Sharepoint 2013 cheat sheet

SharePoint 2013 Cheat Sheet: Your Ultimate Guide to Mastering the Platform **sharepoint 2013 cheat sheet** is exactly what every user, administrator, and developer needs to quickly grasp the essentials and optimize their workflow. Whether you're navigating through site collections, managing permissions, or customizing workflows, having a handy reference can save you time and frustration. SharePoint 2013 continues to be a powerful collaboration and document management tool, and understanding its core features and shortcuts can significantly boost your productivity. In this guide, we'll walk through key aspects of SharePoint 2013—from its user interface tips to advanced settings—and share useful insights that make working with this platform more intuitive. This cheat sheet is designed to help you unlock the potential of SharePoint 2013 without feeling overwhelmed by its extensive capabilities.

Getting Started with SharePoint 2013

If you're new to SharePoint 2013 or coming from an earlier version, it helps to familiarize yourself with the platform's layout and terminology. SharePoint 2013 introduced a more modern look and enhanced social features, making collaboration smoother than ever.

Understanding the SharePoint 2013 Interface

The SharePoint 2013 interface is divided into several key components:

1. **Ribbon:** Located at the top, the ribbon contains tabs and buttons for actions related to lists, libraries, pages, and more. It's similar to Microsoft Office products, making it easier to find commands.
2. **Quick Launch:** Positioned on the left, this navigation bar links to important libraries, lists, and subsites within your site collection.
3. **Site Contents:** This is your dashboard for all lists, libraries, subsites, and apps available on the current site.
4. **Search Box:** Search functionality is built-in and powerful, allowing users to find documents, people, and pages across the site collection.

Getting comfortable with these elements is the first step in mastering SharePoint 2013.

Essential SharePoint 2013 Cheat Sheet Tips for Users

For everyday users, knowing shortcuts and best practices can simplify routine tasks. Here are some tips that serve as a quick reference when working within SharePoint 2013.

Managing Documents Efficiently

Document management is at the heart of SharePoint's utility. Here are ways to speed up common tasks:

1. **Check Out/Check In:** Always check out documents before editing to avoid conflicts and ensure version control.
2. **Version History:** Use this feature to view or restore previous versions of documents, which protects against accidental changes.
3. **Drag and Drop Upload:** SharePoint 2013 allows you to drag files directly into libraries, making bulk uploads painless.
4. **Metadata Tags:** Instead of just relying on folder structures, apply metadata to documents to improve searchability and organization.

Quick Keyboard Shortcuts

Knowing keyboard shortcuts can save you a lot of time navigating SharePoint 2013:

1. **Alt + N:** Add a new item to a list or library.
2. **Alt + M:** Open the “Edit” option for the selected item.
3. **Alt + S:** Save changes on a form or document.
4. **Ctrl + F:** Search within the page or list view.
5. **Alt + Q:** Go to the search box quickly.

These shortcuts enhance navigation without constantly switching between keyboard and mouse.

SharePoint 2013 Cheat Sheet for Administrators

Administrators have a broader scope of responsibilities, from managing permissions to configuring site collections. Here’s a quick rundown of crucial admin tips and commands.

Permission Management

One of the trickiest parts of SharePoint administration is handling permissions correctly. SharePoint 2013 offers granular control but requires attention to detail.

1. **Permission Levels:** Understand default permission levels such as Read, Contribute, Design, and Full Control.
2. **Inheritance:** By default, subsites and lists inherit permissions from the parent site. Break inheritance cautiously to apply unique permissions.
3. **Groups vs. Individual Users:** Assign permissions to groups rather than individuals to simplify management.
4. **Check Permissions Tool:** Use this tool to verify what access a user has on a site or resource.

Site Collection Administration

Managing site collections efficiently is key for admins:

1. **Site Settings:** The hub for configuring features, site columns, content types, and site policies.
2. **Quota Management:** Monitor storage usage and set quotas to avoid exceeding limits.
3. **Backup and Restore:** Use PowerShell commands like `Backup-SPSite` and `Restore-SPSite` for site collection backups.
4. **Feature Activation:** Activate or deactivate site collection features to enable functionalities like publishing or workflows.

Developer’s Quick Reference: SharePoint 2013 Cheat Sheet

Developers working with SharePoint 2013 benefit from knowing the key tools, APIs, and customization techniques available.

