SHAREPOINT

SharePoint : SharePoint is a Cloud-based platform that provides an organization with the ability to manage their content, track processes, collaborate with other employees, manage business activities, and publish information

In short SharePoint act like as a database system.

There are so many things in SharePoint like as List, Library, Picture Library.

LIST

SharePoint list is a collection of data. Mostly SharePoint stores and displays information in the form of a list. These are similar to databases which we use to store information and provide reports as well.

A list will have 3 components: item, fields, and views.

- **Items:** An item is like a record in a database, like customer information.
- **Fields:** List fields are like columns in database or metadata. Fields can be customer name, email address, mobile number, etc.
- **Views:** List used Views to display the list data.

We can add various columns to a SharePoint list like single line text, multi line text, currency, or choice etc to store different types of information in SharePoint.

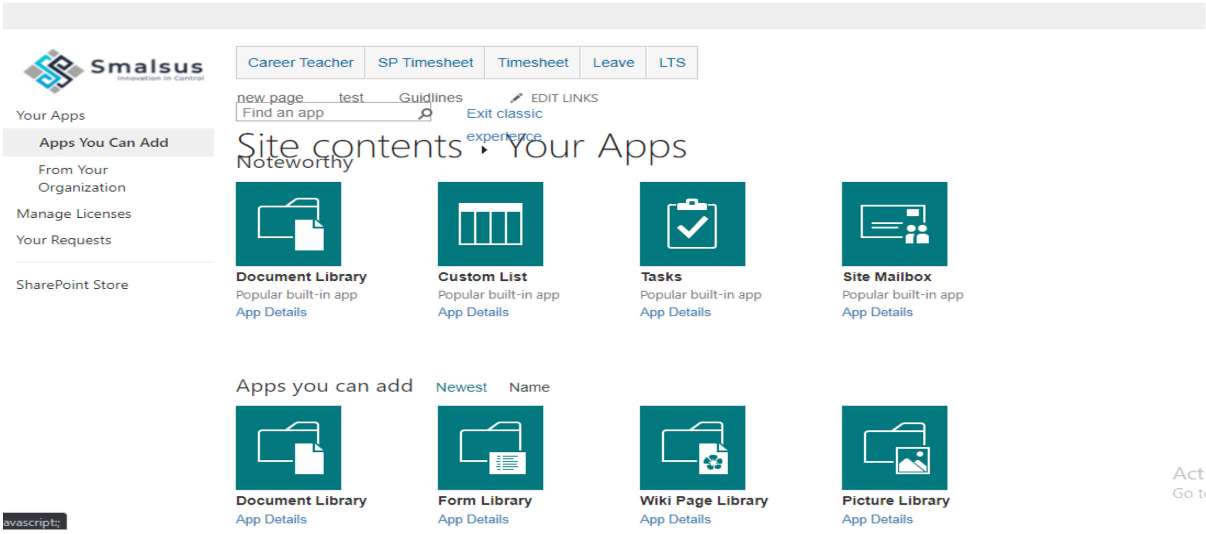
Types of List:

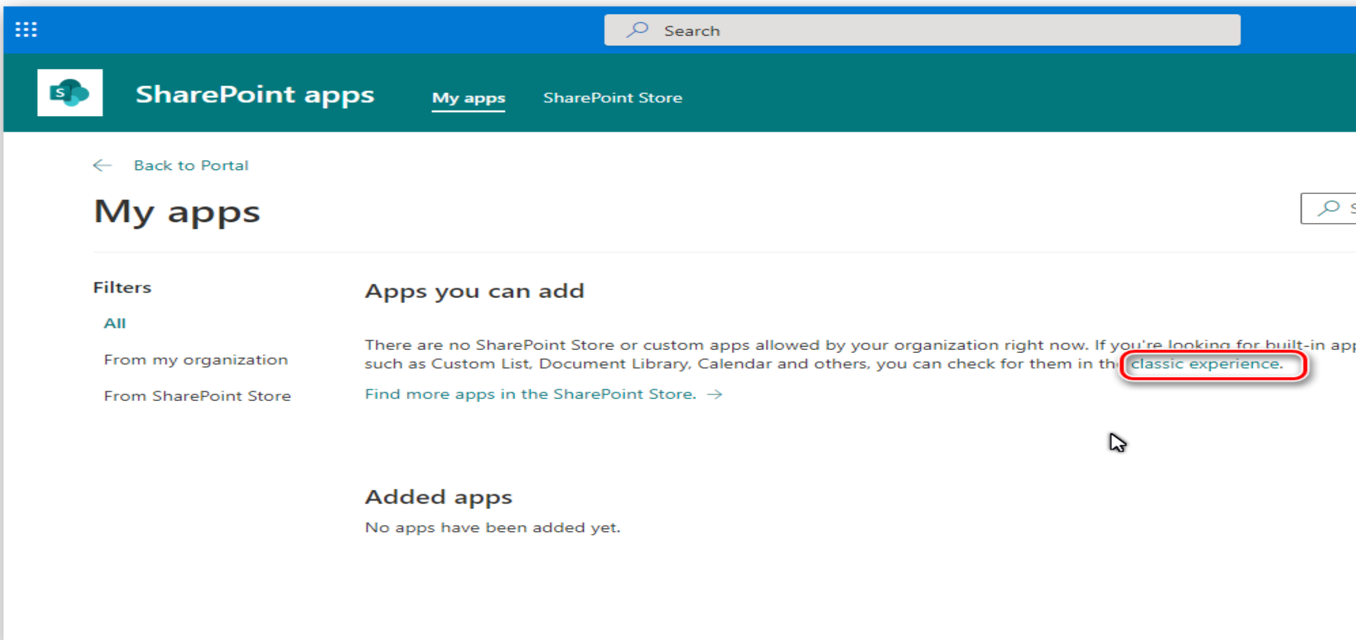
- Custom List
- Announcements
- Tasks
- Event
- Contact
- Etc..

1. How to create a Custom list in SharePoint.

Step 1: From the settings menu click on "Add an app" link to add the custom list.

It will open the Your Apps section under "Site Contents".



