

# Excel Quick Reference Guide

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*Excel for Windows* TeachUcomp Inc. Let your Excel skills sore to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

Excel 2019 Intermediate Reference and Cheat Sheet TeachUcomp Inc. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office OneNote 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Navigating Notebooks, Opening and Existing Notebook, Creating a Notebook, Saving in OneNote, Sections and Pages, Adding a Section, Adding a Page, Deleting a Section or Page, Moving or Copying a Section, Moving a Page, Renaming a Section, Renaming a Page, Creating Text Notes, Moving Text Notes, Merging Text Notes, Creating Tables, Working With Image-Based Notes, Screen Clips, Creating an Audio or Video Note, Unfiled Notes, Sending to OneNote, Adding Tags, Add Tasks to OneNote, Searching in OneNote, Searching for Text, Searching for Tags, Searching for Audio and Video Notes, The Search Results Pane, Creating a Shared Notebook, Turning Synchronization Off, Turning Synchronization On/Manual Synchronization, Editing and Reading Shared Notebooks, Password Protecting a Section, Docking OneNote (Taking Linked Notes).

Excel Macros For Dummies Microsoft Press Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Glossary. Conditionally Summing/Counting Data (SUMIF, COUNTIF). Being Precise (Rounding functions). Improving Clarity with Range Names: Name Rules, Creating Names, Using and Selecting Names, Managing Names, Indirectly Referring to a

Named Range (INDIRECT). Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE). Changing Results: IF, AND, OR. Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH). Error Recovery (ISNA, ISERROR). Common Loan Functions (PMT, RATE, NPER, PV, FV). Array Formulas (Single-Cell & Multi-Cell Arrays) Why to use them, Entering, Editing, Expanding, Deleting. Counting Cells (COUNT, COUNTA). Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS). Using a Formula for Data Validation, Limit to a List. Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Displaying Cell Relationships, Selecting Related Cells, Removing Relationship Arrows. Examples: Summing Selected Data, Being Precise, Merging Text and Numbers, Table Lookups, Table Lookups combined with IF and ISERROR, Multi-Cell Arrays, Single-Cell Arrays, Dates and Times.

*Microsoft Excel 2016 Advanced and Macros Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts* - Nevada Learning Series Incorporated

In this completely updated edition covering Excel 2019, previous versions, and Office 365, Microsoft Excel Functions & Formulas 5/E demonstrates the secrets of Excel through the use of practical and useful examples in a quick reference format. Easy to use and equipped with a variety of functions, Microsoft Excel is the tool of choice when it comes to crunching numbers, building charts, and analyzing tables. The book's extensive examples and added video tutorials make it an excellent resource for all Excel users who want to understand, create, and apply formulas. Experienced users will also find Microsoft Excel Functions & Formulas 5/E an excellent reference for many of the program's advanced formulas and functions. The text is easy to understand with numerous step-by-step instructions and the actual, ready to use, Excel screenshots of the input and output from the formulas. The book includes companion files with video tutorials, over 250 worksheet files of examples for numerous functions, formulas, and all the figures from the text. FEATURES Includes companion files with video tutorials, over 250 Excel worksheet examples, and all of the figures from the text (including 4-color) Completely updated to cover Microsoft Excel 2019, previous versions, and Office 365 Saves hundreds of hours with the latest Excel tips, worksheets, and shortcuts Written by a proven author with Microsoft Valued Professional(MVP) status The Companion Files are also available for downloading from the publisher by emailing proof of purchase to [info@merclearning.com](mailto:info@merclearning.com).

Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) No Starch Press

The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to:

- Search for text in a file or across multiple files
- Create, update, move, and rename files and folders
- Search the Web and download online content
- Update and format data in Excel spreadsheets of any size
- Split, merge, watermark, and

encrypt PDFs

- Send email responses and text notifications
- Fill out online forms

Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

Excel Data Analysis For Dummies John Wiley & Sons Do you need an intermediate desktop reference for Microsoft Excel 2019? The four-panel desktop reference and cheat sheet contains step-by-step instructions and shortcuts for commonly used intermediate-level features of Excel 2019. Instructions and examples apply to both the Windows and macOS versions of Excel 2019, and includes a list of keyboard shortcuts, as well as instructions for functions and formulas (with examples), formatting, references, security, and more.

Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Microsoft Excel 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training GuideDesigned with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2016. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version. Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts.辻トモ子の生成りのセーターMicrosoft Excel 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training GuideDesigned with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Excel 2021 and 365. When you need an answer fast, you will find it right at your fingertips with this Microsoft Excel 2021 and 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.Microsoft Excel 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training GuideDesigned with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version. Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts.Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for IntermedGeared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include:Controlling Order of PrecedenceConditionally Summing/Counting Data (SUMIF, COUNTIF)Being Precise (Rounding functions)Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT)New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH)Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE)Changing Results: IF, AND, OR, NOTTable Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH)Error Recovery (ISNA, ISERROR)Array Formulas (Single Cell & Multi-Cell Arrays)Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE)Using a Formula for Data ValidationTroubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. Examples: Summing Selected Data; Being Precise; Merging Text & Numers; Table Lookups; Table Lookups with IF and ISERROR; Dates & Times; Single- and Multi-Cell Arrays.Microsoft Excel 2016 Introduction Quick Reference Training Guide (Cheat Sheet of Instructions, Tutorial, Tips & Shortcuts)

Quick and easy answers to the essentials of Excel, handy enough to keep you working without Internet searches or long videos. Our author and expert Curtis Frye owns a corporate training company specifically for Excel, is also a LinkedIn Learning video author (formerly Lynda.com) and a Microsoft author. The ability to choose what is covered in this reference comes from his vast experience working directly with users. This expertise is streamlined through clear and succinct answers provided to help accomplish tasks. Includes labeled screen grabs and icons in a color-coded design. Durable and portable, this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast. Corporations

ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee's workspace to improve productivity and reduce support calls. 6 page laminated guide includes: Managing Excel Selecting Cells & Navigating Efficiently Summarizing Data Efficiently Verifying Data Entry Using Data Validation Rules Auditing Formulas Organizing Data Using Named Ranges & Tables Optimizing Data Display Applying Cell Formats Managing Lists of Values Managing Hyperlinks Managing Worksheets & Workbooks OneNote 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Quickstudy Reference Guides

Excel spreadsheets are easily created when using this complete combination of step-by-step instruction, illustrations, and examples. MicroRef books are known for their detailed information and their spiral binding. (Microref)

Microsoft Excel 365 Tips & Tricks 2019 Educational Systems Advance your everyday proficiency with Excel! And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you ’ ve learned Ready-made practice files Sharpen the skills measured by these objectives: Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by Using Formulas and Functions Manage Charts About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Microsoft Office 2016 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide Nevada Learning Series Incorporated Geared toward the intermediate to advanced Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Topics include: Controlling Order of Precedence Conditionally Summing/Counting Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT) Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR, NOT Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows.

MOS Study Guide for Microsoft Excel Exam MO-200 SAGE Geared toward the intermediate to advanced user, this example-rich 4-page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step-by-step instructions for many function/formula-related features. This guide is suitable as a training handout, or simply an easy to use reference guide. The following topics include: Conditionally Summing Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAY) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Show/Hide Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Microsoft Excel 365 Formulas Microsoft Press Microsoft Excel 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide Microsoft Office 2019 Basics Quick Reference Guide Laminated Cheat Sheet Training Guide BPB Publications Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in Excel 2021 and 365. When you need an answer fast, you will find it right at your fingertips with this Microsoft Excel 2021 and 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Automate the Boring Stuff with Python, 2nd Edition For Dummies

Put the power of Excel formulas and functions to work for you! Excel is a complex program. Mastering the use of formulas and functions lets you use Excel to compute useful day-to-day information, such as calculating the true cost of credit card purchases or comparing 15-year and 30-year mortgage costs. This fun and friendly book demystifies Excel's built-in functions so you can put them to work. You'll find step-by-step instructions on 150 of Excel's most useful functions, how they work within formulas, and how to use them to make your life easier. See how to use 150 of Excel's most useful functions, with real-world examples showing how each function is used within a formula Learn to calculate the costs of leasing versus buying a car, compute classroom grades, create an amortization table, or evaluate investment performance Fully updated for Excel 2010, but the principles will work with earlier versions of Excel as well Includes essential coverage of an additional 85 functions In the ever-popular, non-threatening For Dummies style, Excel Formulas and Functions For Dummies, 2nd Edition makes Excel's power accessible to you.

Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed John Wiley & Sons

100% practical guide to understand and use basic to advance level Excel 2019 DESCRIPTION Excel is, by far, the most preferred spreadsheet program on this planet. People love it because of its simplicity and easy user interface. The primary focus of Excel is to perform basic to advanced level numeric calculations. Every industry, department, job role is dependent on Excel to perform day to day duties as well as data analysis and visualization. Microsoft Excel is available in both offline (Excel 2019) and online (Office 365) versions. If you are new to Excel or use this program day in day out, then this book will surely clear your logics and concepts of excel. This book starts with an introduction to Excel program and an overview of its interface and move towards an explanation of new features being introduced in Excel 2019 and Office 365, then an in-depth discussion on entering and transforming data. Understanding different formulas and functions with practical exercises. Afterwards, how to perform data analysis and present it using different data visualization tools. Finally, extracting data and automation of tasks through Macros. After going through this book, you will become conceptually strong in using various features of Excel. You will increase your productivity by understanding and using the right tool for the related data set.

