



Working with web parts in SharePoint 2010

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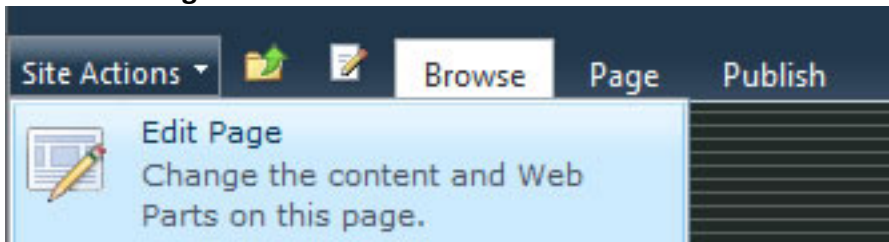
Web parts are the basic building block of communication

As you have discovered, the basis for any web page or site is content. How you communicate the content can bring visitors to your web site. A web part is the basic building block of communication in SharePoint 2010. Once you have decided how information is to be structured, a web part is powerful weapon in your communications arsenal. For instance, displaying news from the dean's office or a professional organization can be achieved with an RSS feed. What if you wanted to display tuition rates that are updated in an Access table? It is simple to do using the list view web part. See the [web part](#) tutorials listed on the left for more information on web parts and how to implement.

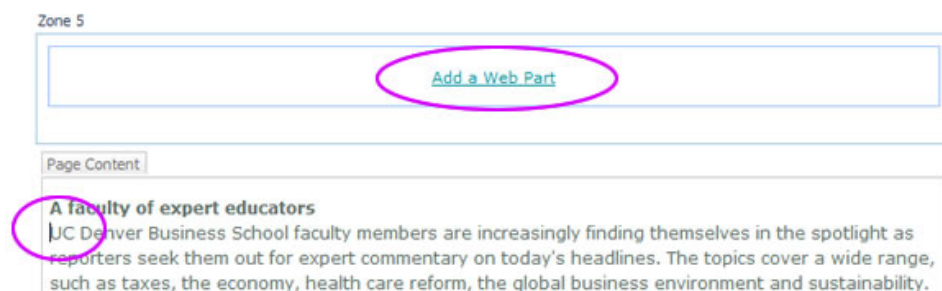
Web Parts in content areas and zones

In SharePoint 2010 you can insert a web part in the middle of your content or in a web part zone.

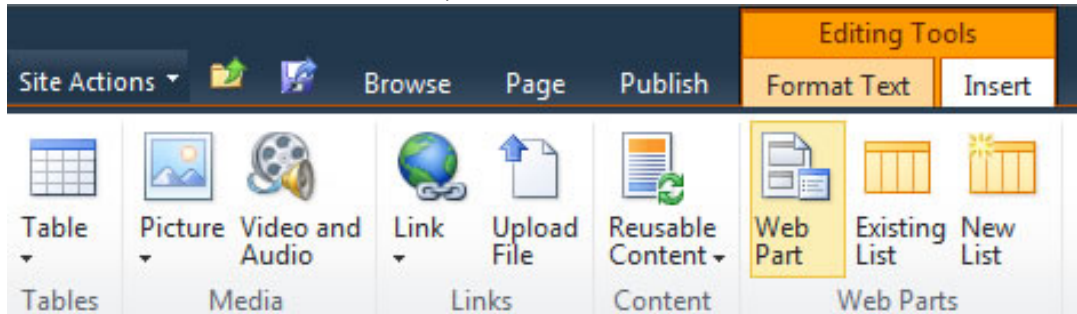
1. Navigate to the page where you would like a web part to appear.
2. Select **Edit Page** under the **Site Actions** menu.



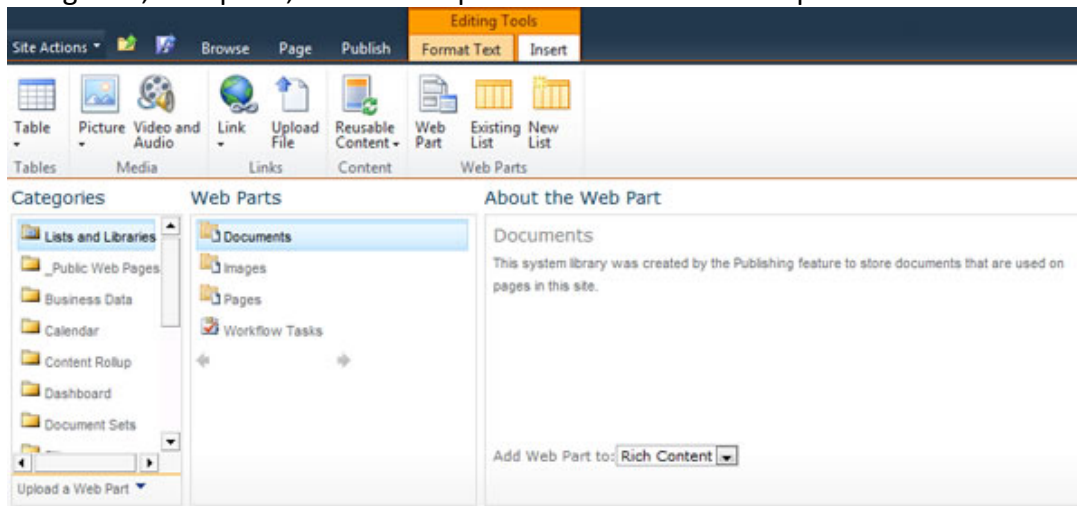
3. To insert a web part, choose **Add a Web Part** from one of the web part zones on the page, or place your cursor in a content area.