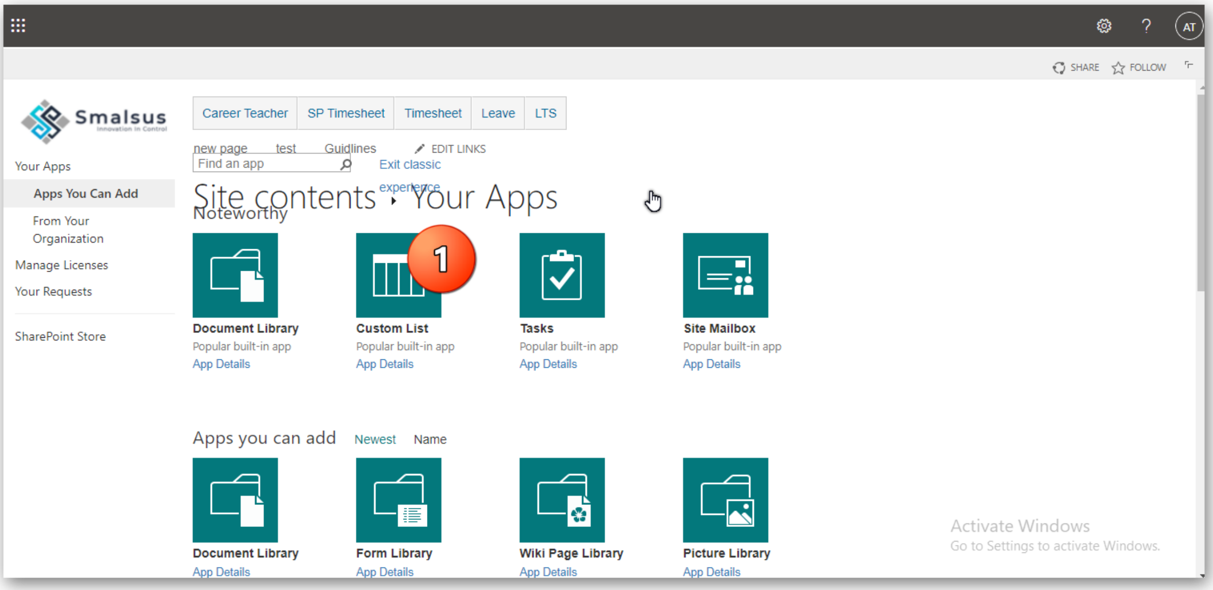


If your are facing this window as on above image click on Classic experience.

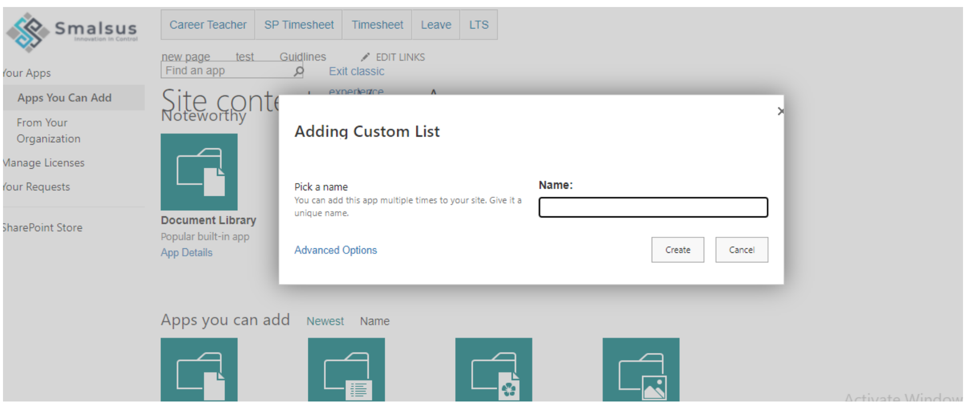
After That you will be on below screen

Select a particular list which you want to create E.g. I am selecting a custom list. Same way you can create any kind of list

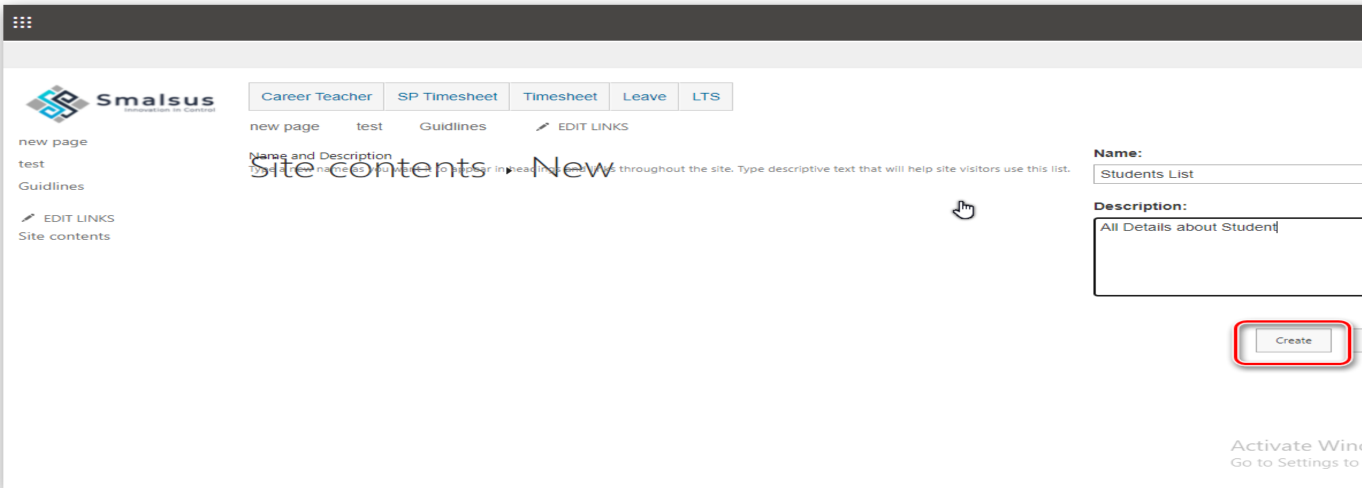
Step 2: Click on "Custom List" under Your Apps.



It will open the below screen where you can enter the list Name and click on create or you can click on "**Advanced Options**" to enter a description of your list along with the Title.

