SharePoint is a web-based platform developed by Microsoft for creating, managing, and sharing content, documents, and applications in a centralized location.

It enables teams to collaborate more effectively by providing tools for document storage, version control, and real-time editing. SharePoint integrates seamlessly with other Microsoft 365 applications, enhancing workflow automation and productivity.

Frequently Used Shortcut

Shortcut	Action
Tab	Navigate the screen
Shift + F10	Display the context menu for the selected item
Windows Menu key	Display the context menu for the selected item
Alt + S	Use search
Ctrl + C	Copy text
Ctrl + X	Cut text
Ctrl + V	Paste text
Ctrl + Z	Undo the latest action

Work with Pages

Shortcut	Action
Ctrl + A	Select all text
Ctrl + K or [[	Insert a link
1 + Period + Spacebar	Start an ordered list
Minus sign + Spacebar	Start a bulleted list

Navigate a Page

Shortcut	Action
Tab	Move between areas and sections
Esc	Exit the current operation or close a dialog box or pane
Enter	Open the selected item
Arrow keys	Move between items

Edit Text

Shortcut	Action
Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove italic formatting

Shortcut	Action
Ctrl + U	Apply or remove underline formatting
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + Delete	Delete the word to the right of the cursor
Shift + Enter	Insert a new line (not inside the HTML Paragraph element <P>)

Work with Lists and Libraries

Shortcut	Action
Shift + F10	Display the context menu for the selected item
Windows Menu key	Display the context menu for the selected item
I	Open and close the Information/Details pane
F	Open and close the Filters pane

SharePoint can help your team enhance collaboration across your organization. We offer several SharePoint courses that can help you build your skills as a SharePoint Site User, Owner or Administrator.

Wondering how SharePoint integrates with Teams and OneDrive? Microsoft 365 Integrating with OneDrive, Teams, and SharePoint

Just starting out? The SharePoint Starting Point: The Basics

Need to manage your SharePoint as a Site Owner? SharePoint Site Owner Essentials

Delve deeper into maintenance and retention! Advanced SharePoint Site Management for Owners

Want to discuss custom SharePoint or private group training? Get in touch!