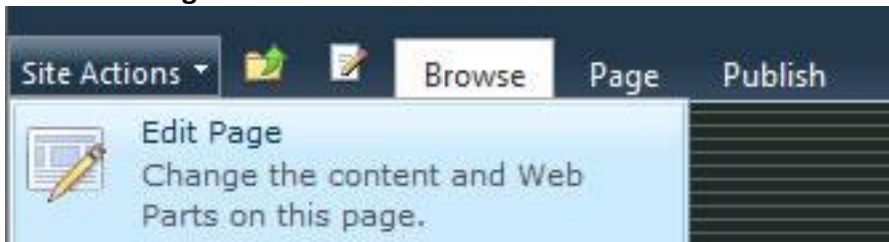


How to use list view web parts in SharePoint 2010

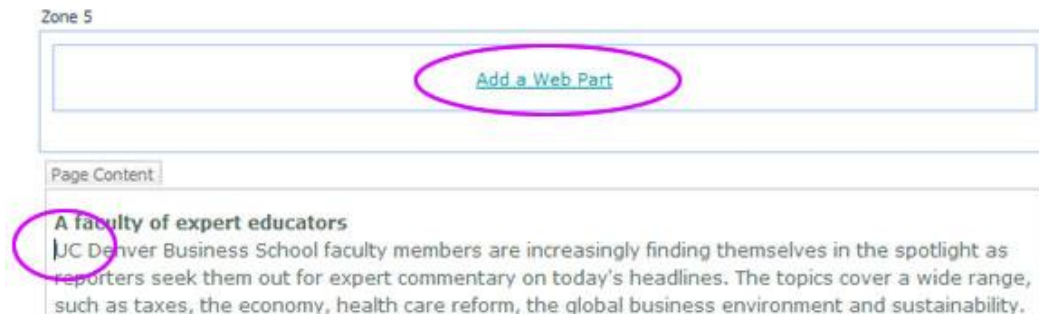
List view

The List Web Part allows you to view SharePoint 2010 tabular data on your web page.

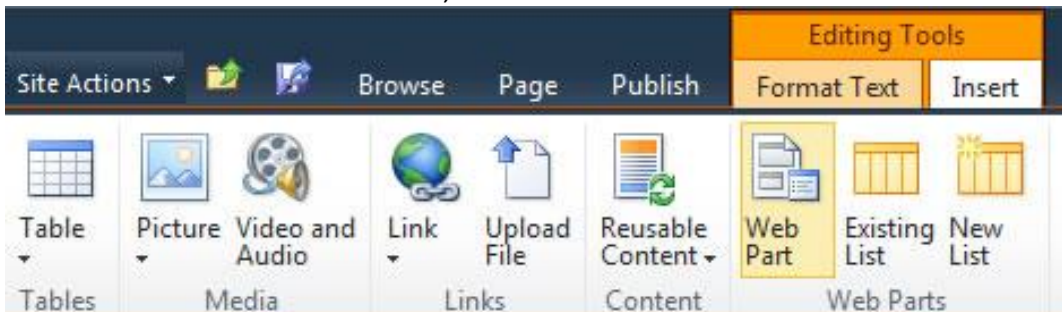
1. Navigate to the page where you would like a **List Web Part** to appear.
2. Select **Edit Page** under the **Site Actions** menu.



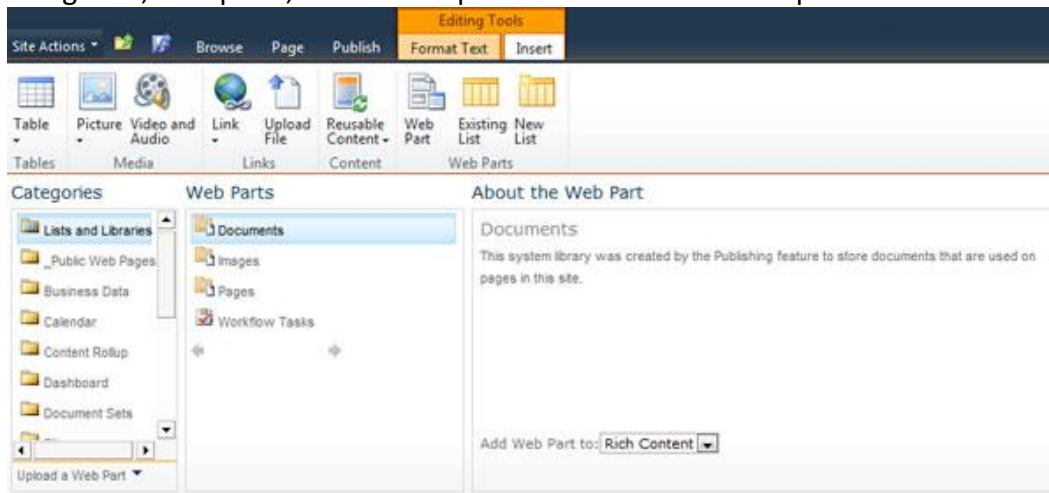
3. To insert a web part, choose **Add a Web Part** from one of the web part zones on the page, or place your cursor in a content area.