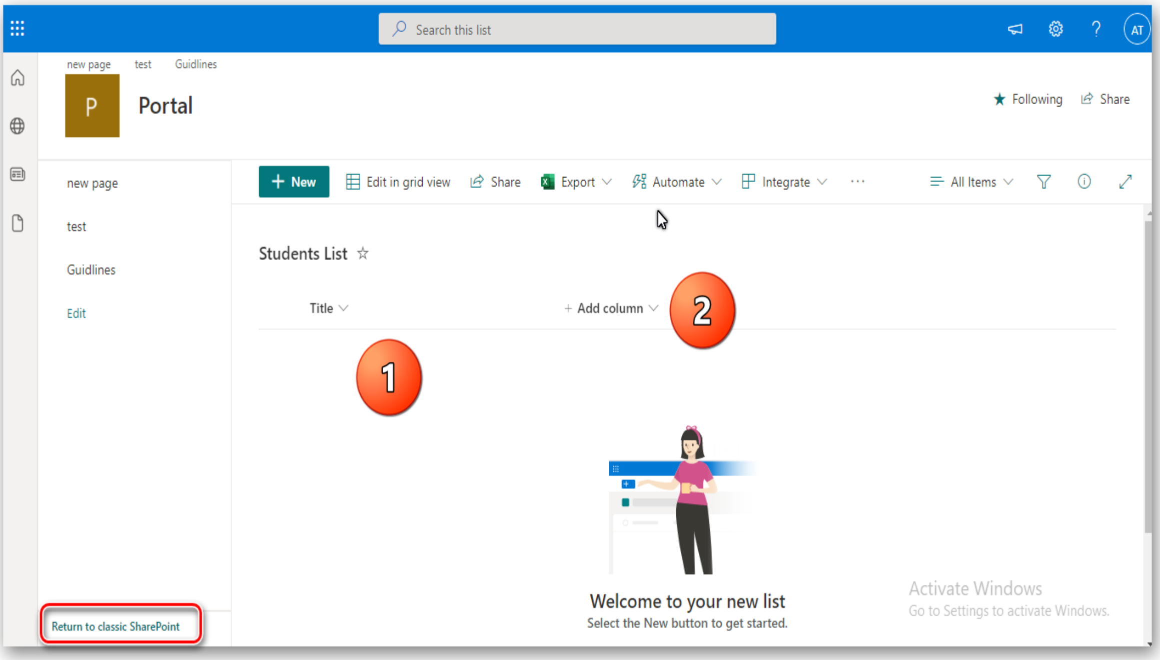


Step 3: Enter the Name and description of the list and click on create.



You can see the below screen, list has been created successfully but there is only single column that is on (1) "Title" you can add more column by clicking on (2) option.

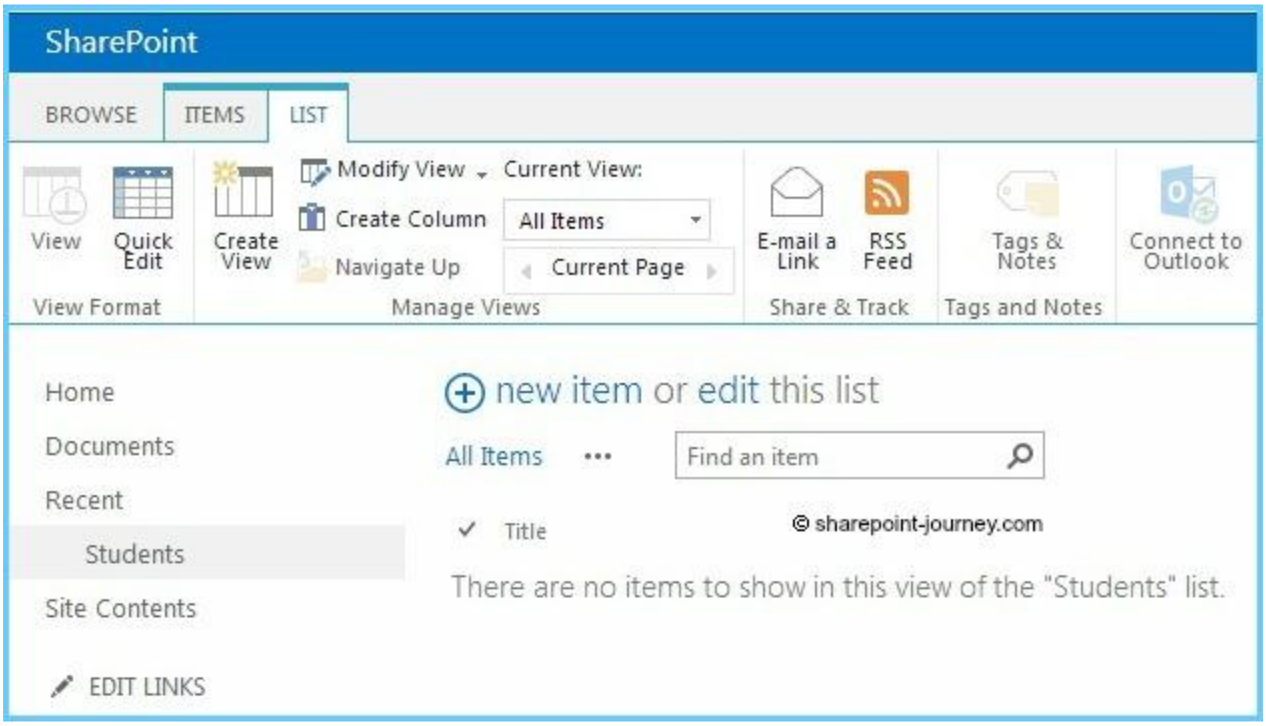
If you want go to classic site then click in rectangle portion



Next we will learn how we can create more columns in list

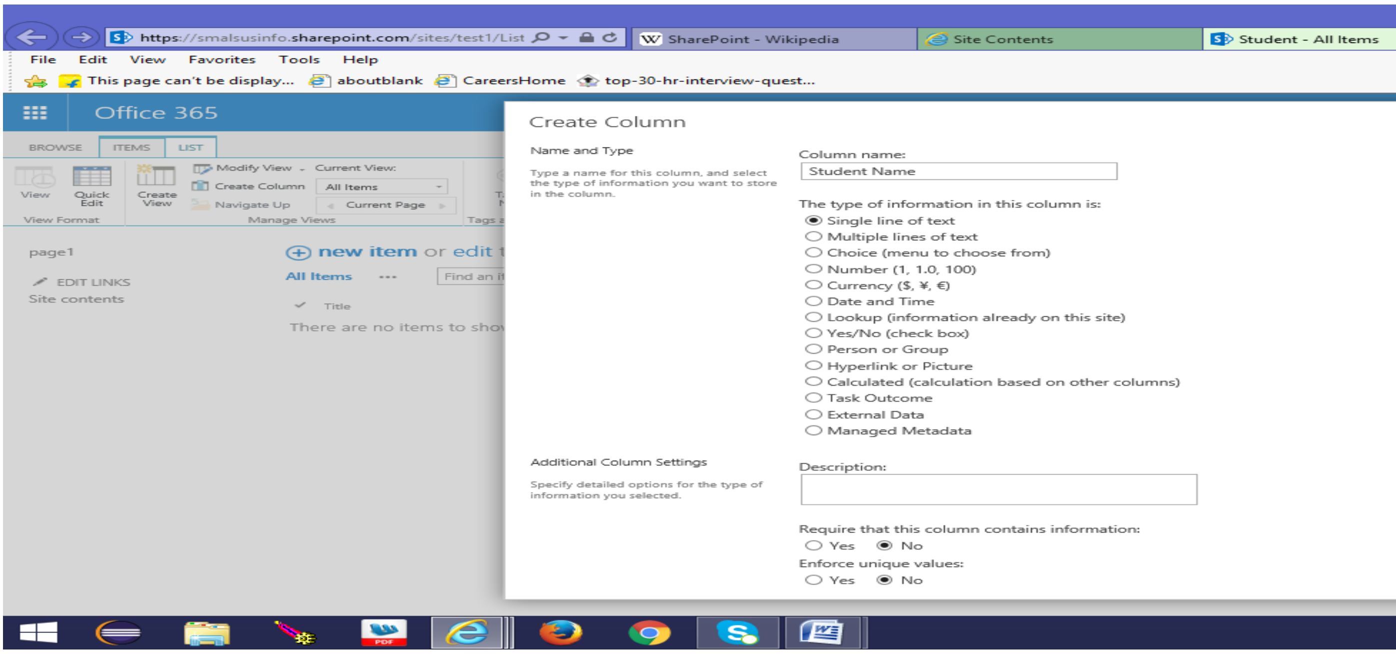
How to create a column ?

