Lists

Quick Start Guide

Organize your information
A SharePoint list is handy for sharing contacts, calendar appointments, tasks, or data with others, and provides the underlying structure for organizing information on your site.

See what you want
Different views of the list appear across the top. More views appear under the ellipses, as well as options to create or modify the view you're looking at.

Need another list?
To create a new list or find a list that's not in the navigation on the site, click the Settings menu.

Find more actions
Click Items to find things you can do with items you have selected. Click List for commands and settings for the whole list.

Add or edit items
Quickly create items or edit items in the list from Quick Edit mode.

Select items
Click next to an item to select it or select multiple items.

Sort and filter
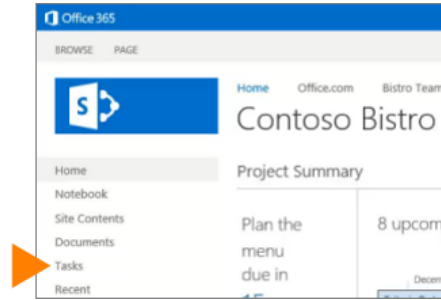Find what you're looking for more quickly by sorting and filtering the list by column heading.

Where can I find a list?

Lists often appear in the navigation. Sometimes you have look under Site contents.

1. On your team site, look for the name of the list in the navigation, or click **Settings** ⚙ > **Site contents**.
2. Click the name of the list to open it.

Add an item to a list

1. In the list where you want to add an item, click **new item**.
2. Enter the information for the list item.
3. Click **Save**.
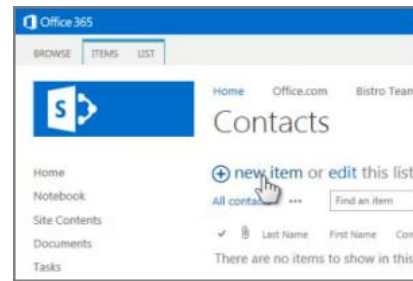
Add or edit multiple items

When you want to add and edit multiple items all at once, use Quick Edit.

1. At the top of the list you want to edit, click **edit**.
2. Type information in the boxes.
3. When you're finished editing, click **Stop** editing.

Edit all the details in a list item

Most views of a list don't show all the details in a list item. There's usually more information hidden from view. To edit all the details in a list item, you need to open the individual item for editing.

1. Select the item you want to edit, click the ellipses (**…**), and then click **Edit Item**.
2. Edit the information in the form that appears.
3. When you're finished editing, click **Save**.

Several other commands appear under the ellipses (**…**) menu as well, including:

- **Alert me**. You can set an alert and receive an email or text message when an item changes.
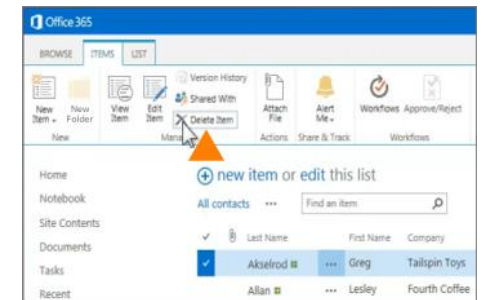- **Share with**. Use this command to share the item with others.
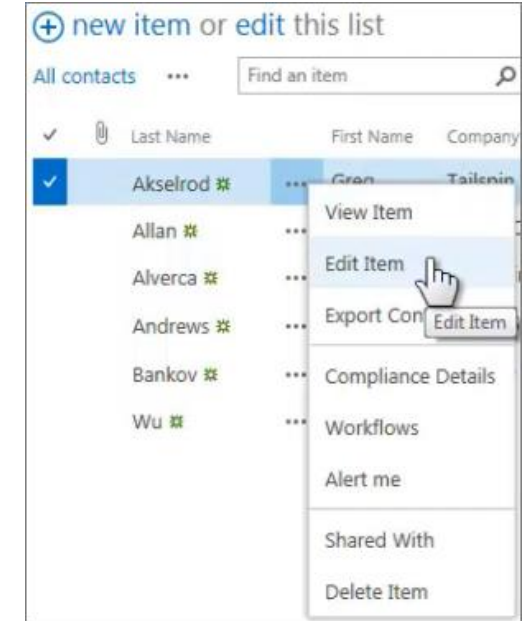
Delete items in a list

There are multiple ways to delete items in a list. Here's the quickest way:

1. Select the items you want to delete.
2. Click **Items** > **Delete Item**.

Sort or filter a list by column heading

Use the column headings in a list to sort and filter the list. You can then save what you did as a view for the next time you return to the list.

1. In the list, point to the heading you want to sort or filter the list by, and then click the arrow that appears.
2. To sort by the heading, click **A on Top** or **Z on Top**.
3. To filter, select one or more check boxes.
4. To save the view you created, click **SAVE THIS VIEW** at the top of the list near the Search box.
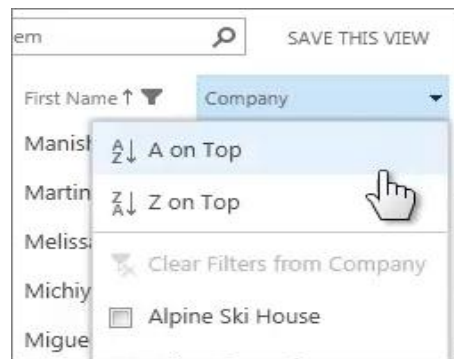
Add an existing column to a view

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 and then click **OK**.
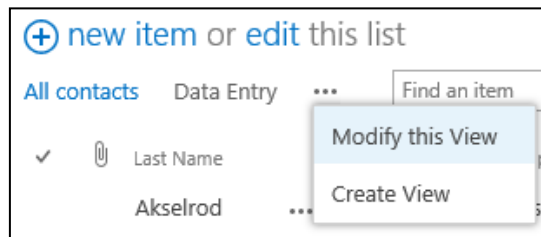
Create a new column

1. At the top of the list, click **edit**.
2. Select the check box for the column you want to add and then click **OK**.

Create a list

1. Click **Settings** ⚙ > **Add an app**.
2. Search for the list app you want to use and then click the name of the app to create the list. For example, search for "contacts" and then click the **Contacts** app.
3. Type a name for the list in the **Name** box and then click **Create**.
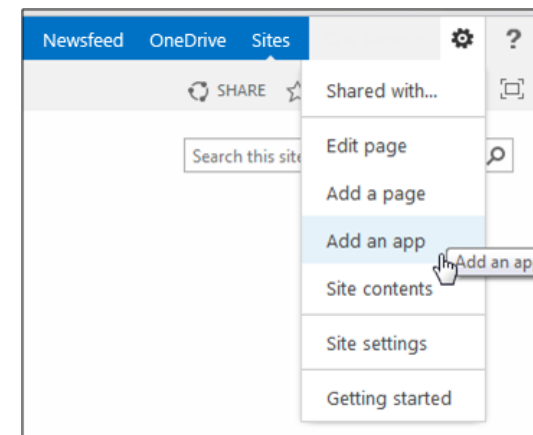
Create a view of a list

Sometimes a list contains too much (or not enough) information for you. The good news is you can create your own special view that shows just what you want to see and nothing more.

1. At the top of the list, click the ellipses (**...**) between the view names and the Search box, and then click **Create View**.
2. Choose a view type or start from an existing view.
3. On the Create View page, type a name for the view.
4. To make the view public, select the **Create a Public View** check box. Not everyone has permission to create public views.
5. Select the columns your want to appear, and use the position numbers to set the order of the columns.
6. Set the sorting, filter, and other options, and then click **Save**.