Client-Side Object Model (CSOM) & REST API

SharePoint 2013 expanded support for client-side development, making CSOM and REST API essential for custom solutions.

1. **CSOM:** Allows interaction with SharePoint data using .NET, JavaScript, or Silverlight.
2. **REST API:** Enables HTTP requests to perform CRUD operations on SharePoint objects, ideal for web and mobile apps.
3. **Example REST Endpoint:** `/_api/web/lists/getbytitle('Documents')/items` to access items in the Documents library.

Workflow and Automation

Creating workflows using SharePoint Designer or Visual Studio can streamline business processes:

1. **SharePoint Designer:** A no-code tool to design workflows triggered by list changes, item creation, or manual start.
2. **Workflow Manager:** SharePoint 2013 introduced Workflow Manager for more complex workflows with better scalability.
3. **PowerShell Scripts:** Automate deployment and configuration

tasks using PowerShell cmdlets.

Optimizing SharePoint 2013 Performance

Performance tuning is often overlooked but critical, especially for larger organizations.

Best Practices for Speed and Reliability

1. **Index Columns:** Index important columns in large lists to speed up filtering and queries.
2. **Limit List View Thresholds:** Avoid views that exceed 5,000 items to prevent throttling.
3. **Use Content Types:** Consistent content types reduce redundancy and improve search relevance.
4. **Cache Settings:** Enable BLOB caching and output caching to improve load times.
5. **Database Maintenance:** Regularly perform SQL Server maintenance tasks to optimize backend performance.

Monitoring and Troubleshooting Tools

SharePoint 2013 provides a range of tools to keep tabs on system health:

1. **ULS Logs:** Unified Logging Service captures detailed SharePoint events for troubleshooting.
2. **Developer Dashboard:** Helps identify page load bottlenecks by showing detailed timing information.
3. **Health Analyzer:** Built-in tool that alerts admins about critical

issues and recommended actions.

Exploring these options helps maintain a smooth and responsive SharePoint environment. Whether you're an everyday user trying to upload documents faster, an administrator juggling permissions and backups, or a developer aiming to build custom workflows, this SharePoint 2013 cheat sheet serves as a reliable companion. By keeping these tips and tricks at hand, you can navigate the platform with confidence and make the most of its rich feature set. SharePoint 2013 might seem complex at first glance, but with a little practice and the right reference points, it quickly becomes a powerful ally in your organization's digital workspace.

SharePoint 2013 Cheat Sheet: A Professional Guide to Mastering Microsoft's Collaboration Platform **sharepoint 2013 cheat sheet** serves as an essential resource for IT professionals, developers, and business users navigating the complexities of Microsoft's widely adopted enterprise collaboration platform. As organizations continue to rely on SharePoint 2013 for document management, intranet portals, and workflow automation, having a concise yet comprehensive reference becomes invaluable. This article delves into the core functionalities, shortcuts, and best practices encapsulated in a SharePoint 2013 cheat sheet, providing an insightful overview for users aiming to maximize productivity and streamline their SharePoint experience.

Understanding SharePoint 2013: An Overview

SharePoint 2013, released as part of the Microsoft Office suite, represents a significant evolution from its predecessors, introducing

enhanced social computing features, improved search capabilities, and deeper integration with Microsoft Office and cloud services. Its versatility allows organizations to create customized portals, automate business processes, and manage content seamlessly. However, the platform's extensive feature set can overwhelm new and even experienced users, making quick-reference guides like cheat sheets indispensable. A well-crafted SharePoint 2013 cheat sheet distills essential commands, shortcuts, and configuration tips, assisting users in navigating the interface efficiently. It covers everything from site creation nuances to document library management and PowerShell commands critical for administrators.

Core Features Highlighted in a SharePoint 2013 Cheat Sheet

Site Management and Navigation

One of the foundational aspects covered in any SharePoint 2013 cheat sheet is site management. Users often need quick reminders on how to create sub-sites, configure permissions, or customize site settings. Key commands and pathways include:

1. **Creating a New Site:** Site Actions > New Site
2. **Managing Permissions:** Site Settings > Site Permissions
3. **Navigation Settings:** Site Settings > Navigation to configure structural or managed navigation

These shortcuts save time and reduce the friction often encountered in navigating SharePoint's layered interface.

