Exercise 3 - Lists

**Time**: 20 minutes

On the **Contributor Class** page, click **Exercises** in the left column to view the links for these tasks.

## Switch Views

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| Task 1 | Take these steps… |
| Switch the view for a list | 1. Go to the **Contacts** list. 2. Note that three views are listed at the top of the list and additional views may be available in the **Open Menu** when you click the ellipsis. 3. Review the different views to see how they vary. |

## Work with Personal Views

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| Task 2 | Take these steps… |
| Create a personal view of the Contacts list | 1. In the **Contacts** list, click the **LIST** tab and click **Create View**. You will be creating a view organized by Status. 2. On the **View Type** page, click **Standard View**. 3. On the **Create View** page, give the view a name that starts with your initials, such as ***DRS*Status**. 4. Ensure that **Create a Personal View** is checked. 5. Uncheck the **Email Address** and **Department** columns so they will not show. Check the **Modified** column to show how up-to-date the entry is. 6. Under **Sort**, first sort by the column **Last Name** in ascending order, then sort by the column **First Name** in ascending order. 7. Do not apply a filter. 8. Expand **Group By**, and **First group by the column** **Status** in ascending order. 9. Click **OK** to complete your personal view. The **Contacts** list reappears in your personal view and the name of your personal view appears at the top of the list. |
| Delete your personal view | 1. In the **Contacts** list, remain in your personal view. 2. Click the ellipsis (**…**) by the list of views at the top of the **Contacts** list. 3. Click **Modify this View**. 4. When your view settings appear, click **Delete** to delete the view and click **OK** to confirm the deletion. |

## Quick Edit a List

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| Task 3 | Take these steps… |
| Use Quick Edit to modify multiple items in a list | 1. In the **Custom List**, click the **LIST** tab and click **Quick Edit**. (Or, click **edit this list** at the top of the **Custom List**.) 2. Properties for all reports are displayed in a spreadsheet format. 3. Scroll to the bottom of the page. 4. In the blank row, add a report with a title that starts with your initials. Define the properties of the report as you like. Note: There seems to be a software bug that causes the first letter you enter to sometimes disappear. Proof your entries carefully! 5. Once you click outside the row, the Division is calculated and added. 6. Add a second report and try the Auto Fill (drag to copy) feature. 7. Click **Stop editing this list**. |