

Add Web Parts

ADD A WEB PART

A web part is a container for adding content to a page. If you have sufficient permission, you can add web parts and additional content to site pages. This will add value and increase interest in your site.

You can use the Content Editor Web Part to add:


- An introductory, formatted paragraph to a page.
- A table of instructions to explain a chart on your page, the data that is used in the chart, and how the chart was created.
- A set of hyperlinks to more information.

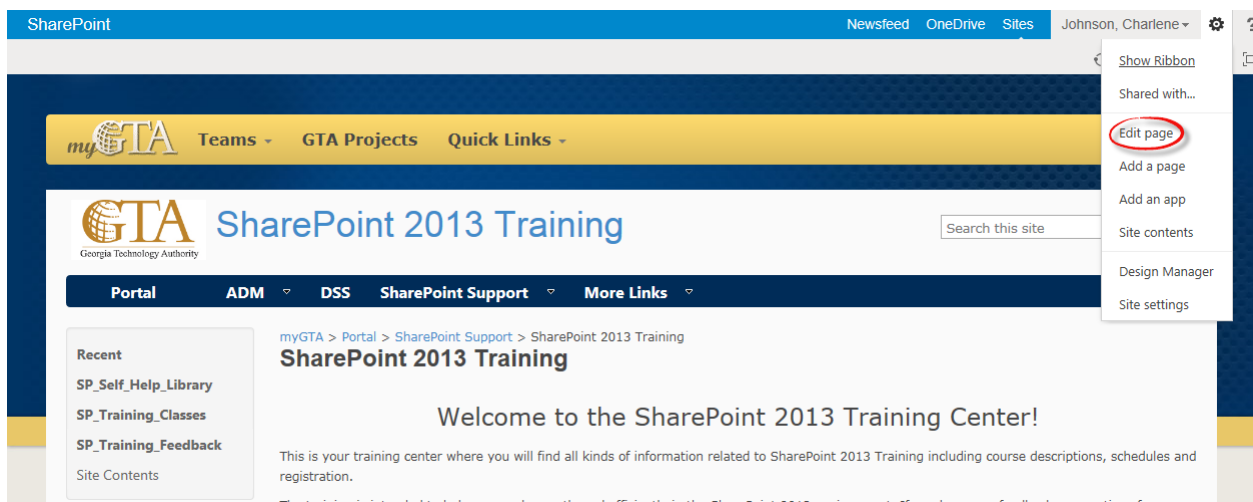
IMPORTANT

The Content Editor is not designed to connect to a Web site. If you need to connect a Web Part to a Web site, consider using the Page Viewer Web Part.

Add a Web Part to a page

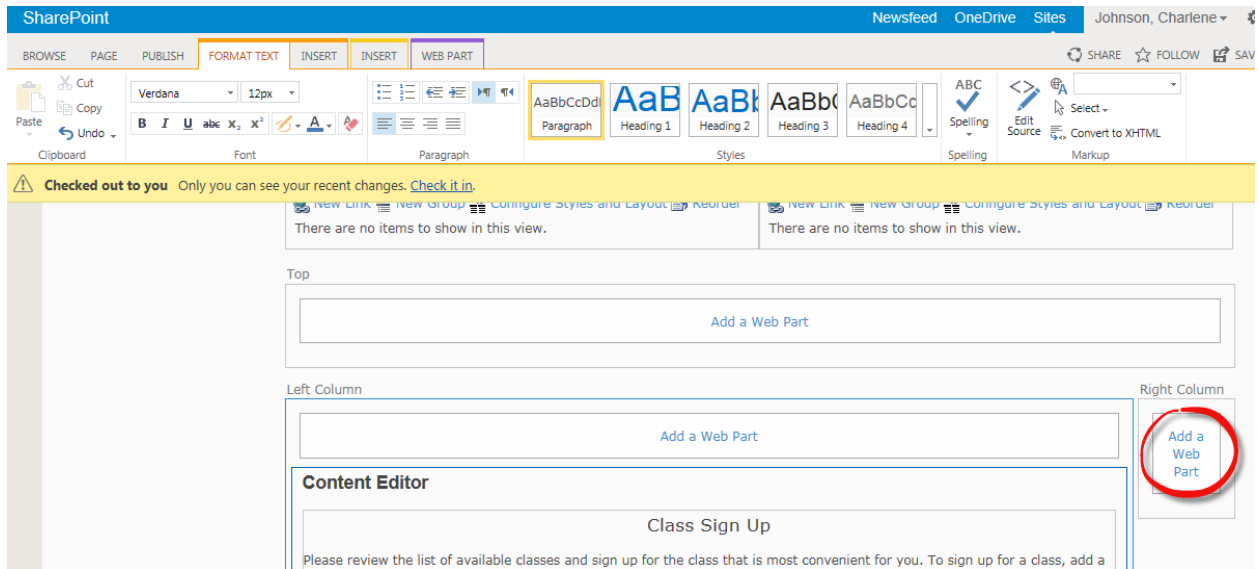
To edit a page you must have sufficient permissions to the SharePoint group for the site.

