Exercise 5 - Libraries

**Time**: 15 minutes

Libraries have many of the same options as lists, including the ability to sort/filter, email a link, set an alert, change views, Quick Edit and create personal views. Because they are so similar in setup and use, exercises are not included again.

On the **Contributor Class** page, click **Exercises** in the left column to view the links for these tasks. The library for this exercise has both versioning and check out/check in turned on.

## Search a Library

|  |  |
| --- | --- |
| Task 1 | Take these steps… |
| Search an individual library | 1. Go to the **Shared Documents** library. 2. Enter the text **facilitation plan** in the search box at the top of the document library. 3. Press **Enter** or click the magnifying glass to launch the search. 4. The results are limited to the documents within the **Shared Documents** library. 5. Note that **facilitation plan** does not appear in the name or title of the document. That indicates that, in this example, the term appears within the content of the document. |

## Move a File

|  |  |
| --- | --- |
| Task 2 | Take these steps… |
| Use Windows Explorer to move a file from one SharePoint library to another | 1. In the **Shared Documents** library, click the **LIBRARY** tab and click **Open with Explorer**. 2. If prompted, log in. 3. When the library appears in Windows Explorer, cut (**Ctrl**+**X**) one of your files to move. 4. Locate the address bar at the top of Windows Explorer. 5. Click the arrow between ContributorTrainingClass and Shared Documents. 6. Click the **Team Documents** library to open that library. 7. Paste (**Ctrl**+**V**)) the file you cut. 8. Return to SharePoint. 9. Refresh the **Shared Documents** library and see that the file is no longer there. 10. Go to the **Team Documents** library and see that the file has been moved.   Note: Be careful! Moving a file will break links to the file! |