

SharePoint 2010 Views

Views are a useful way to organize and group information that is needed to be viewed in a certain customized way. Views have several features which should be described:

Columns – the basic building block of a view – columns represent the data stored or the data calculated to be displayed.

Sort – is the make-up of how the data should be displayed. Typically two columns can be used – and usually users want data sorted by data or by an alphabetic nature.

Filter – is used usually as a way for a user to filter down the exact data they want displayed – examples include current date or the current user of the site thus typing in [Today] or [Me] as the column values respectively would display such data.

Inline Editing – When checked allows a user to select an edit button to edit that row –of data – however this option is only available if the view is set to a default view.

Tabular View – This allows for the checkboxes in each row to be shown or hidden

Group By – Allows for the columns to be grouped so one can expand or collapse them as needed.

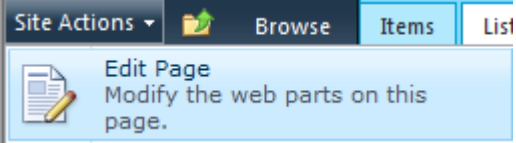
Totals – Columns that are numeric in nature can be totaled.

Style – Views can be changed by applying in-line styles to them.

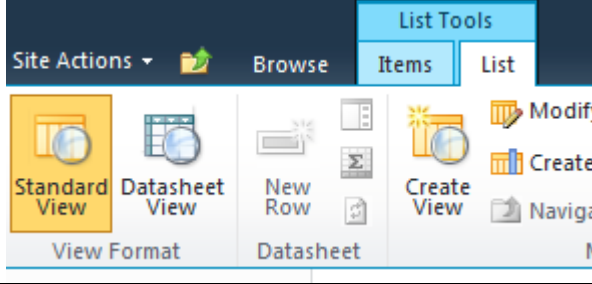
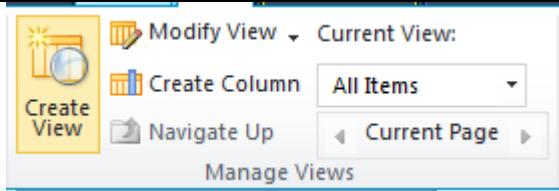
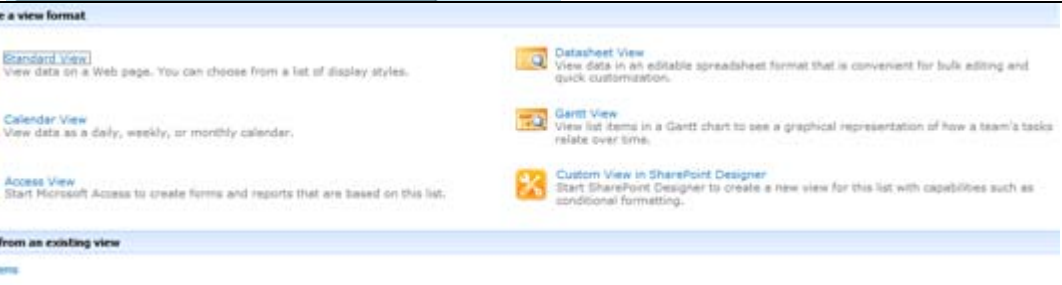
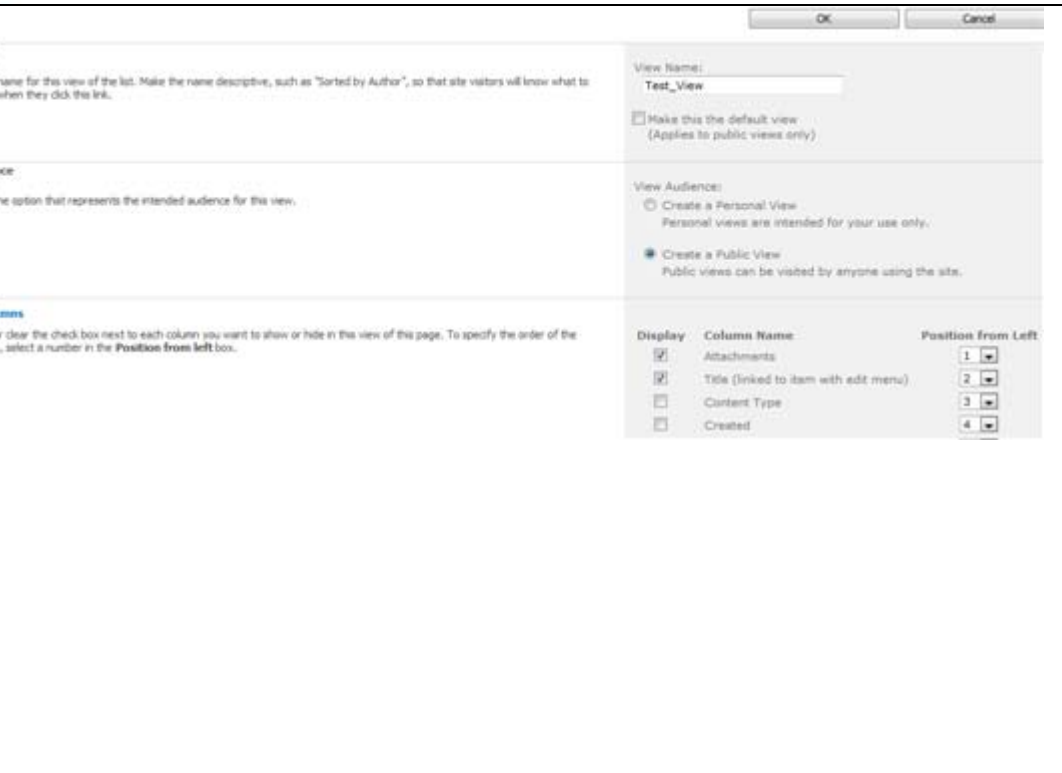
Folders: Folders or Flat – List with folders can be shown with folders or flattened to show all of the data inside the folders.

