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

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| 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.
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## Move a File

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| 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! |