



Working with SharePoint 2010 Lists

View List Data

To view the list data:

1. Navigate to the your web form
2. Click Site Actions, and then click Manage Content and Structure
3. Locate your form site in the site files
4. Hover over the list, click the down arrow at the right, and then click Open Link in New Window
5. The list opens, which displays one line item for each form submitted

Intro to lists

You may need to edit a list item. Before you learn how to edit a list item, it's helpful to understand the difference between a content type, and a view, since you'll run into both when you attempt to edit a list item.

- **Content Type** : a reusable collection of metadata for a specific category of information in SharePoint lists or document libraries. SharePoint comes with out-of-box content types that act as reusable templates so users can collect and manage the same information in specific situations.
- For example, SharePoint has a Contact content type. The Contact content type comes with default columns of metadata that relate to contact information. Columns include Last Name, First Name, Company, Job Title, Email, etc.
- **View** : a feature of a SharePoint list or library that enables you to see only the items that are most important to you or that best fit your purpose.

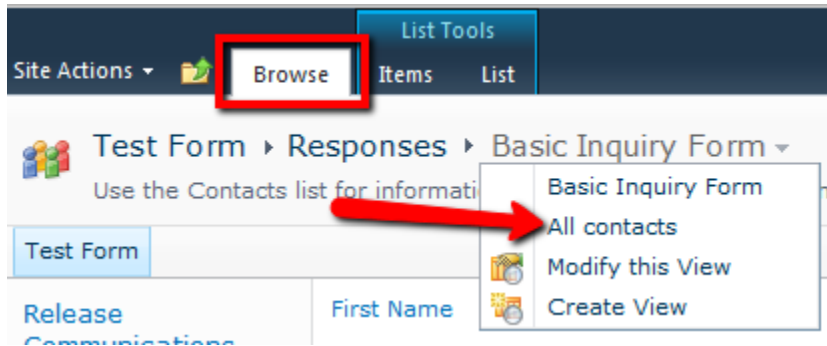
For example, say a list has 20 columns in it, but you only need to see 10. You can create a view so you only see those 10 columns. All 20 items still exist in the list, but when you turn on your view, you only see 10.

Why do you need to know about Content Types and Views? Our customized solution for web forms at CU Denver uses both. The Responses list for your form is based on the Contact content type, which comes with 17 default columns. The columns that are displayed on the form use a view – the Basic Inquiry View – to display only some of the columns in the list.

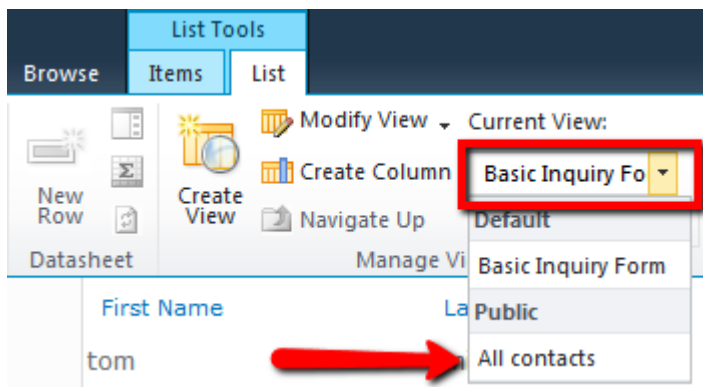
Edit list item


To Edit a List Item

1. Navigate to the list
2. Click Site Actions, and then click Manage Content and Structure
3. Locate your form site in the site files
4. Hover over the list, click the down arrow at the right, and then click Open Link in New Window
5. The list opens in the Browse state
6. In the breadcrumbs, click the drop-down next to Basic Inquiry Form, and then click All contacts



7. **Tip:** You can also locate the All contacts view in the List Tools menu, List tab



8. Initiate Edit mode one of the following two ways:
 9. Locate the list item you want to update, and click the Edit icon  in the far right column (if applicable)
- OR



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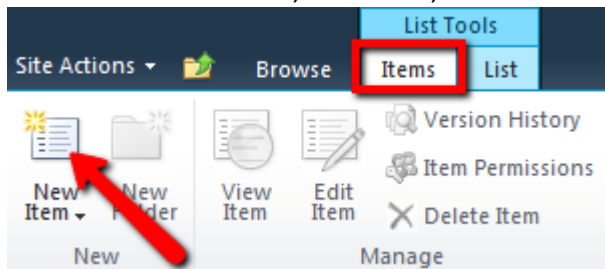
10. Click the Last Name of the item you want to update, and then click Edit Item
11. Complete desired edits, and then click Save
12. **Note:** All columns appear in the Item window, not just the columns you selected to appear on your web form page. Unless you want to collect additional information, you only need to complete the fields that display on your web form page.