Note : There is two type view in SharePoint first one is modern experience and second one is classic experience by default you will show modern experience by you can go to classic experience by clicking on lets bottom link "Return to classic SharePoint"

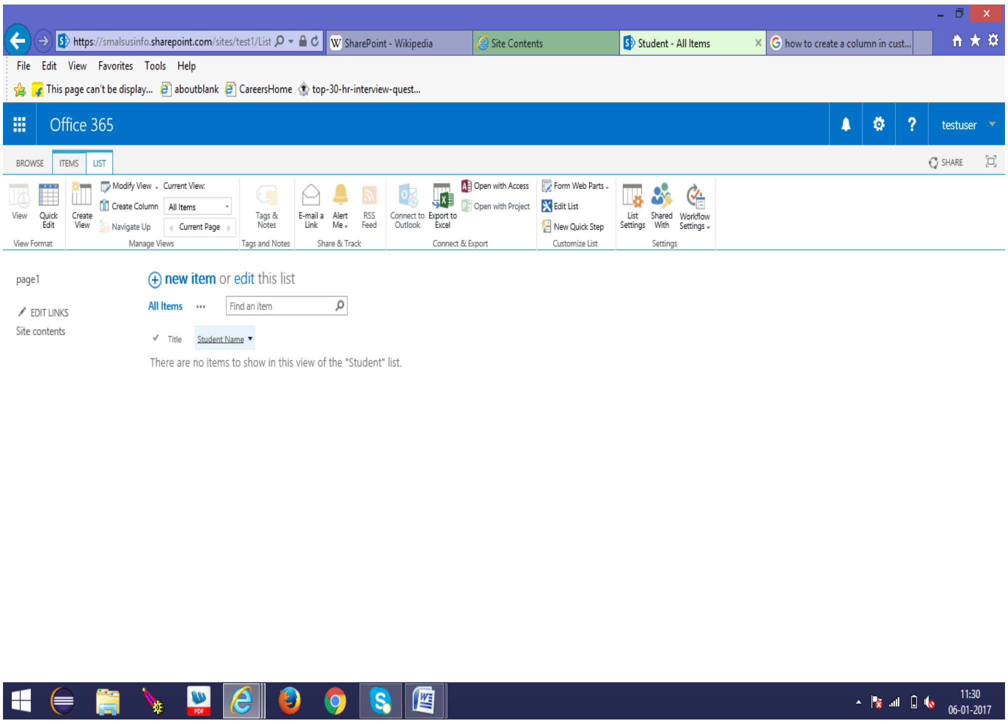


There is only Title column in the students list.

Now click on the list and then select create column.



Create a column contain type of information which has several options as shown above we have to select one of them according to our name and type of the column.



Here our first column is created that is student name.

TYPE OF COLUMNS IN LIST

Following are the list of type of Information:

Single Line of Text

Use this column field type to collect and display small amounts of unformatted text in a single line, including:

- Text only, such as first names, last names, or department names
- Combinations of text and numbers, such as street addresses or account numbers
- Numbers that are not used in calculations, such as employee ID numbers, phone numbers, postal codes.A single line of text column displays 255 characters in a single line.

Multiple Line of Text

Use this column field type in a list or library to collect and display formatted text or lengthy text and numbers on more than one line, such as a description of an item. A **Multiple lines of text** column can store up to 63,999 characters, and you can specify the number of lines of text that you want to display when people enter information about an item. This type of column displays all the text when the column is viewed in a list or library.

Choice

Use this column field type to let people choose from a list of options that you provide. This column type is an ideal choice in cases where you want to ensure that all the data in the column is consistent because you can limit the values that are stored in a column.

Number

Use this column field type to store numerical values that aren't monetary values.

Currency

Use this column field type to store monetary values.

Date and Time Use this column field type to store calendar dates, or both dates and times. The date format varies based on the regional settings for the site. If the format that you want is not available, ask your administrator to add support for the appropriate region to the site.

Yes/No

Use this column field type to store true/false or yes/no information, such as whether someone will attend an event. A **Yes/No** column appears as a single check box when people enter information about an item. To indicate **Yes**, team members select the check box. To indicate **No**, team members clear the check box.

Person or Group

Use this column field type to provide a searchable list of people and groups from which people can choose when they add or edit an item. For example, on a Tasks list, a **Person or Group** column named **Assigned To** can provide a list of people that a task can be assigned to. The contents of the list depends on how directory services and SharePoint groups have been configured for the site. To customize the contents of the list, you may need to contact your administrator.

Hyperlink or Picture

Use this column field type to store a hyperlink to a Web page or to display a graphic on the intranet or Internet.

Calculated

Use this column field type to display information that is based only on the results of a calculation of other columns in list or library. For example using =[quantity] * [item price] to calculate total price.