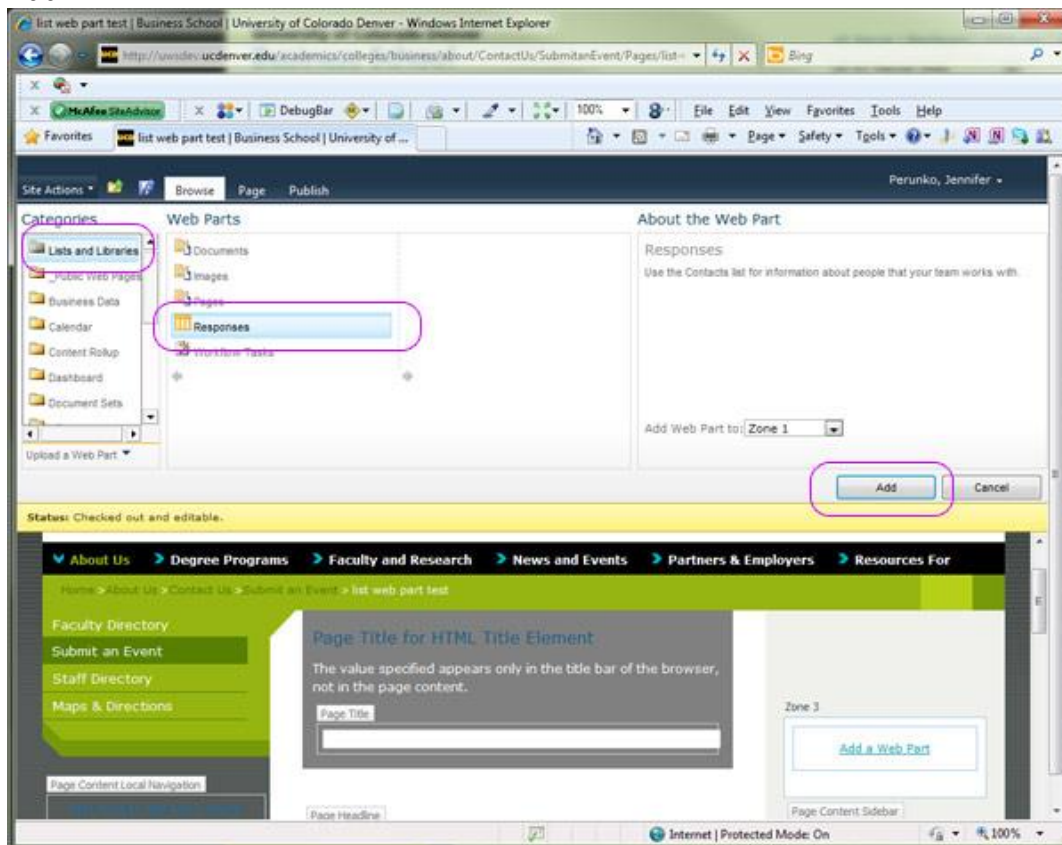
4. Select the **Insert** tab in the ribbon, select the **Web Part** button.



- The web part gallery will open underneath the ribbon. The web part gallery shows the categories, web parts, and a description of the selected web part.

