

# SharePoint QuickStart - SusQtch

## **Description**

This document briefly describes some of the commonly used SharePoint Web Parts which you can start placing on your site now.

## **Document Library**

Create a document library when you have a collection of documents or other files that you want to share. Document libraries support features such as sub-folders, file versioning, and check-in/check-out.

## **Picture Library**

Create a picture library when you have pictures you want to share. Picture libraries provide special features for managing and displaying pictures, such as thumbnails, download options, and a slide show.

## **Discussion Board**

Create a discussion board when you want to provide a place for newsgroup-style discussions. Discussion boards provide features for managing discussion threads and ensuring that only approved posts appear.

## **Survey**

Create a survey when you want to poll other Web site users. Surveys provide features that allow you to quickly create questions and define how users specify their answers.

## **Links**

Create a links list when you have links to Web pages or other resources that you want to share.

## **Announcements**

Create an announcements list when you want a place to share news, status, and other short bits of information.

## **Contacts**

Create a contacts list when you want to manage information about people that your team works with such as customers or partners. You can share information between your contacts list and Windows SharePoint Services-compatible contacts programs.

## **Events**

Create an events list when you want a calendar-based view of upcoming meetings, deadlines, and other important events. You can share information between your events list and Windows SharePoint Services-compatible events programs.

## **Tasks**

Create a tasks list when you want to track a group of work items that you or your team needs to complete.

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## Issues

Create an issues list when you want to manage a set of issues or problems. You can assign, prioritize, and follow the progress of issues from start to finish.

## Custom List

Create a custom list when you want to specify your own columns. The list opens as a Web page and lets you add or edit items one at a time.

## Content Editor Web Part (CEWP)

Use a CEWP when you want to display some static content such as rich text (text formatted to your liking, font size, color, etc...). The CEWP lets you enter and format text using a simple pop-up HTML editor tool.

## Alerts

Use alerts to be notified of changes to list items (including document libraries).

## RSS Viewer

Use the RSS Viewer to display RSS feeds from another location inside or outside of your site.

## Content Query Web Part (CQWP)

The CQWP is a rollup of content that displays a dynamic set of items based on a query that you build by using a Web browser. You use the query to specify which items are displayed, and you can set presentation options to determine how those items are displayed on the finished page.

## Filter Web Parts

Filter Web Parts connect to Web Parts containing one or more sets of data to change the view of the data. The filter Web part can be visible on the page, to ask for user input, such as a date or text, or they can be invisible, as is the case with the Current User filter, which filters data based on the user who is logged on to the computer.

## Form Web Part

You can use the Form Web Part to connect to and filter a column of data in another Web Part. Both Web Parts must run on the site server. The Form Web Part only provides data to another connectable Web Part, it cannot get data from another connectable Web Part. You cannot use the Form Web Part, for example, as a detail form to display a row of data.

## Summary Links Web Part

A Summary Link Web Part provide an easy way to build a page of links to various resources, both inside and outside of your site. You can control the appearance, organization, and presentation of the links that you add to a Summary Link Web Part or field control