KEY FEATURES What ’ s New in Excel 2019 Office 365 Putting Data into Excel Transforming and Managing the Data Formulas and Functions Data Analysis techniques Data Visualization techniques Multiple ways of Data Extraction Automation in Excel through Macros WHAT WILL YOU LEARN By the end of the book, you will come across many case studies to put your knowledge to practice and understand many tools to solve real-life business problems such as importing data into Excel from different sources, data cleaning through various tools including flash fill, bringing data together into one place using lookup functionality, analysing it to get insights through pivot tables & what if analysis, generating forecast based on past trends, exporting final reports, understanding Power features like Power Pivot/Query/Map and automating manual processes through Macros . Remember to practice along with sample data files provided in the exercise files bundle of the book to master these techniques. WHO THIS BOOK IS FOR This book is for anyone who is either new to Excel or daily Excel user. This book will take you from basic concepts of Excel to Advanced level. Whether you belong to any industry or serving any department, as an Excel user, this book will make you a Pro in Excel. Table of Contents What ’ s New in Excel 2019/Office 365 Entering Data in Excel Transforming and Managing Data Formulas and Functions Data Analysis Data Visualization Data Extraction Automation in Excel through Macros

Microsoft Excel 7 Apress Geared toward the intermediate to advanced user, this example-rich 4-page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step-by-step instructions for many function/formula-related features. This guide is suitable as a training handout, or simply an easy to use reference guide.

MOS 2016 Study Guide for Microsoft Excel John Wiley & Sons Save time and be way more productive with Microsoft Excel macros Looking for ready-made Excel macros that will streamline your workflow? Look no further! Excel Macros For Dummies, 2nd Edition helps you save time, automate, and be more productive – even with no programming experience at all. Each chapter offers macros you can implement right away, with practical exercises that extend your knowledge and help you understand the mechanics at work. You'll find over 70 of the most effective Excel macros for solving common problems and explanations of why and where to use each one – plus invaluable guidance and step-by-step instruction for applying them effectively. Microsoft Excel is the world's leading spreadsheet application, and it supports VBA macros that allow you to customize the program and automate many common tasks. In no time, you'll learn how to customize your applications to look and work exactly the way you want them to, with simple, friendly walk-throughs that directly apply to real-world tasks. Follow it through from start to finish, or quickly look up problems as they occur. It's the perfect desk reference for all of

your Microsoft Excel macros needs! Immediately implement the given Excel macros Work with workbooks, worksheets, and ranges Clean data, automate reporting, and send email from Excel Streamline your workflow If you have an Excel problem, there's a macro to solve it – and now, you don't need to be a programmer to customize it for your own use!.

辻トモ子の生成りのセーター John Wiley & Sons Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version.Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts.

Excel 2016 For Dummies D D C Pub Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory Excel 2016. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 59 topics covered, this guide is perfect for someone new to Excel or upgrading from a previous version.Topics Include: Interface Basics, File Management, Data Entry, Formulas, Copying and Pasting Formulas, Adjusting Columns and Rows, Formatting Worksheets, Worksheet Tools, Worksheet Layout, Printing, Touch Actions and Keyboard Shortcuts. Excel 2019 All-In-One

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft SharePoint 2016. This guide is intended for end users in an "on-premises" environment. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Sharepoint 2016. This guide is suitable as a training handout or an easy to use reference guide for end users. The following topics are covered Accessing a SharePoint Site Signing Out Some SharePoint Terms Defined Using the App Launcher Navigating SharePoint Subsites Expanding the Main Content Area Adding Content Creating a Subsite Community Sites, Making a Site a Community Site Creating a New List Item Adding Pages to Expand Content Editing and Deleting Pages to Modify Content Managing and Sharing Documents; OneDrive for Business vs. SharePoint SharePoint Document Libraries Sorting and Filtering a Library List Uploading Documents Opening Documents Creating a New Document or Folder Renaming or Deleting Documents or Folders Recycle Bin Sharing Documents, Inviting People to Share a Document Checking SharePoint Documents Out and Back In Collaborating with Others Searching for Documents and People Viewing Updates Following a Site Following a Person Communicating Engaging in Newsfeed Conversations Using @ Mentions Using # Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Viewing Tags and Notes List and Library Functions Using E-mail Alerts Changing View Creating a List or Library Deleting a List or Library