Item Limit – A limit can be placed on how many items are displayed in a views result return set.

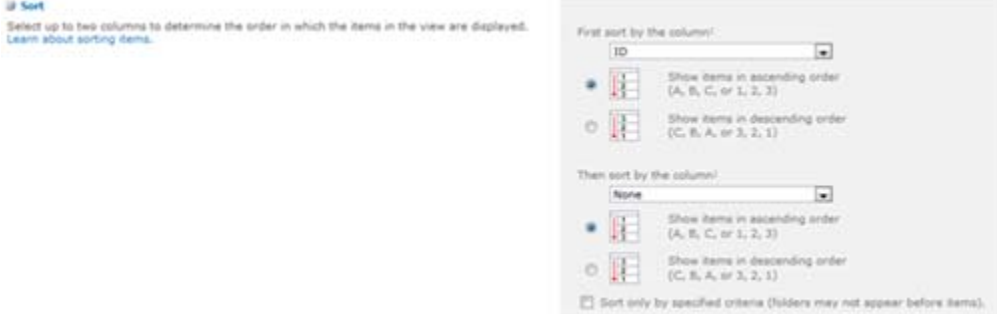
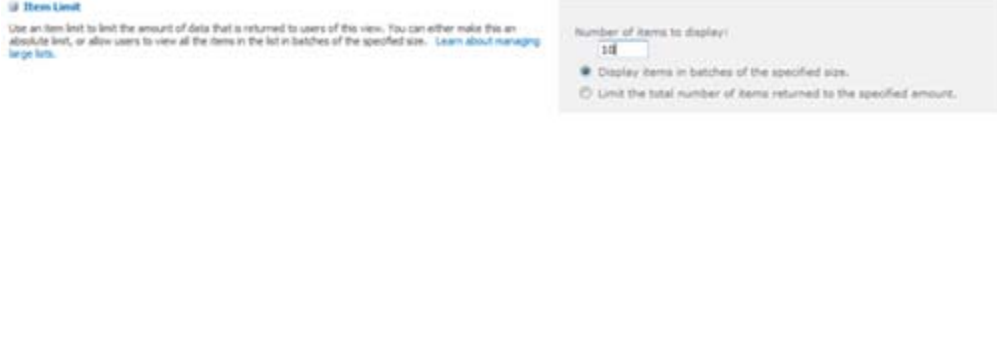

Mobile – a view can be turned off or on for mobile viewing.

<p>1. Maneuver to the pages content where a view of data is desired – usually this is a list or a document repository. Select Site Actions -> Edit Page.</p>	 <p>The screenshot shows the 'Site Actions' dropdown menu in SharePoint. The 'Edit Page' option is highlighted, with a sub-menu description: 'Modify the web parts on this page.' Other visible options include 'Browse', 'Items', and 'List'.</p>
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<p>2. Select in the List Tools tab the List option.</p>	
<p>3. In the Manage Views selection select Create View</p>	
<p>4. Choose a view format.</p>	
<p>5. In this example – the Standard View was selected. Where it says View Name: - the view needs to be named in this case it was called Test_View. The columns desired for the view to be</p>	

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<p>displayed need to be checked as well as the order that the columns should appear in the view need selected.</p>	
<p>6. In the Sort field select from the drop down menu the desired field that the view should use to sort on.</p>	
<p>7. Scroll down and expand the Item Limit selection and set the Number of items to display: to the desired amount – in this case I set it to 10 from the default of 30.</p>	
<p>8. Expand the Folders selection and select Show all items without folders. This allows for the documents from all folders to be shown.</p>	
<p>9. Click OK once</p>	

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all desired items are selected.	
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