Add a List Item

You can create a list item. You may need to add a list item without using the form if someone calls you directly and wants to provide you with the information you otherwise gather via the form.

To add a list item:

1. Navigate to the list
2. In the List Tools menu, Items tab, click New Item



The New Item window appears

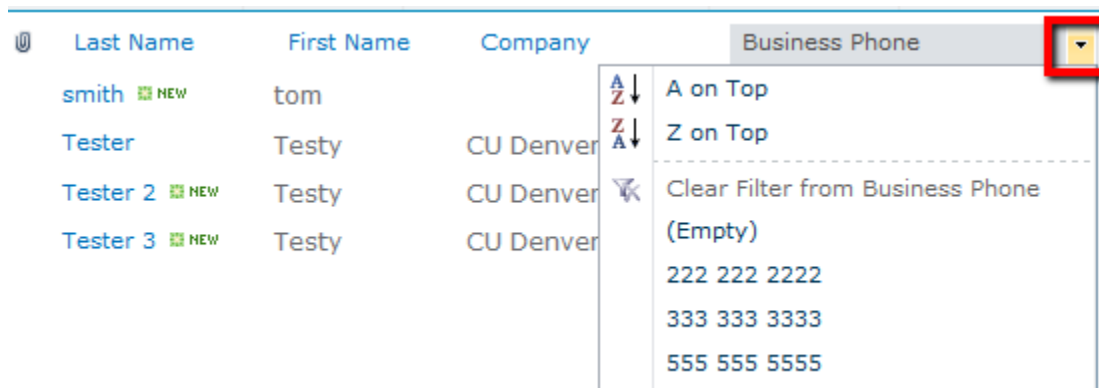
3. Complete the desired fields, and then click Save
4. **Note:** All columns appear in the New Item window, not just the columns you selected to appear on your web form page. Unless you want to collect additional information, you only need to complete the fields that display on your web form page.

Sort or Filter List

The data in SharePoint lists can be sorted, which can prove very helpful if you need to locate data specific to one column in your list (or one question on your form).

To sort list data:

1. Navigate to the list
2. Hover over the column name you want to sort, and then click the drop-down arrow at the right



3. Click the drop-down arrow at the right
4. Click the parameters in which you want to sort the data

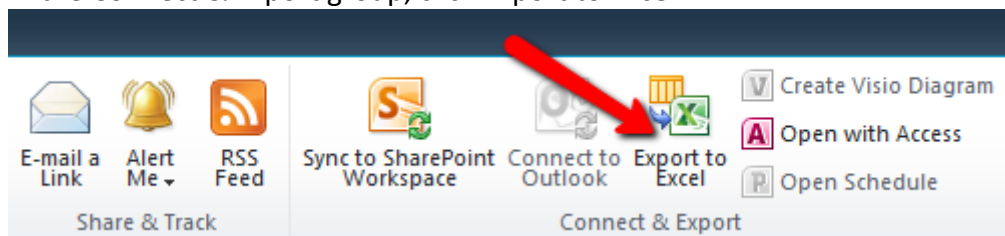
Export Data To Excel

The data in SharePoint lists can be exported to an Excel file using **Internet Explorer**.

Note: To export data to Excel, you must use Internet Explorer.

To export list data to Excel:

1. Navigate to the list
2. In the List Tools menu, click the List tab
3. In the Connect & Export group, click Export to Excel



4. When the File Download window appears, click Open to view the spreadsheet, or Save to save it to a specific location
5. **Tip:** Data exporting from SharePoint to Excel is more reliable than from Excel to SharePoint. If you need to make updates to your data, do it in SharePoint and then export to Excel instead of Excel to SharePoint.