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



5. 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.

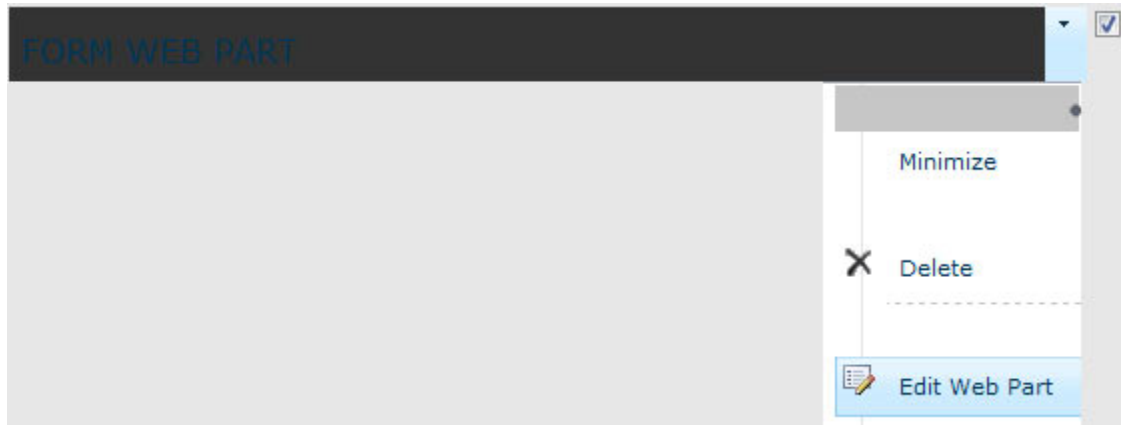


6. Select the web part you want to insert into the page and click **Add**
7. You have successfully added a web part to your page. You are now ready to modify or add content to the web part.
8. **Check In, Save and Close**, or **Publish** your page to keep your changes.

How to hide the web part title

Web parts often display a title or "chrome" by default.

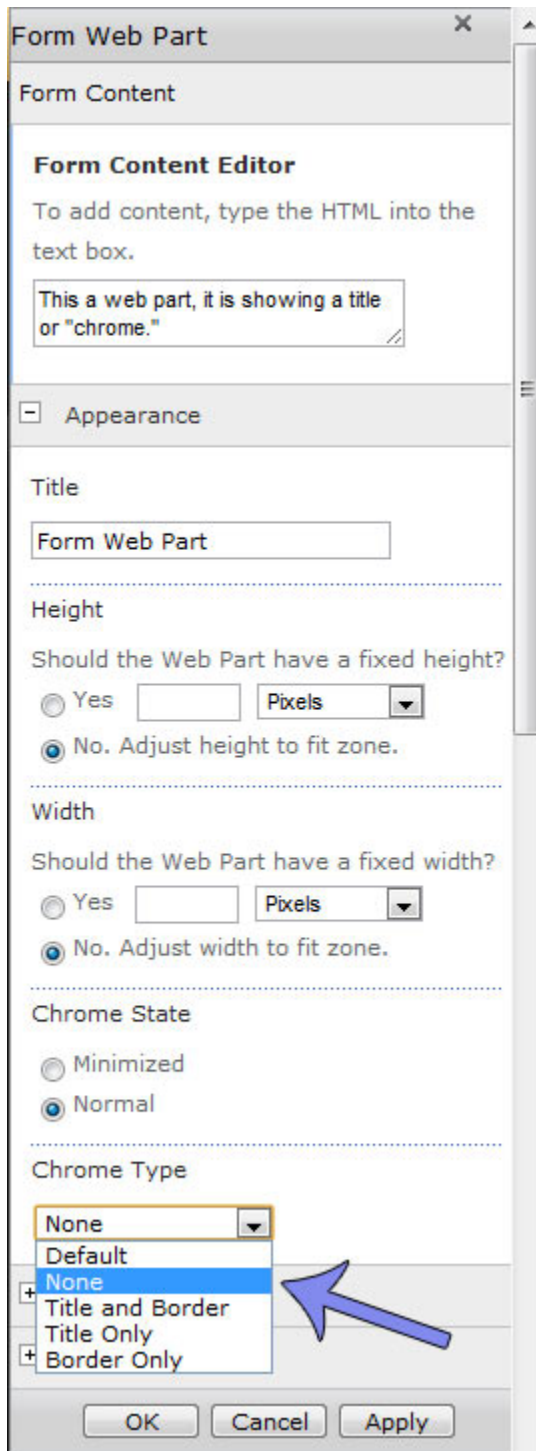
1. To hide the unwanted chrome, go to the edit web part menu option on the right side of the web part chrome.



2. The page will reload and a menu will appear on the top right corner of the screen, you will need to **scroll up** to see the menu.
3. Expand the 'Appearance' section of the menu.
4. Fine the "Chrome type" drop down.



5. Set the Chrome type to "None".



6. Click the OK button.
7. The web part will show you the title while you are signed in.
8. Check in and publish the page.



9. Close all of your browser windows to sign out.
10. Without signing in, return to your page, the web part title should no longer appear.