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Create a new custom list
1. Navigate to a SharePoint site that you own.
2. Click the gear icon (beside your name, top right).
   Select Add an app.
3. Click Custom List.
4. Give the list a name and click Create.
5. Click the list name on the pane on the left to open the list.

Adding and editing list columns
1. After you create a new list, SharePoint automatically creates several columns:
   • Title (a key field that includes a link to more details in the default view)
   • Created (date and time), not shown in default view
   • Modified (date and time), not shown in default view
   • Created By (user who created the item), not shown in default view
   • Modified By (last user who modified the item), not shown in default view

Initially, only the Title column displays in your list’s default view.
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2. To add more columns to your list, click the **List** tab. The ribbon appears.

3. Click **Create column** to make a new column.

4. Give the column a name. Choose the type of information in the column.

   ![SharePoint ribbon](image)

   The type of information in this column is:
   - Single line of text
   - Multiple lines of text
   - Choice (menu to choose from)
   - Number (1, 10, 100)
   - Currency ($, €)
   - Date and Time
   - Lookup (information already on this site)
   - Yes/No (check box)
   - Person or Group
   - Hyperlink or Picture

   For a choice item, scroll down and edit the choices you want to present to the user.

   ![Choice choices](image)

   To insert links to documents in a Document library, choose **Hyperlink or Picture**.

   ![Hyperlink options](image)

   Description:

   Require that this column contains information:
   - Yes
   - No

   Format URL as:
   - Hyperlink

5. Specify whether the column must contain information (i.e., cannot be left blank) and if each value entered must be unique.
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6. Not all columns will show in the default view. When you add a column, you specify whether the column shows in default view. For any column you add, choose whether or not to add it to the default view.

7. Click OK to add the column. Keep adding columns as needed.

**Edit your custom list with List Settings**

1. Go to the default view of your list. Click the **List** tab on the Ribbon, then click **List Settings**.

2. Scroll down and you will see all columns for your custom list.
3. Click on a column name to edit or delete it.
4. Click **Column ordering** to change the order of columns on the list. (This will also change the order of columns on the form.)

**See the List in Quick Edit view**

You can also use the Quick Edit view to change your list as if it were a spreadsheet.

- While on the default view of your list, click the List tab. The ribbon appears. Click Quick Edit.
• Click + to add columns.

• In Quick Edit view, you can copy and paste from other spreadsheets. Note: In order to paste data into SharePoint, the columns on the spreadsheet need to match the columns in SharePoint.

Modify or create a view
Once you’ve built your list, you can change the view of the list that your users see.
1. Navigate to the list. Click the List tab on the Ribbon > Modify View to modify the All items view.

2. You can check or uncheck columns to show or hide them in this view and you can reorder their position in this view. Any columns you have made will be listed here.
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3. You can create a new view.
   • From the default view of your custom list, click the List tab.
   • The ribbon appears. Click Create View.
   • You can start from an existing view and edit or create a new view from scratch.

Using document hyperlinks in your custom list
Sometimes you need your list items to link out to a document. Let’s create a document library that we can link to from a custom list. Make sure you added a column that allows “hyperlink or picture” on your custom list.

1. Navigate to your SharePoint site.
2. Click the gear icon (beside your name, top right) > Add an app.
3. Click Document Library. Give it a name and click Create.

5. Click on the document that you want to link to from the list. When the document opens, copy the URL for this document. (Use the Ctrl + C keyboard shortcut.)
6. Navigate to the list you have made. Either click + to add a new item or to add this link to an existing item, click … then Edit item to edit it.
7. Scroll to the hyperlink column. Place your cursor in the Web address field and use Ctrl + V to paste in the URL of the document into the Web address field. Be sure to type in a description – this is what users will see on the list.

8. Click Save.

Set alerts for notification of changes to the list
If you would like to receive notification when the list is modified, you can set up an alert for when changes are made to list items.
1. Navigate to the list and click the **List** tab > **Alert me** > **Set alert on this list**.

2. The window below will open and you can select the type of alert you want and how often you would like to be alerted.
To delete an alert, navigate to the list, click the List tab on the ribbon > Alert Me > Manage My Alerts. Here you can select an alert and delete it.