Item and List Commands

Navigate to the list, then follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it, or you may need to select an item first to enable the command.

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| Add a Site Column  | Add An App  |
| 1. **LIST** tab > **List Settings** > **Add from existing site columns**.
2. Select site column > **Add** > **Add to default view** (optional) > **OK**.
 | 1. **Settings** gear > **Add an app** > Click list icon.
2. Enter a name > Click **Create**.
 |
| Approve/Reject Item | Attach File – Item |
| 1. Select file.
2. **ITEMS** tab > **Approve/Reject** > **Approved**.
3. Add comments > **OK**.
 | 1. Select item.
2. **ITEMS** tab > **Attach File**.
3. Select file > **OK** > **Save**.
 |
| Calendars Overlay | Content Approval  |
| 1. **CALENDAR** tab > **Calendars Overlay** > **New Calendar**.
2. Define name, calendar type as **SharePoint**, description and color.
3. Enter URL of SharePoint site that contains calendar > **Resolve**.
4. Click **List** drop-down > Select calendar to overlay > Click **List View** drop-down > Select calendar view to overlay > **OK** > **OK**.
 | 1. **LIST** tab > **List Settings** > **Versioning settings**.
2. Click **Yes** for **Require content approval for submitted items?**
3. Define **Draft Item Security** > **OK**.
 |
| Create a Column  | Create a View  |
| 1. **LIST** tab > **Create Column**.
2. Define name, information type, and additional settings > **OK**.
 | 1. **LIST** tab > Create **View**.
2. Select view type > Enter view name.
3. Define default status and audience >
4. Choose columns >
5. Define column order, sorting, filtering, grouping criteria, and other view settings.
6. **OK**.

– or – 1. Sort and filter current view > **SAVE THIS VIEW** > Enter view name > Define audience > **Save**.
 |
| Create View – Personal | Current Page – Navigate through Pages |
| 1. **LIST** tab > **Create View**.
2. Select type of view.
3. Define properties of view > **OK**.
 | 1. **LIST** tab > Click previous (**<**) or next (**>**).
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| Current View – Change | Delete Item |
| 1. Click view at top of list.
 | 1. Select one or more items.
2. **Delete** key > **OK**.
 |
| Delete List | Edit or Remove Column  |
| 1. **LIST** tab > **List Settings** > **Delete this list** > **OK**.
 | 1. **LIST** tab > **List Settings** > Click column name.
2. Edit column properties or click **Delete**.
3. **OK**.
 |
| Edit Properties – Item | Email a Link |
| 1. Select item.
2. **ITEMS** tab > **Edit Item**.
3. **Save**.
 | 1. **LIST** tab > **E-mail a Link**.
 |
| List Name, Description, Navigation  | Manage Alerts for Others  |
| 1. **LIST** tab > **List Settings** > **List name, description and navigation**.
2. Change name or description > **Save**.
 | 1. Select item > **ITEMS** tab – or – **LIST** tab.
2. **Alert Me** > **Set an alert**.
3. Enter user names > Define alert details > **OK**.

– or – 1. **Settings** gear > **Site settings** > **User alerts**.
2. Select user > **Update**.
3. Select alert(s) > **Delete Selected Alerts** > **OK**.
 |
| Manage My Alerts | Modify or Delete a View |
| 1. Select item > **ITEMS** tab – or – **LIST** tab.
2. **Alert Me** > **Manage My Alerts**.
3. View, add, edit or delete alerts.
 | 1. **LIST** tab > **Modify View**.
2. Change view, delete view or make view the default.
3. **OK**.
 |
| Most Popular Items | New Event – Calendar |
| 1. **LIST** tab > **Most Popular Items**.
 | 1. Hover over day > **+Add**.
2. Enter properties of event.
3. **Save**.
 |
| New Item | Popularity Trends– Item  |
| 1. **+** **new item** > Enter properties of item.
2. **Save**.
 | 1. Select item.
2. **ITEMS** tab > **Popularity Trends**.
3. Open or save spreadsheet.
 |
| Quick Edit  | Rating Settings  |
| 1. **Edit this list** > Make changes.
2. **Stop editing this list**.
 | 1. **LIST** tab > **List Settings** > **Rating Settings**.
2. **Yes** for **Allow items in this list to be rated** > Select **Likes** or **Star Ratings** > **OK**.
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| Restore Selection from Recycle Bin | RSS Feed |
| 1. **Settings** gear > **Site contents** > **RECYCLE BIN**.
2. Select item > **Restore Selection** > **OK**.
 | 1. **LIST** tab > **RSS Feed** > **Subscribe to this RSS feed**.
2. Enter name for feed > **Subscribe**.
 |
| Set Alert – Item | Set Alert – List |
| 1. Select item > **ITEMS** tab > **Alert Me** > **Set alert on this item**.
2. Define details of alert > **OK**.
 | 1. **LIST** tab > **Alert Me** > **Set alert on this list**.
2. Define details of alert > **OK**.
 |
| Sort or Filter | Validation Settings  |
| 1. Hover over column header > Click down arrow.
2. Select sort or filter option.
 | 1. **LIST** tab > **List Settings** > **Validation Settings**.
2. Define formula and message > **Save**.
 |
| Version History – Item  | Versioning Settings  |
| 1. Select item.
2. **ITEMS** tab > **Version History**.
 | 1. **LIST** tab > **List Settings** > **Versioning Settings**.
2. **Yes** for **Create a version each time you edit an item in this list?**
3. Depending upon Versioning and Content Approval, define number of versions, number of drafts, and **Draft Item Security**.
4. **OK**.
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| View Properties – Item  |  |
| 1. Select item.
2. **ITEMS** tab > **View Properties**.
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