Document Libraries and Content Management

Central to SharePoint's value proposition is its document management capabilities. The cheat sheet often lists quick actions for:

1. Uploading, editing, and versioning documents directly from the browser or synced folders
2. Enabling content approval workflows for controlled publishing
3. Applying metadata and filters to improve searchability

For instance, understanding how to enable version history or enforce check-in/check-out protocols can prevent content conflicts and maintain document integrity.

Search and Query Optimization

SharePoint 2013 introduced a new search architecture leveraging the FAST search engine, which significantly improved the relevance and speed of search results. A comprehensive cheat sheet includes tips on:

1. Using search keywords and operators for refined queries
2. Configuring search scopes and result sources to tailor results
3. Utilizing query rules and result blocks for enhanced user experience

These aspects are critical for administrators and power users aiming to leverage SharePoint's full search potential.

PowerShell Commands: Administration Made Efficient

For administrators managing SharePoint farms, PowerShell is indispensable. SharePoint 2013's cheat sheet typically incorporates a selection of frequently used cmdlets that facilitate automation and bulk operations. Examples include:

1. `Get-SPWeb` — Retrieves specific SharePoint sites
2. `New-SPSite` — Creates new site collections
3. `Set-SPUser` — Modifies user permissions
4. `Backup-SPSite` and `Restore-SPSite` — Manage site backups and restorations

By mastering these commands, administrators can significantly reduce manual overhead and improve deployment consistency.

Workflow Automation Essentials

Workflows in SharePoint 2013 empower organizations to automate business processes without relying on complex coding. The cheat sheet often highlights the out-of-the-box workflow templates such as Approval, Feedback, and Collect Signatures, alongside tips for creating custom workflows using SharePoint Designer or Visual Studio. Additionally, understanding how to trigger workflows based on item changes or to integrate with external systems via REST APIs can prove transformative for enterprise automation strategies.

User Interface and Accessibility Shortcuts

Efficiency in SharePoint is not only about backend management but also user interaction. The cheat sheet often includes keyboard shortcuts and UI tips that help users navigate lists, libraries, and pages more swiftly. Examples include:

1. **Keyboard Navigation:** Pressing `Alt + N` to open the new item form in lists
2. **Quick Edit Mode:** Switching to datasheet view with the "Quick Edit" button for bulk editing
3. **Ribbon Shortcuts:** Using the ribbon interface to access formatting, filtering, and sorting options

By learning these shortcuts, users can reduce reliance on mouse clicks and accelerate routine tasks.

Comparative Perspective: SharePoint 2013 vs. Later Versions

While SharePoint 2013 remains widely used, it is crucial to contextualize its capabilities against newer releases like SharePoint 2016 and SharePoint Online. The 2013 version introduced significant social features and search improvements but lacks some of the cloud-native integrations and modern UI enhancements seen in later iterations. A SharePoint 2013 cheat sheet, therefore, often includes notes on deprecated features or limitations, such as:

1. Limited support for mobile devices compared to SharePoint Online

2. Absence of modern site templates and pages
3. More complex upgrade paths requiring careful planning

Understanding these distinctions helps organizations decide whether to maintain their current deployment or plan for migration.

Customizing SharePoint 2013: Tips from the Cheat Sheet

Customization remains a double-edged sword in SharePoint 2013. While it enables tailored experiences, it can complicate upgrades and maintenance. The cheat sheet offers guidance on prudent customization strategies:

1. Use SharePoint Designer sparingly to avoid unsupported customizations
2. Favor declarative customization with features and solutions over direct code changes
3. Leverage client-side scripting with JavaScript and REST APIs to enhance user experience without server-side modifications

By adhering to these principles, users can extend SharePoint's functionality while preserving system stability.

Important URLs and Paths

A practical cheat sheet often lists critical URLs and paths for quick access, such as:

1. `/_layouts/15/settings.aspx` — Site Settings
2. `/_layouts/15/people.aspx` — User and Group Management
3. `/_layouts/15/viewlsts.aspx` — Lists and Libraries overview

These direct links bypass navigation layers, saving valuable time for admins and power users.

Final Thoughts on Utilizing a SharePoint 2013 Cheat Sheet

The value of a SharePoint 2013 cheat sheet lies in its ability to condense complex processes into accessible references, enabling users at all levels to perform tasks with confidence and agility. Whether it's mastering site management, streamlining document workflows, or harnessing PowerShell for administrative control, this resource acts as a vital companion. As organizations continue to balance legacy systems with modern collaboration needs, such cheat sheets not only preserve institutional knowledge but also empower teams to extract maximum value from their SharePoint 2013 environment. The nuanced understanding gained from these quick-reference guides can significantly reduce learning curves and foster a more productive user base.