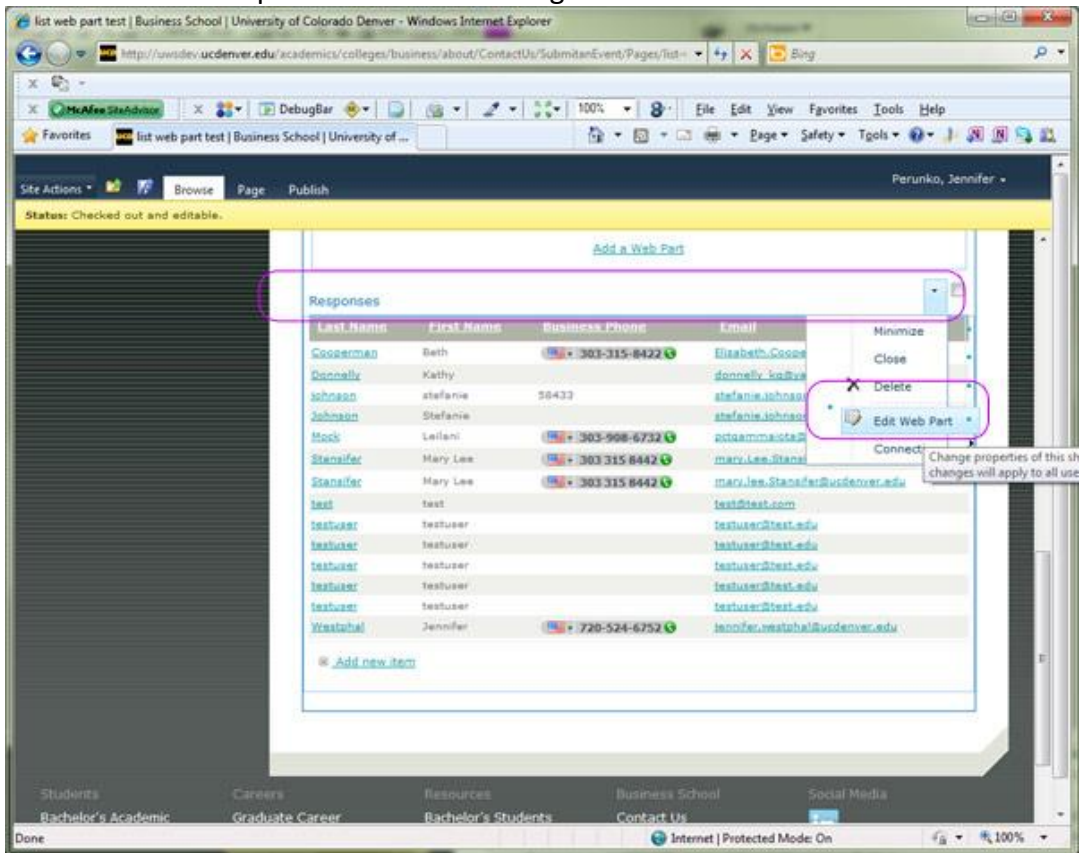


- To add the List, select the **Lists and Libraries** category and the name of your list. Click **Add**.



- The list should now appear on your page. Use the web part **Edit** menu to edit the dimensions and title of the web part. Hover your mouse over the title of the **List Web**

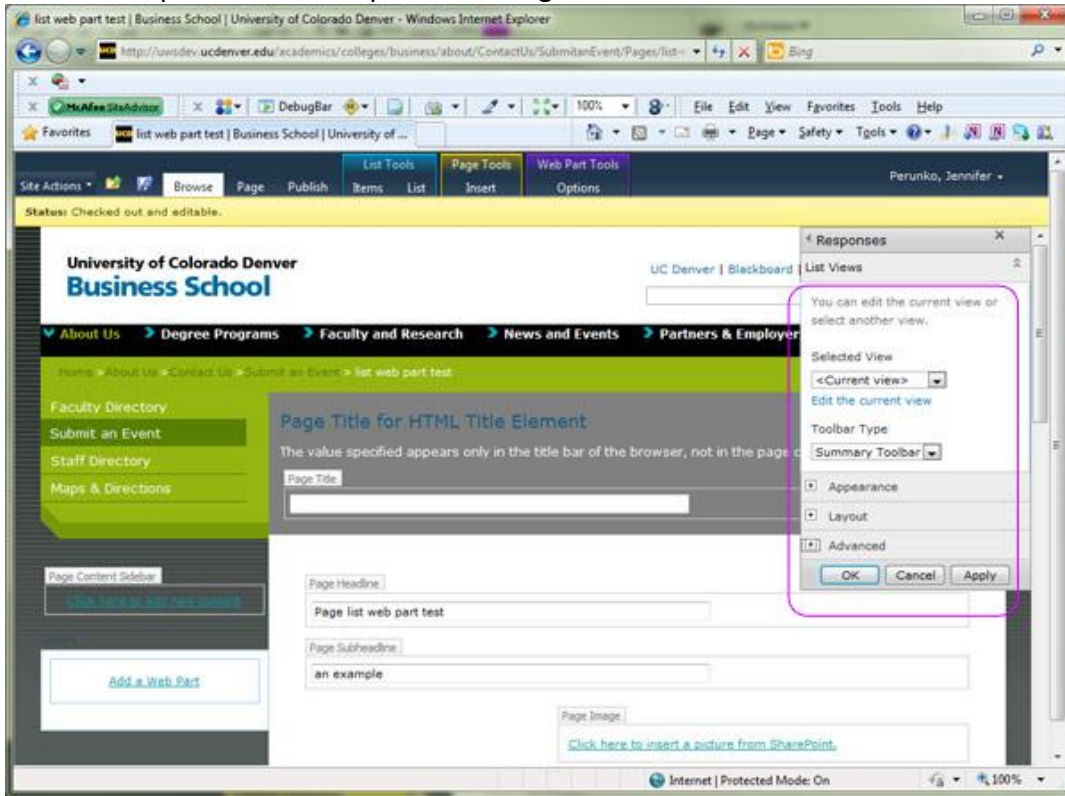
Part. Select the drop down arrow to the right side of this title. Choose **Edit Web Part**.



8. The ribbon will change to reflect that you are now editing the web part.
9. In the **Edit Web Part** window located in the upper right of your screen, you can choose the **view** and toolbar type used to display your list. Experiment with these options. See



the Lists help section for help with making views.



10. Select **OK** to apply changes.

11. When you are done making adjustments, **Check In, Save and Close**, or **Publish** your page.