

Creating a List

Lists are a main resource for information and collaboration in a SharePoint site. They are used to organize, store, and work with items that are concerned more with the communication and tracking aspect of the sites.

Lists store items. *Item* is the general term for objects that are created and saved in a list. Some of the more specific types of items include links, announcements, contacts, events, and tasks.

✓ Tips

✓ You can only create lists if you have the correct site permissions.

1. Open the site where you want to create the list.
2. Click the **Site Actions** button and select **Create** from the list.

The Create screen displays all the different objects you can add to the site.

Table 2-1: Default List Types in SharePoint describes the types of lists you can create.

3. Click the type of list you want to create.

The New screen appears, where you enter basic information about the list.

4. Enter the name of the list in the **Name** text box.

The name will appear in the Quick Launch bar of the site.

5. (Optional) Enter a description of the list in the Description text box.

6. Choose if you want to display the list in the Quick Launch.

There are two options here:

- **Yes:** The list will be displayed in the Quick Launch bar. This is selected by default.
- **No:** The list will not be displayed in the Quick Launch bar, and users will have to find the list through alternate navigation methods. Only use this for lists that you don't want to make known to others, or that won't be used very often.

When the list settings are ready, create the list.

Exercise

- **Exercise File:** None required.
- **Exercise:** Create a new Contacts list called “Lodging Contacts.”

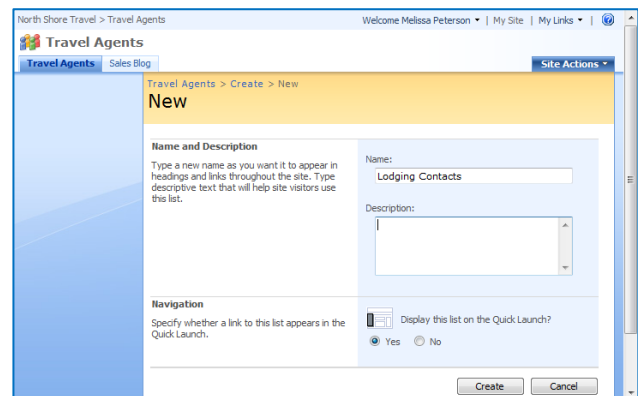
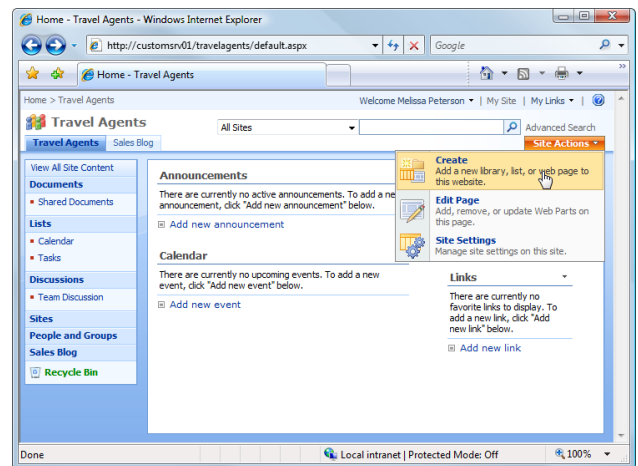


Figure 2-2: Creating a new list in the SharePoint site.

7. Click **Create**.

The list is created and appears open on the screen. If you used the default navigation settings, the list is also added to the Quick Launch.

Table 2-1: Default List Types in SharePoint

Communications	<p>Announcements: Stores announcements that are added to share small bits of information. By default, an announcements list is created in every team site, which appears on every home page.</p> <p>Contacts: A contacts list can store information about contacts that your team regularly works with. Also share contacts with compatible programs, such as Outlook.</p> <p>Discussion Board: Bring your discussions online with this newsgroup-style discussion format. Includes features for managing the discussions and only approving posts.</p>
Tracking	<p>Links: Create a list for resources and information you want to share with team members.</p> <p>Calendar: Share plans and events, such as meetings and deadlines, with team members in a single location. Events can also be shared with Outlook calendars.</p> <p>Tasks: Track a list of to-do chores that the team needs to work on together. Includes features for updating and tracking the status of the tasks.</p> <p>Project Tasks: The same as a Task list, but also displays the tasks with progress bars in Gantt view.</p> <p>Issue Tracking: Use this type of list to track a set of related issues and problems. Includes tools to manage issues until they are resolved.</p> <p>Survey: Gather information from other people by asking them to fill out a survey. Includes tools to tally results, and create survey questions and answers.</p>
Custom Lists	<p>Custom List: Create your own type of list by specifying the types of columns included.</p> <p>Custom List in Datasheet View: Presents the list in datasheet format. Specify the types of columns included, and use the list with Excel.</p> <p>Languages and Translators: The Translation Management workflow refers to this list for types of languages needed and translators responsible for each language.</p> <p>Import Spreadsheet: Import a spreadsheet you want to use as a list in SharePoint. The list will have the same columns and content as the spreadsheet.</p>