The first time many readers come across ***Sharepoint 2013 Cheat Sheet***, it is rarely by accident. Often, it starts with a small moment of uncertainty—a question that cannot be answered quickly, a task that requires deeper understanding, or a topic that refuses to be ignored.

At first, the intention may be simple. Read a few pages, find a specific answer, then move on. But as the content unfolds, the purpose often changes. One chapter leads naturally to another, and what began as a short search becomes a longer, more thoughtful engagement.

Having ***Sharepoint 2013 Cheat Sheet*** available in PDF format

makes this shift possible. There is no pressure to rush. The book waits quietly, ready to be opened whenever time allows. Readers can pause, return later, and continue without losing their place or their focus.

Reading begins to fit into everyday life. A few pages in the early morning, a bookmarked section revisited in the afternoon, or a highlighted paragraph reviewed at night. These small moments add up, shaping understanding gradually rather than all at once.

The structure of the text provides comfort. Familiar page layouts, consistent headings, and clear sections create a sense of orientation. Over time, readers remember not just the ideas, but where they found them.

Annotations become personal markers of thought. A highlighted sentence reflects agreement, while a note in the margin captures a question or insight. When readers return weeks later, they are greeted by traces of their earlier thinking, creating a quiet conversation across time.

Search tools add a practical layer to this experience. Instead of starting from the beginning again, readers can jump directly to the idea they need. This turns the book into a resource that grows in usefulness rather than fading after the first reading.

Trust also plays a role. Knowing that ***Sharepoint 2013 Cheat Sheet*** comes from a legitimate and reliable source allows readers to engage without hesitation. There is reassurance in focusing on meaning rather than questioning authenticity.

For students, this format offers stability. Exam preparation becomes less frantic when material is always accessible. Concepts can be revisited calmly, reinforcing understanding through repetition rather than pressure.

Professionals often experience a different kind of value. Sections that once seemed theoretical gain relevance when applied to real situations. The book becomes something to consult, not just something that was read.

Independent learners appreciate the freedom. There is no schedule to follow, no external expectation. Progress happens at a personal pace, guided by curiosity and need.

Over time, readers notice subtle changes. Ideas from ***Sharepoint 2013 Cheat Sheet*** begin to influence how they think, speak, or approach problems. The learning extends beyond the page into daily decisions.

Accessibility features ensure that this experience is not limited to one type of reader. Adjustable text sizes and supportive tools make engagement more comfortable for diverse needs.

Organization adds another layer of ease. The file remains stored, searchable, and ready. Even after long breaks, returning feels natural rather than overwhelming.

What stands out most is how the relationship with the book evolves. It is no longer just something that was downloaded. It becomes familiar, reliable, and quietly useful.

Each return to ***Sharepoint 2013 Cheat Sheet*** brings something slightly different. New insights appear, previous questions find answers, and understanding deepens without announcement.

In this way, reading becomes less about finishing and more about revisiting. The value lies in the continuity, in knowing that the material is always there when reflection calls for it.

This ongoing presence turns learning into a long-term companion rather than a temporary task—one that adapts, supports, and remains relevant as the reader grows.

Questions & Answers About sharepoint 2013 cheat sheet

No	Question	Answer
1	What is a SharePoint 2013 cheat sheet?	A SharePoint 2013 cheat sheet is a quick reference guide that summarizes key features, commands, shortcuts, and best practices for using SharePoint 2013 effectively.
2	What are some common keyboard shortcuts in SharePoint 2013?	Common keyboard shortcuts include 'Alt + N' to create a new item, 'Alt + E' to edit an item, and 'Alt + S' to save changes. These shortcuts help improve navigation and productivity.