1. Navigate to the page where you want to add the web part, click the gear  and then click **Edit Page** from the drop down.



NOTE If the Edit command is disabled, you may not have the permissions to edit the page. Contact your administrator.

2. Click the link to **Add a Web Part**.

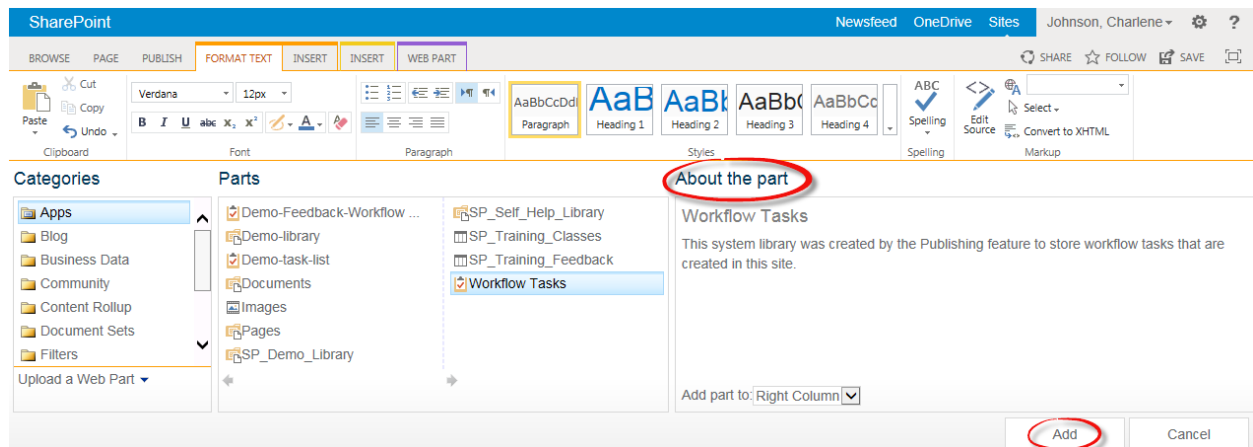


Add a List or Library to a Web Part

After you add the web part, the **Categories** and **Parts** will display at the top of the page.

1. Under **Categories**, select a category, such as **Apps**, then select the web part that you want to add to the page, such as **Workflow Tasks**, and then click **Add**.

NOTE When you select a **Part**, information about the Part is displayed in **About the part**.



2. When you have finished editing the page, click **Check it in** and save your changes.. The part is added, such as **Workflow Tasks**



SharePoint

BROWSE PAGE PUBLISH FORMAT TEXT INSERT

Clipboard Paste Links

Font Paragraph Styles Spelling Marking

Checked out to you Only you can see your recent changes. **Check It In**

Teams - GTA Projects Quick Links -

Portal ADM DSS SharePoint Support More Links

myGTA > Portal > SharePoint Support > SharePoint 2013 Training

SharePoint 2013 Training

Title: SharePoint 2013 Training

Page Image: [Click here to insert a picture from SharePoint.](#)

Page Content: Welcome to the SharePoint 2013 Training Center!

This is your training center where you will find all kinds of information related to SharePoint 2013 Training including course descriptions, schedules and registration.

The training is intended to help you work smarter and efficiently in the SharePoint 2013 environment. If you have any feedback, suggestions for new courses or added content, please use the SP Feedback so that we can follow-up with you.

Thanks!

Summary Links 1: [New Link](#) [New Group](#) [Configure Styles and Layout](#) [Reorder](#) There are no items to allow in this view.

Summary Links 2: [New Link](#) [New Group](#) [Configure Styles and Layout](#) [Reorder](#) There are no items to allow in this view.

Top: [Add a Web Part](#)

Left Column: [Add a Web Part](#)

Right Column: [Add a Web Part](#)

Workflow Tasks

Title	Assigned To	Status	Priority	Due Date	% Complete	Predecessors
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