Lookup

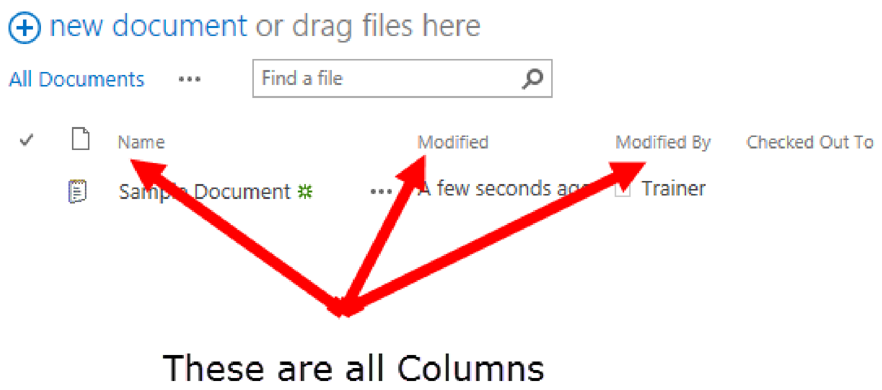
Use this column field type to let people choose values based on information that is already stored in the site. For example, if you want a column to store the names of customer accounts to which employees are assigned and the list of accounts must be limited to a Customer Accounts list on the site, you can create a **Lookup** column that displays the names in the Customer Accounts list. The list of choices in a **Lookup** column appear in either an expanding box, called a drop-down menu, or a list box, depending on whether you allow people to select more than one value.

How to create a column using lookup(Type of Information)?

Column using lookup is shown below with the help of an example:

Creating a "Departments" Dropdown using a Lookup Column

Columns are the basic building blocks of SharePoint and are part of every SharePoint List or Library application. In the image below, the Name, Modified By, and Modified labels are columns. Columns are used to store additional information (such as Department owner) about the document and provides the ability to sort, filter, and group our documents by these column values.



A Lookup column is connected to a SharePoint list for its set of values. If a new department is added to the Departments list, the values in the connected lookup column are updated automatically. Using this approach provides SharePoint users with a consistent and relevant set of values.

There are three steps to creating and using the Departments column. They are:

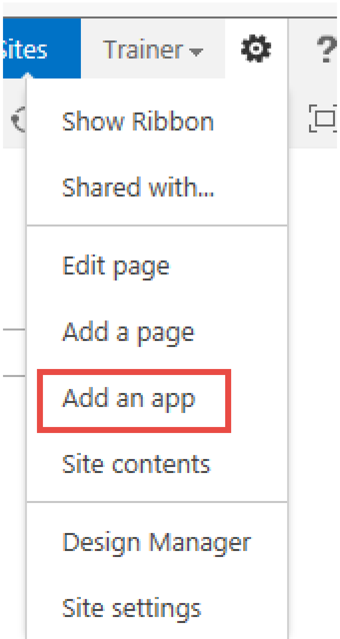
1. Create the Departments List

2. Create the Departments lookup column
3. Add the Departments column to Shared Document library

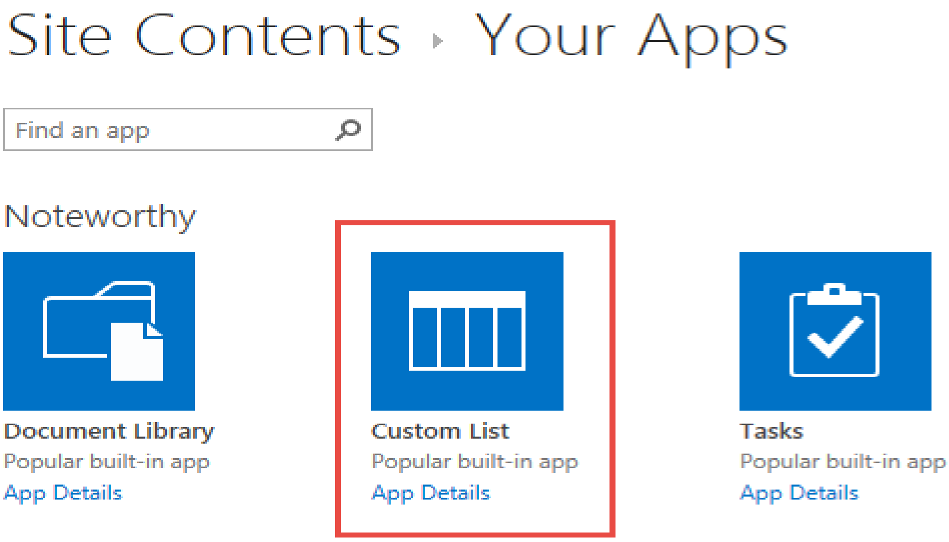
Creating the Departments List

On the site, click the "setting" icon in the upper-right corner to reveal the Site Actions menu, highlighted in the red box in the image below:

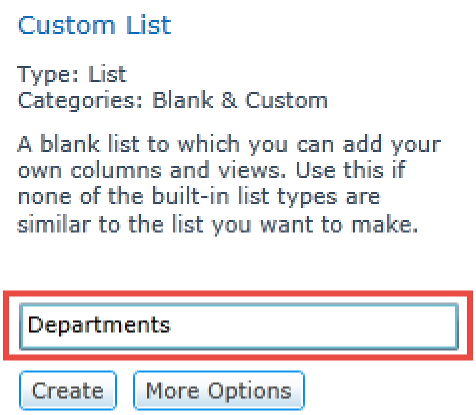
From the menu, click **Add an App**.



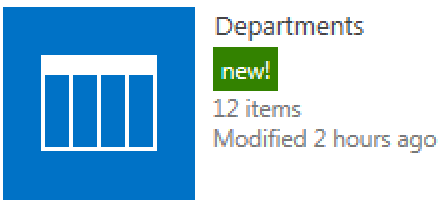
On the Site Contents screen, select **Custom List** from the list of available apps.



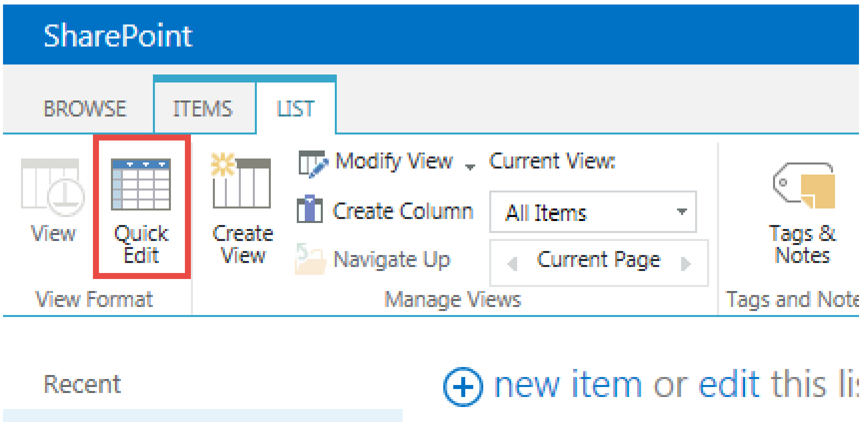
On the Create App page, type **Departments** in the list name field, then click the **Create** button.