3	How can a SharePoint 2013 cheat sheet help new users?	It helps new users by providing concise information on frequently used functions, navigation tips, and configuration steps, reducing the learning curve and improving efficiency.
4	What key topics are typically covered in a SharePoint 2013 cheat sheet?	Typical topics include site creation, list and library management, permissions, workflows, web parts, search functionality, and keyboard shortcuts.
5	Where can I find a downloadable SharePoint 2013 cheat sheet?	You can find downloadable cheat sheets on Microsoft's official documentation site, SharePoint community forums, or tech blogs focused on SharePoint.
6	How does SharePoint 2013 handle permissions, and is this covered in cheat sheets?	SharePoint 2013 uses role-based permissions with permission levels like Read, Contribute, and Full Control. Cheat sheets often summarize how to assign and manage these permissions.
7	Are there cheat sheets available for SharePoint 2013 workflows?	Yes, many cheat sheets include workflow basics such as creating, managing, and troubleshooting SharePoint 2013 workflows to automate business processes.
8	Can a SharePoint 2013 cheat sheet assist with troubleshooting common issues?	Some cheat sheets include tips for troubleshooting common issues like permission errors, page load problems, or sync issues, providing quick fixes or diagnostic steps.
9	Is there a cheat sheet for SharePoint 2013 development and customization?	Yes, development-focused cheat sheets cover essentials like SharePoint Designer usage, REST API endpoints, common PowerShell commands, and customization best practices.

sharepoint 2013 tips, sharepoint 2013 shortcuts, sharepoint 2013 commands, sharepoint 2013 quick reference, sharepoint 2013 guide,

sharepoint 2013 tutorial, sharepoint 2013 tricks, sharepoint 2013 administration, sharepoint 2013 features, sharepoint 2013 best practices

Sharepoint 2013 Cheat Sheet eBook Resource

Sharepoint 2013 Cheat Sheet eBooks provide structured digital knowledge.

Core Discussion

Digital books help readers maintain productivity.

Practical Use

Sharepoint 2013 Cheat Sheet eBooks support consistent study routines.

Conclusion

Digital reading improves access to information.

Sharepoint 2013 Cheat Sheet eBooks are suitable for academic and professional contexts.

Centralized information reduces redundancy and confusion.

Digital Sharepoint 2013 Cheat Sheet books allow access across

multiple devices, enabling seamless transitions between desktop, tablet, and mobile reading environments without disrupting learning continuity.

Sharepoint 2013 Cheat Sheet eBooks align with modern productivity systems.

Sharepoint 2013 Cheat Sheet eBooks are suitable for academic and professional contexts.

Educational institutions increasingly adopt Sharepoint 2013 Cheat Sheet eBooks due to their scalability and consistency.

Extended focus improves comprehension and retention.

Professionals often rely on Sharepoint 2013 Cheat Sheet eBooks for ongoing skill maintenance.

The portability of Sharepoint 2013 Cheat Sheet eBooks ensures that learning materials are always available, whether at home, in the office, or while traveling.

Stability encourages confidence in materials.

Content depth can be revisited as understanding grows.

Sharepoint 2013 Cheat Sheet eBooks enable readers to track progress and revisit learning milestones.

Readers appreciate Sharepoint 2013 Cheat Sheet eBooks for their predictable structure.

With Sharepoint 2013 Cheat Sheet eBooks, learners can personalize their reading experience by adjusting font size, background color, and layout to improve comfort and comprehension.

Sharepoint 2013 Cheat Sheet eBooks encourage methodical learning

approaches.

Modern learners value Sharepoint 2013 Cheat Sheet eBooks for their balance between depth, flexibility, and accessibility.

Digital Sharepoint 2013 Cheat Sheet books integrate smoothly into modern workflows, allowing readers to study during short breaks, commutes, or dedicated learning sessions without carrying physical materials.

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Control over pace reduces pressure and increases retention.

They adapt to changing consumption patterns.

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Sharepoint 2013 Cheat Sheet eBooks provide a reliable foundation for both academic study and practical application.

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Sharepoint 2013 Cheat Sheet eBooks are particularly valuable for independent learners who prefer flexible and self-directed educational resources.

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Sharepoint 2013 Cheat Sheet eBooks support lifelong learning

initiatives.

Repeated exposure reinforces knowledge and supports mastery.

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Digital materials ensure consistent knowledge transfer across teams.

Digital access enables quick consultation during real-world application.

Standardization improves assessment alignment and learning outcomes.

Structured chapters guide readers through logical progression.

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Sharepoint 2013 Cheat Sheet eBooks align with modern expectations for speed, accessibility, and usability.

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Students often find Sharepoint 2013 Cheat Sheet eBooks easier to integrate into academic routines because they can be accessed across multiple devices.

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Accessible knowledge encourages lifelong learning.

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Sharepoint 2013 Cheat Sheet eBooks encourage disciplined learning habits.

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Accessible knowledge encourages lifelong learning.

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They balance innovation with reliability.

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