server-help/a-preview-of-the-sharepoint-server-2010-site-templates-HA101907564.aspx>
7. Want to see just your tasks in a **tasks list**? In the Change View box (List tab), click My Tasks.
8. If you want to **open a SharePoint site** in a new window press Shift, and then click the link in the quick-launch bar located on the left side of the page.
9. Use the I Like It button when you want to **tag content** to remember later, but don't want to apply additional tags and notes right away. You can add other specific tags later if you like.
<http://office.microsoft.com/en-us/sharepoint-server-help/use-tags-and-notes-to-share-information-with-colleagues-HA101810816.aspx>
10. You can stay updated on changes to documents and list items on your SharePoint site by receiving notifications of changes as **alerts and Really Simple Syndication (RSS)**, if your site is configured to send them. <http://office.microsoft.com/en-us/sharepoint-server-help/create-an-alert-or-subscribe-to-an-rss-feed-HA010378197.aspx>

11. When communicating through email, adding a **link to a file** is more efficient than adding an email attachment. It ensures that the latest copy is being accessed and reduces network traffic and email storage. <http://office.microsoft.com/en-us/sharepoint-server-help/e-mail-or-copy-the-link-of-a-library-file-list-or-list-item-HA102397542.aspx>
12. When selecting a **URL for your new site**, remove spaces to ensure that your link is both shorter and less likely to break when shared via email or instant message.
13. To change the way items in a **library or list** appear, sort or filter the items or create or apply a view. <http://office.microsoft.com/en-us/sharepoint-server-help/video-create-personal-views-VA101861793.aspx>
14. Use Microsoft® Word® 2010 to create **blog posts** so you can easily include SmartArt to enhance diagrams. Watch this video to learn more about blogging with Word 2010. <http://office.microsoft.com/en-us/sharepoint-server-help/video-use-word-2010-to-post-to-a-sharepoint-blog-VA101790488.aspx>
15. Having trouble keeping track of who has **permission** to your site? If you have permission to add Web Parts to your site, you can add the Site Users Web Part to display all the people and groups who have access to the site. <http://office.microsoft.com/en-us/sharepoint-server-help/check-permissions-for-a-person-or-site-HA101794808.aspx>
16. If you are using a program that is compatible with SharePoint Server 2010, such as Word 2010, you can drag and drop documents from Windows Explorer into the **Upload Document** dialog box.
17. After a **workflow** is started on a document or item, you can use the Workflow Status page to monitor the progress of the workflow on that document or item. <http://office.microsoft.com/en-us/sharepoint-server-help/view-the-status-of-a-workflow-in-progress-HA101793718.aspx>
18. **Columns** help you group, categorize, and track information, such as the department name or project number. In SharePoint you have many options for the type of column that you create. Depending on the type of column that you select, you may be unable to change the type of column type after you create it. <http://office.microsoft.com/en-us/sharepoint-server-help/site-column-types-and-options-HA010302196.aspx>
19. Displaying content based on **ratings** can help people find quality content easily. If you are a content manager or author, ratings can help you easily see which topics are considered to be more popular by the readers. <http://office.microsoft.com/en-us/sharepoint-server-help/display-content-based-on-ratings-HA101791942.aspx>
20. You and your fellow co-workers bring different strengths and knowledge to your organization. By

using features in the **"Ask Me About"** section of your My Sites, you can all tap into this knowledge pool by identifying strengths and asking each other questions. <http://office.microsoft.com/en-us/sharepoint-server-help/use-your-my-site-to-ask-and-answer-questions-HA101794427.aspx>

21. Build your network by **adding colleagues**. When you visit the profile of someone you are not following as a colleague, you will see Add as Colleague under the person's profile picture. <http://office.microsoft.com/en-us/sharepoint-server-help/add-new-colleagues-and-manage-your-colleague-list-HA101665476.aspx>
22. If you want to **open a SharePoint site** in a new tab, press Ctrl, and then click the link in the quick launch bar located on the left side of the page.
23. SharePoint allows you to apply Boolean logic to keywords and properties, which means you can connect them with the operators like AND, OR, NOT, + (PLUS), and - (MINUS) to construct a meaningful **search** query. Check out the following examples to help create successful queries: <http://office.microsoft.com/en-us/sharepoint-server-help/search-for-content-HA010378166.aspx>
24. The **Chart Web Part** is useful when you want to quickly and easily create a chart without leaving a SharePoint site. <http://office.microsoft.com/en-us/sharepoint-server-help/introduction-to-the-chart-web-part-HA101889216.aspx>

Microsoft® SharePoint® 2010

Fortune Teller (page 4/5)

That's Why
I Use SharePoint
iusesharepoint.com

Need a break? Print out the next page to have some fun and drop some SharePoint knowledge on your friends.

Directions:

To make the fortune teller:

1. Cut the pattern out from the rest of the page.
2. Fold the square diagonally, then unfold. Fold diagonally the other way, then unfold. Fold top to bottom and unfold, then lengthwise and unfold, so you should have four lines running across the paper in different directions.
3. With text facing down, fold the four corners in so they meet in the center.
4. Turn the paper over and fold so the corners meet in the center again.
5. Fold the paper down the middle, then unfold. Fold down the middle the other way, then unfold again. Put your fingers in the spots on the underside and pinch it together.

To play:





1. Ask another person to pick one of the four colors. Spell out the color, opening your fingers in alternating ways for each letter.
2. Ask them to pick one of the visible numbers. Open and close your fingers as you count up to that number.
3. Ask them to point to one of the visible numbers, but this time open the flap to reveal a SharePoint tip that might make their day a little easier.



Microsoft® SharePoint® 2010

Fortune Teller (page 5/5)

That's Why
I Use SharePoint
iusesharepoint.com

	8	1	
7	Avoid spaces when selecting a URL for your new site.	To open a SharePoint site in a new window press Shift, and then click the link in the quick-launch bar on the left side of the page.	2
6	Use the Chart Web Part to create a chart without leaving a SharePoint site.	Don't know the first letter of someone's name? Try a wild card search by substituting the unknown letter with an *.	3
	5	4	
9	When you check out a document, remember to check it back in so others can access it.	Add an event to a calendar by pointing to the date and clicking Add.	3
9	Use the Workflow Status page to monitor a workflow's progress.	Want to see just your tasks in a tasks list? Click My Tasks in the Change View box.	3