Exercise 2 - Items

**Time**: 20 minutes

On the **Contributor Class** page, click **Exercises** in the left column to view the link for this task.

## Copy Class Files to Your Desktop

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| Task 1 | Take these steps… |
| Copy files to your desktop | 1. On your computer, click the **Start** button and click **Computer**. 2. Double-click **SYSTEM (C:)**. 3. Double-click **Student Data Files**. 4. Copy (do **NOT** move) the **SharePoint2013Contributor** folder to your desktop using one of these methods.  * Click the **SharePoint2013Contributor** folder. Press **Ctrl**+**C** to copy the folder. On your desktop, press **Ctrl**+**V** to paste the folder. * Right-click the **SharePoint2013Contributor** folder and select **Copy**. On your desktop, right-click and select **Paste**. |

## Add and Save a Report

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| Task 2 | Take these steps… |
| Add and save a report to the custom list | 1. Go to the **Custom List**. 2. Click the **ITEMS** tab and click **New Item**. (Or, you can click **+** **new item**.) 3. Enter the properties for an Inspector’s Daily Report. Required properties are noted by an asterisk.  * Title: ***YourInitials*** Daily Report * Priority: (1) High * Report Status: Preliminary * Inspector Last Name: your last name * Contract No: try to enter B223344; note that it cuts off at B22334 because this particular field is defined as up to 6 characters; enter B22334 instead. * Date: use today’s date * High Temp F: 155 (yes, 155!) * Weather: Sunny * County: leave blank  1. Click **Save** to keep the new report. 2. When you receive an error message that the County cannot be left blank, define the County as Duplin. 3. Click **Save**. 4. When you receive an error message that the High Temp F must be between 0 and 120, change the value to 95. 5. Click **Save** to keep the new report. In this list, the Division is automatically calculated based upon the county, so Duplin is assigned to Division 3. |

## View and Edit Report Properties

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| Task 3 | Take these steps… |
| View and edit the properties of the report | 1. In the **Custom List**, click next to the title of your new report to select it. 2. On the **ITEMS** tab, click **View Item**. (Or, click the ellipsis next to the title, and click **+** **View Item**.) Decide that you need to change the county. 3. In the **VIEW** tab, click **Edit Item**. 4. Change the county from Duplin to Swain. 5. Click **Save** to keep your changes. Note that the value in the Division column is now 14. |

## Delete and Restore a Report

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| Task 4 | Take these steps… |
| Delete a report from and restore a report to a custom list | 1. In the **Custom List**, click next to the title of your new report to select it. 2. Click the **ITEMS** tab and click **X Delete Item**. (Or, press the **Delete** key.) 3. Click **OK** to confirm the deletion. The report is moved to the Recycle Bin. 4. Go to the Recycle Bin by clicking the **Settings** gear and clicking **Site contents**. 5. In the upper right corner of the **Site contents** page, click **RECYCLE BIN**. 6. Click the checkbox next to the name of your report, click **Restore Selection**, and click **OK**. 7. Return to the **Custom List** to confirm that your report reappears. |

## Attach an Image to a Report

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| Task 5 | Take these steps… |
| Attach a photo to a report | 1. In the **Custom List**, click next to the title of your new report to select it. 2. Click the **ITEMS** tab and click **Attach File**. 3. Browse to the **SharePoint2013Contributor** folder you copied to your desktop. 4. Navigate to the **Images** folder. 5. Click an image to attach to the report, click **Open**, and click **OK**. 6. In the list, note that your report now has a paperclip in the attachments column. 7. Click the title of your new report. When the report opens for viewing, note that it now has a .jpg listed as an attachment. 8. Click the name of the attachment and click **OK** to view the photo. 9. Click the back button of your browser to return to the previous page, and click **Close** to exit the report properties. |