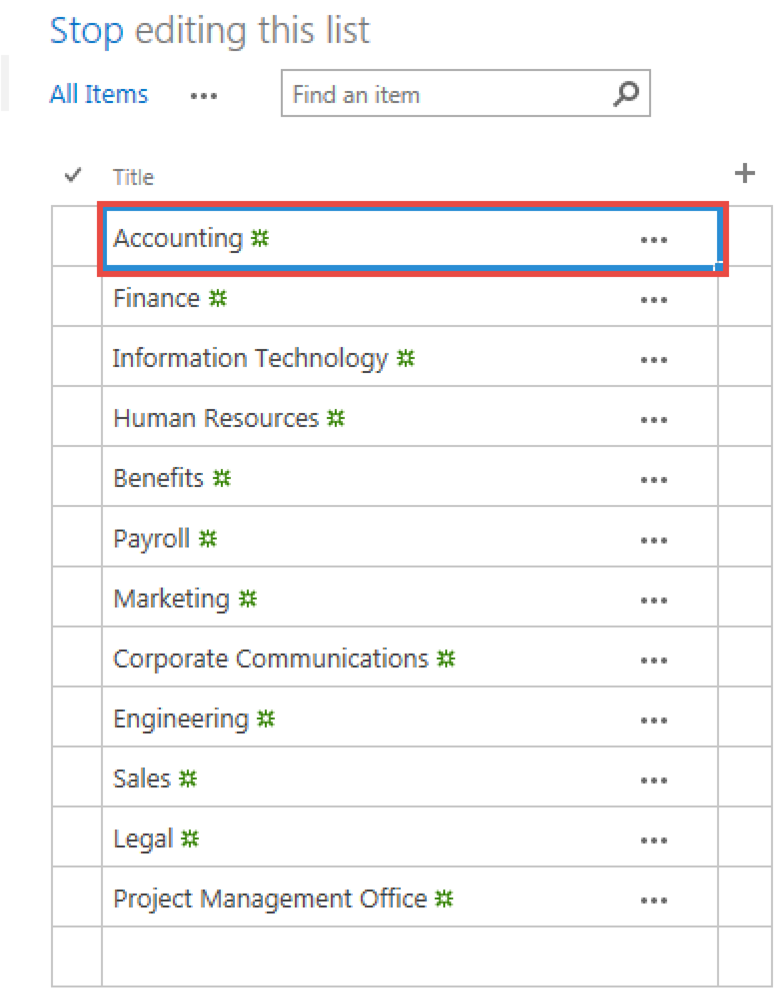
Your list should be created successfully and appear in the list of available apps.



Now we need to add department values to our new Departments list. Open the Departments list by clicking on the icon. On the Departments list page, click the **List** tab, then select **Quick Edit** on the left side of the ribbon.



Quick Edit mode provides you with an Excel-like interface to quickly add values into the list. Click in the first box under the Title and add your department values.

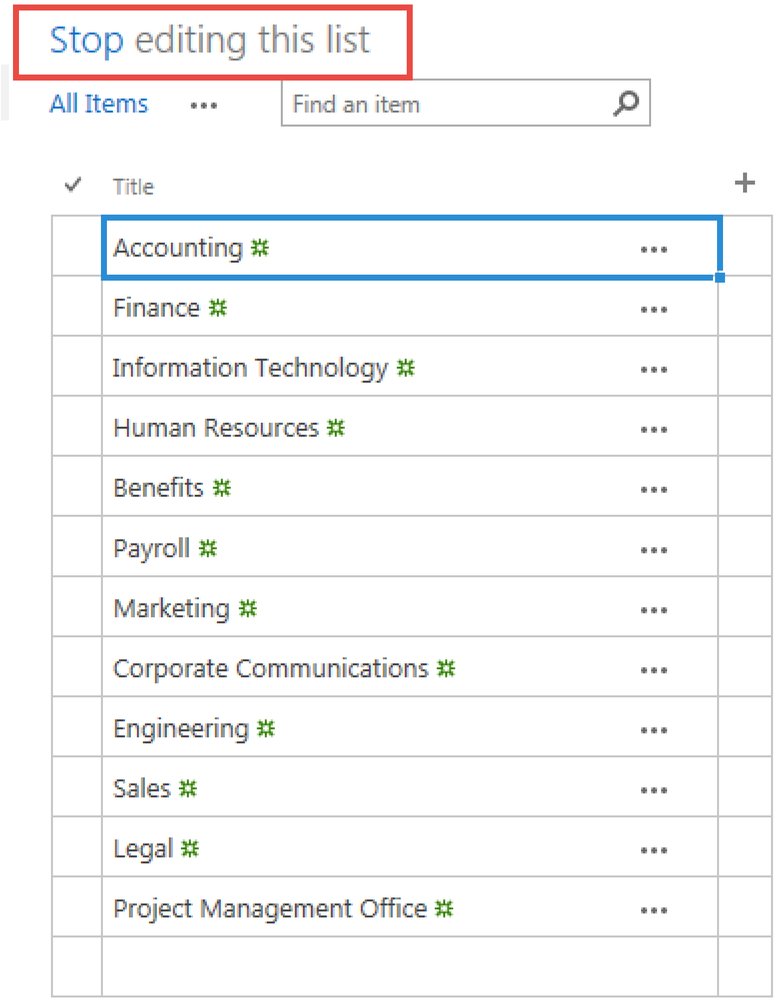


I added the following values to the Departments list:

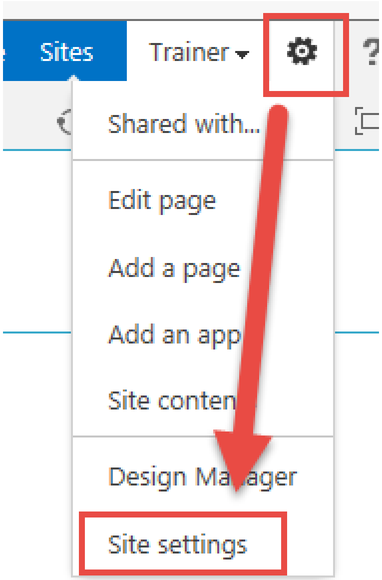
- Accounting
- Finance

- Information Technology
- Human Resources
- Benefits
- Payroll
- Marketing
- Corporate Communications
- Engineering
- Sales
- Legal
- Project Management Office

