

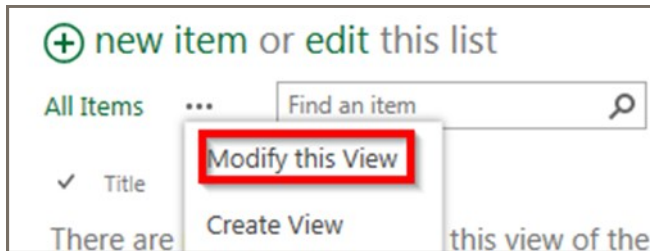
SharePoint Lists

SharePoint 2013

UI Health Care Information Systems

How do I add an existing column to a list view?

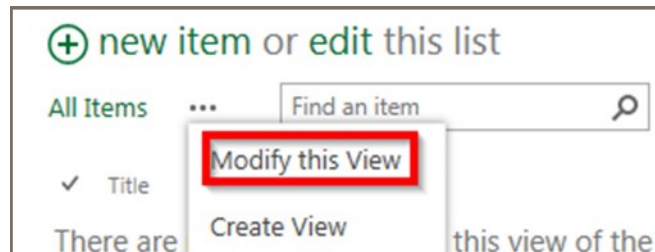
1. At the top of the list, click the ellipses (...), and then click **Modify this View**.



2. Select the check box for the column you want to add.
3. Click **OK**.

How do I edit a view?

1. At the top of the list, click the ellipses (...) and then click **Modify this View**.



2. Check the boxes next to the column names you want and use, and un-check those you don't want.
3. Adjust the position numbers to set the order that the columns will appear.
4. Set the sorting, filter, and other options as desired.
5. Click **Save**.

A *SharePoint list* is a handy tool for sharing contacts, calendar appointments, tasks, or data with team members and site visitors, and it helps you organize information on your site.

Common Types of SharePoint Lists



Announcements: A list of news items, statuses, and other short bits of information.

Contacts: Used to store information about people or groups that you collaborate with.

Announcements Contacts lists can synchronize with Microsoft Outlook or other compatible programs.



Contacts



Links: A list of links to web pages or other resources.

Calendar: Use a calendar for all of your team's events, meetings, or for specific situations, such as department schedules. A calendar provides visual views, similar to a desk or wall calendar.

Links



Calendar



Discussion Board: A place to have group discussions. Discussion boards make it easy to manage discussion threads and can be configured to require approval for all posts.

Discussion Board

Tasks: Use a task list to track information about projects and other to-do items for your group.

You can assign tasks to people, as well as track the status and percentage complete as the task moves toward completion.




Tasks

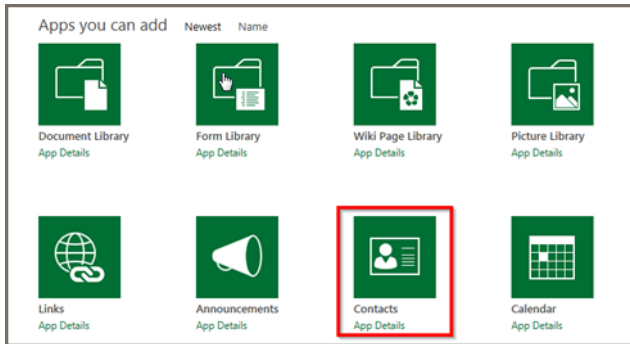
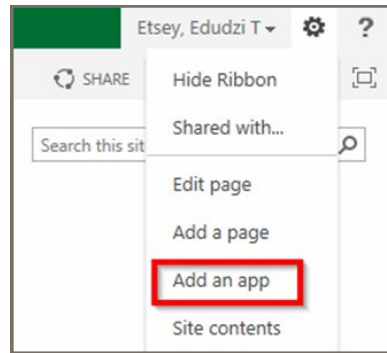


Custom List

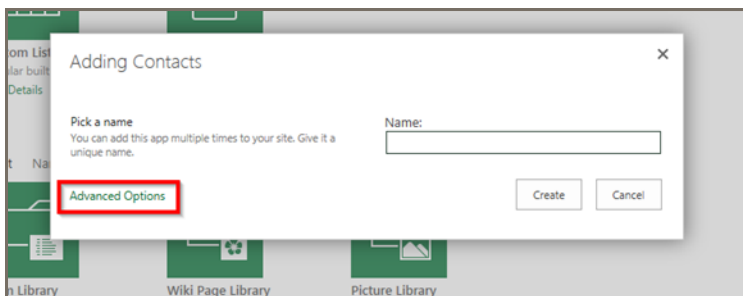
Custom: Use a custom list to start a list from scratch. You can also create a custom list that is based on a spreadsheet. For example, you can import a list from Excel that you created to store and manage.

How do I create a list?


1. Go to your department Intranet site.
2. Click on the **Settings menu** , then **Add an app**.
3. Search or browse for the type of list app you want to use, and then click the name of the app to create the list. For example, if you want to add a contacts list, search for “contacts” and then click the **Contacts** app.

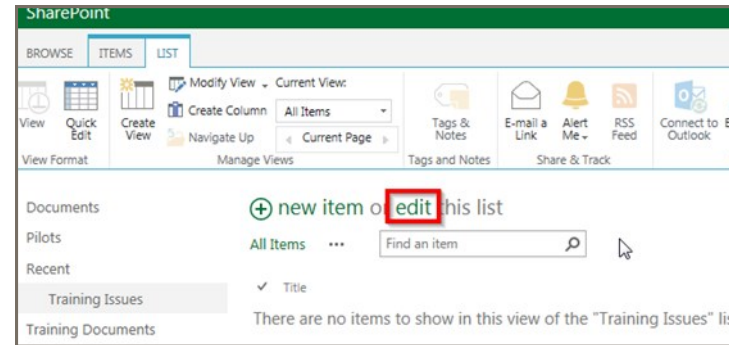


4. Name the list, and then click **Create**. You can also click on **Advanced Options** to choose other settings for the document library or add a description.



How do I create a new column?

1. Go to the list you would like to edit (If you don't see a link on the homepage to your list, you can find it by clicking on the **Settings menu**  and then **Site Contents**.)
2. At the top of the list, click **edit**.



3. On the next screen, click the plus sign (+), and then select the column type from the list that appears. Click on **More Column Types** for a complete list of column types and options.
4. Give the column a name and set any other options as desired.

