# **Creating a List**

- 1. From your SharePoint site, select Site Actions -> More Options
- 2. On the next window, select Lists from the panel on the left. You can further modify the settings by selecting More Options on the right.



## Adding to a List

- 1. Navigate to your list through the Quick Launch panel on the left side.
- 2. Click the link to add new item.
- 3. Fill out the fields in the next screen as needed then click save.



# **Editing a List Item**

- 1. Navigate to your list through the Quick Launch panel on the left side.
- 2. Select the list item by clicking the checkbox next to it.
- 3. Click edit from the ribbon and edit the item properties as needed.



## **Export List to Excel**

- 1. From the Quick Launch, click the list you wish to export.
- Once you have selected the list, click the List Tab from the ribbon.
  a) Specify items by clicking the check box next to it.
- 3. Click Export to Excel; You will see a new window appear asking if you wish to Open, Save, or Cancel.
- Excel will display a security warning, click Enable.

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# **Working with Lists**

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#### **Connect List to Outlook**

- 1. From the Quick Launch, click the list you wish to be connected.
- 2. Once you have selected the list, click the List Tab from the ribbon.
- 3. Click Connect to Outlook; Click Allow for the security prompt that appears.
- 4. You will receive another prompt when Outlook opens, click yes.
- 5. Outlook will now connect to the specified list.

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## Adding Columns to a List

- 1. From the Quick Launch, click the list you wish to modify.
- 2. Once you have selected the list, click the List Tab from the ribbon.
- 3. From here, you will click Create Column.
- 4. On the new window, choose the appropriate settings and click ok.

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# **Changing Views for a List**

Rather than having to look at everything in a list, you can easily modify the view and refine items based on their columns.

- 1. Navigate to your list through the Quick Launch panel on the left.
- 2. Select the List Tab from the ribbon
- 3. Here, you will see your current view. From the drop-down, you can change the current view based on the item properties.
- 4. You can also change from the Standard View to a Datasheet View.

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## **Modifying Views for a List**

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- 1. Navigate to your list through the Quick Launch panel on the left.
- 2. Select the List Tab from the ribbon
  - From the Ribbon, click Modify View.
- 4. On the new screen that appears, you can create a custom view by changing the View Name, as well as the columns to display, and their order.

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