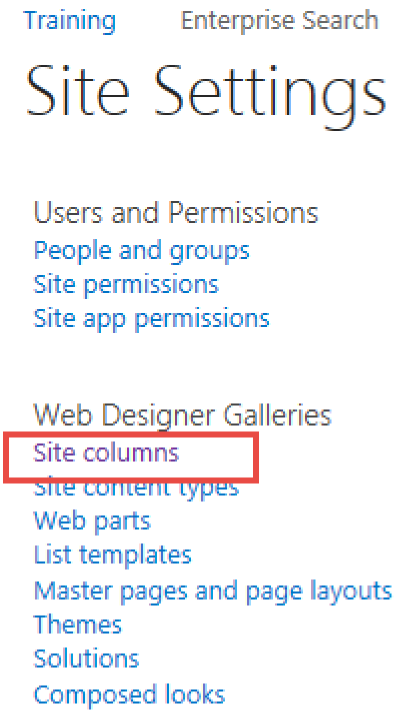
Go ahead and add the values above to your Departments list. When complete, click the **Stop editing this list** link right above the list view/search box. The Stop editing link is shown below, boxed in red.



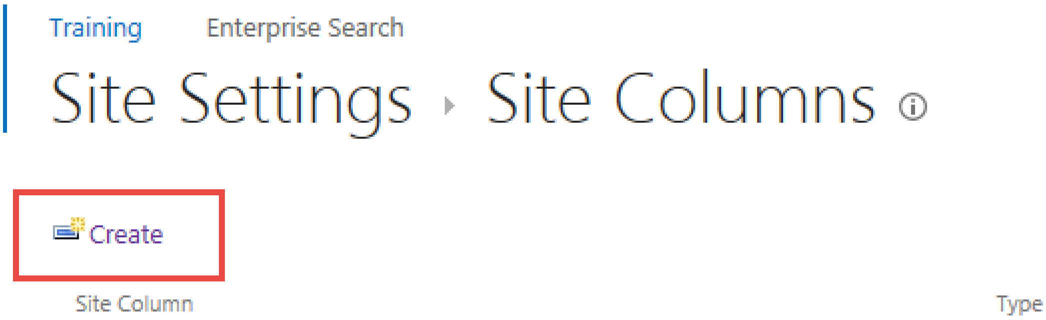
Now that the Departments list is created and you finished adding values, we are ready to create the Departments lookup type column. Go ahead and click the gear in the upper right corner of the SharePoint window and select **Site Settings**.



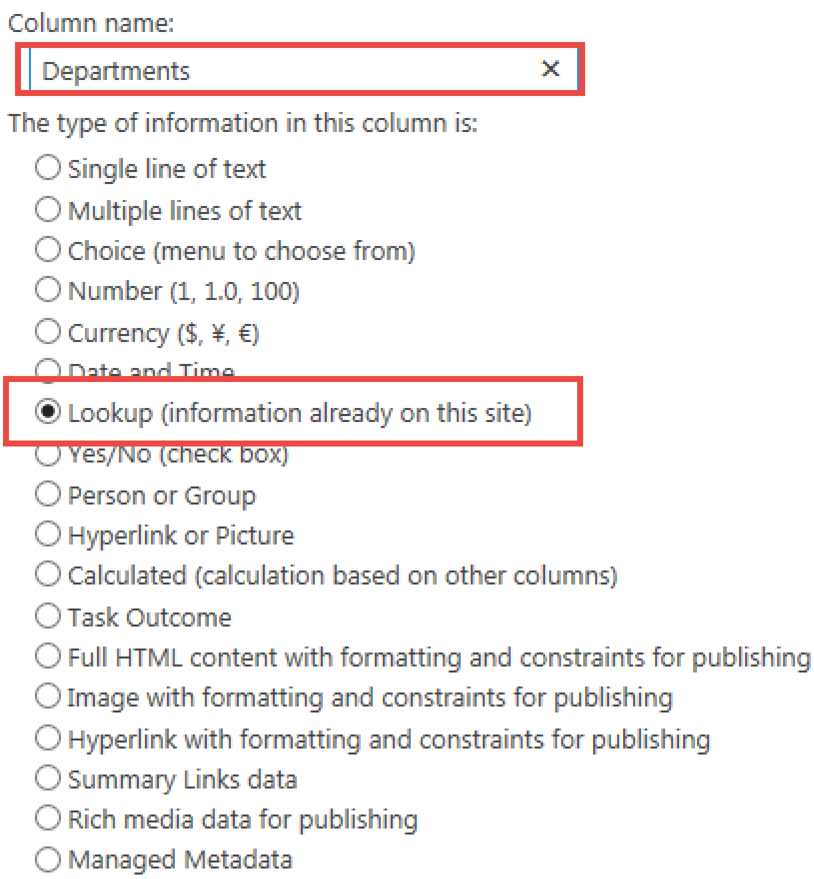
On the Site Settings page, click the Site Columns link, which is located on the left column, under the Web Designer Galleries heading



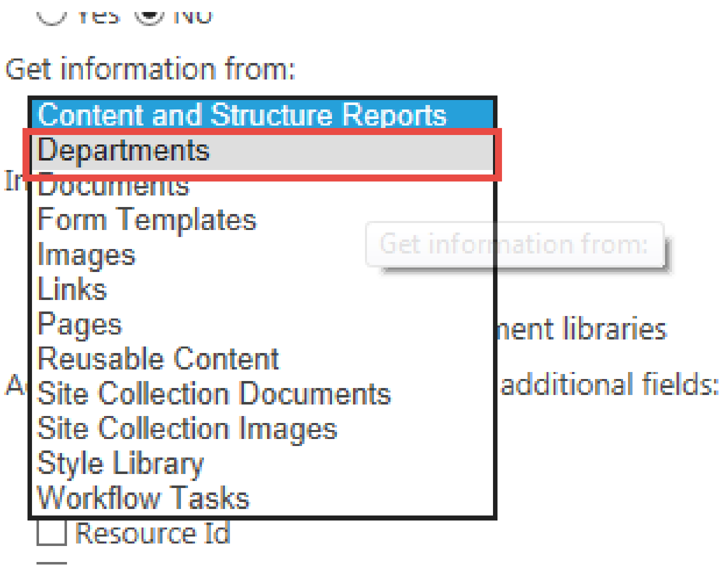
Click the **Create** button in the upper left. This will open the Create Column page.



