



## Views—Advanced

Views allow users to filter and style information in lists and libraries to make it quicker for you to find the right piece of data when you need it, without having to scavenge through hundreds of items.

### Create a standard view

1. The Standard View displays items in your Lists and Libraries in one row after another. This is typically the default view and can be customized by adding or removing columns.
2. In the left navigation pane, locate and select the appropriate list or library.
3. Click the List or Library tab.
4. In the Manage Views group, click Create View.
5. In the Choose A View Type area, click Standard View.
6. In the View Name field, enter the appropriate name.
7. To make this the default view, select the Make This The Default View checkbox.
8. Select the appropriate view radio button.
9. A personal view can only be seen by you and a public view can be seen by everyone.
10. In the Columns area, select or deselect the appropriate checkboxes.
11. The columns contain the information you want to see in your list or library items.
12. The order of the columns can be modified by selecting the appropriate number in the Position From Left checkboxes.
13. In the Sort area, select the order in which items will appear in the view.
14. You can include up to two criteria for how you would like the items to appear.
15. To display a subset of item in a list or library, you can apply a filter to a column.
16. To display all items in this view, select the Show All Items In This View radio button.
17. To apply additional options, click the appropriate group.
18. To enable the view for mobile access, select the Enable This View For Mobile Access checkbox.
19. Select or deselect the Make This View The Default View For Mobile Access checkboxes.
20. To change the number of items to display in list view web part for this view, enter the appropriate number.
21. In the Field To Display In Mobile List Simple View dropdown, select the appropriate option.
22. Click OK.

### Create a calendar view

1. The Calendar View can be used when you want your items shown chronologically. It will display similarly to a wall calendar.
2. In the left navigation pane, locate and select the appropriate list or library.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*



3. Click the List or Library tab.
4. In the Manage Views group, click Create View.
5. In the Choose A View Type area, click Calendar View.
6. In the View Name field, enter the appropriate name.
7. To make this the default view, select the Make This The Default View checkbox.
8. Select the appropriate view radio button.
9. A personal view can only be seen by you and a public view can be seen by everyone.
10. In the Time Interval area, select the appropriate Begin and End options.
11. In the Calendar Columns area, select the columns to be represented in the Calendar Views.
12. Note that the Title fields are all required, and the Sub Heading fields are optional.
13. In the Default Scope area, select the appropriate radio button.
14. To display a subset of items in a list or library, you can apply a filter to a column.
15. This can be especially helpful for lists that have a large number of items.
16. To display all items in this view, select the Show All Items In This View radio button.
17. In the Mobile area, select the appropriate options.
18. Click OK.

#### Create a datasheet view

1. The Datasheet view displays items in your lists and libraries in a grid formation. Like a spreadsheet, this view is often used when you have several items that need to be edited at the same time.
2. Note that another name for this view is Quick Edit.
3. In the left navigation pane, locate and select the appropriate list or library.
4. Click the List or Library tab.
5. In the Manage group, click Create View.
6. In the Choose A View Type area, click Datasheet View.
7. In the View Name field, enter the appropriate name.
8. To make this the default view, select the Make This The Default View checkbox.
9. Select the appropriate view radio button.
10. A personal view can only be seen by you and a public view can be seen by everyone.
11. In the Columns area, select or deselect the appropriate checkboxes.
12. The columns contain the information you want to see in your list or library items.
13. The order of the columns can be modified by selecting the appropriate number in the Position From Left checkboxes.
14. In the Sort area, select the order in which items will appear in the view.
15. You can include up to two criteria for how you would like the items to appear.
16. To display a subset of items in a list or library, you can apply a filter to a column.
17. To display all items in this view, select the Show All Items In This View radio button.
18. To apply additional options, click the appropriate group.
19. Click OK.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*



## Create a Gantt view

1. The Gantt view displays items in your Lists and Libraries in a graphical representation to show progress throughout tasks.
2. In the left navigation pane, locate and select the appropriate list or library.
3. Click the List or Library tab.
4. In the Manage Views group, click Create View.
5. In the Choose A View Type area, click Gantt View.
6. In the View Name field, enter the appropriate name.
7. To make this the default view, select the Make This The Default View checkbox.
8. Select the appropriate view radio button.
9. A personal view can only be seen by you and a public view can be seen by everyone.
10. In the Columns area, select or deselect the appropriate checkboxes.
11. The columns contain the information you want to see in your list or library items.
12. The order of the columns can be modified by selecting the appropriate number in the Position From Left checkboxes.
13. In the Gantt Columns area, select the appropriate columns.
14. Note that the Title, Start Date, and Due Date fields are required.
15. In the Sort area, select the order in which items will appear in the view.
16. You can include up to two criteria for how you would like the items to appear.
17. To display a subset of items in a list or library, you can apply a filter to a column.
18. To display all items in this view, select the Show All Items In This View radio button.
19. To apply additional options, click the appropriate group.
20. Click OK.

## Set the default view from modern to classic in a library

1. Library and list owners can change the default view for users and switch back to the Classic SharePoint experience.
2. In the left navigation pane, click the appropriate library.
3. From the Settings drop-down, click Library Settings.
4. Under General Settings, click Advanced Settings.
5. Locate the List Experience area.
6. Under Display This List Using The New Or Classic Experience?, select the Classic Experience radio button.
7. Click OK.
8. The library is now displayed in the Classic view.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*