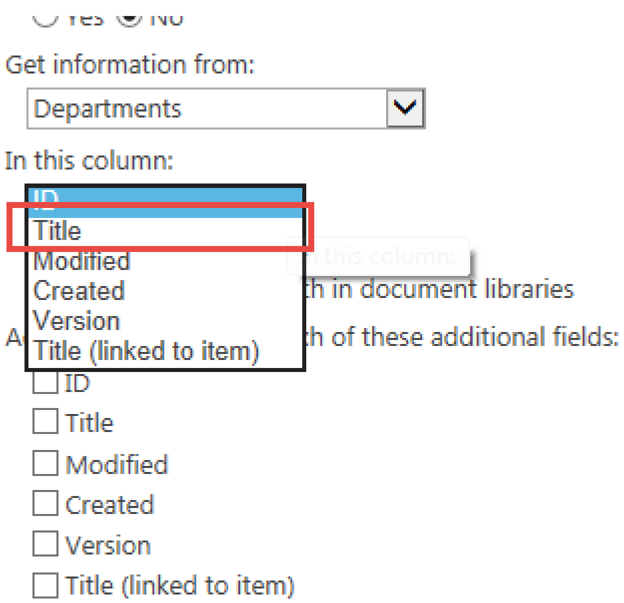
Type **Departments** in the Column name box and select **Lookup (information already on this site)** for the Type of Information in this column selection.



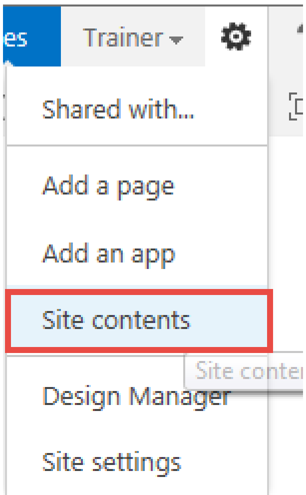
Scroll down the page to the Addition Column Settings section. In the **Get Information from:** dropdown, click the arrow and select **Departments**



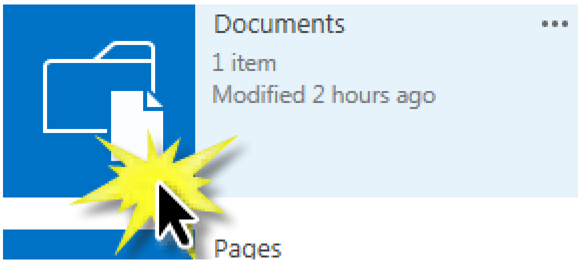
Now choose **Title** from the **In this column:** dropdown and click the **OK** button.



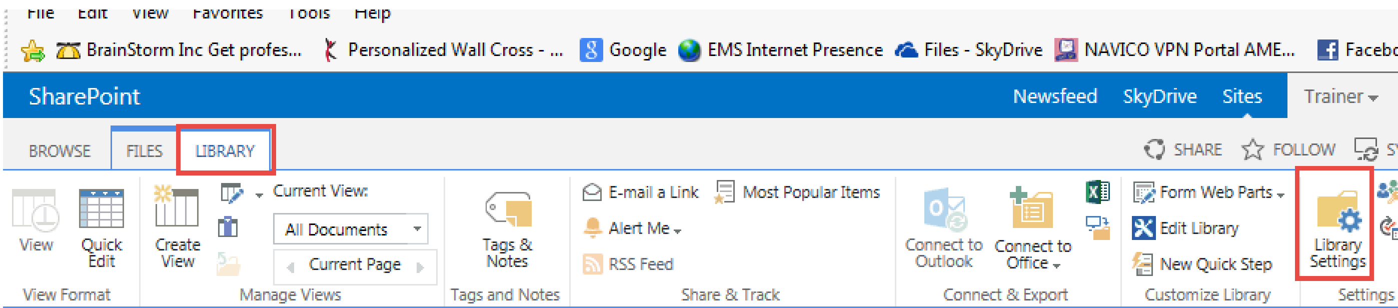
We have now successfully created the Departments column and are ready to put it to use in our Shared Documents library app. Click the Gear in the upper-right corner again and choose **Site Contents** from the menu.



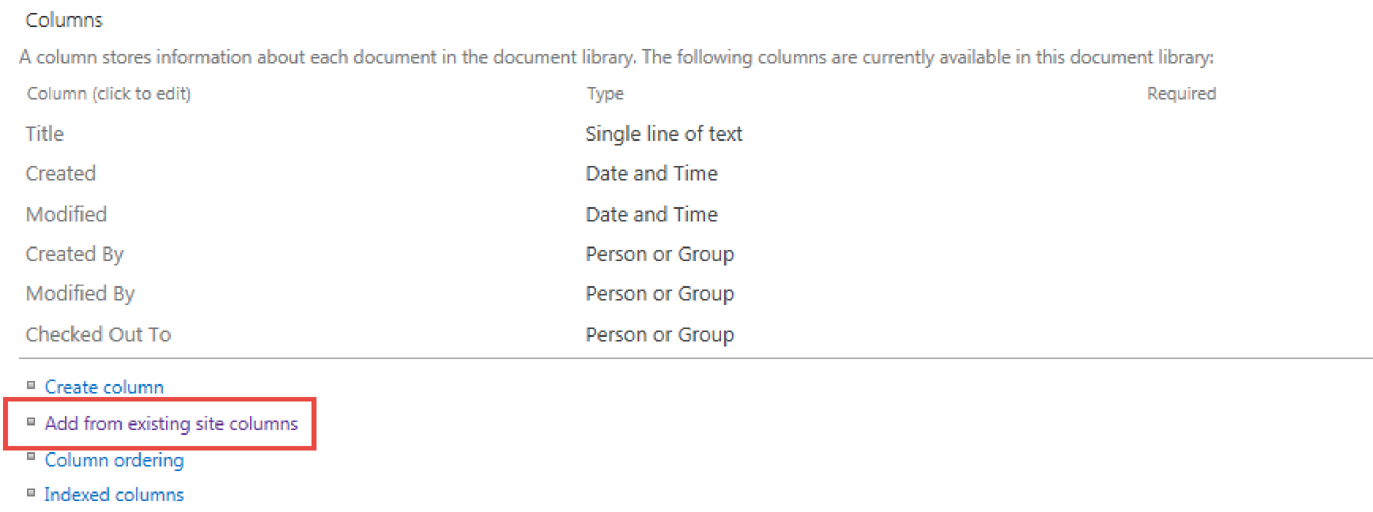
On the Site Contents page, click the Documents app



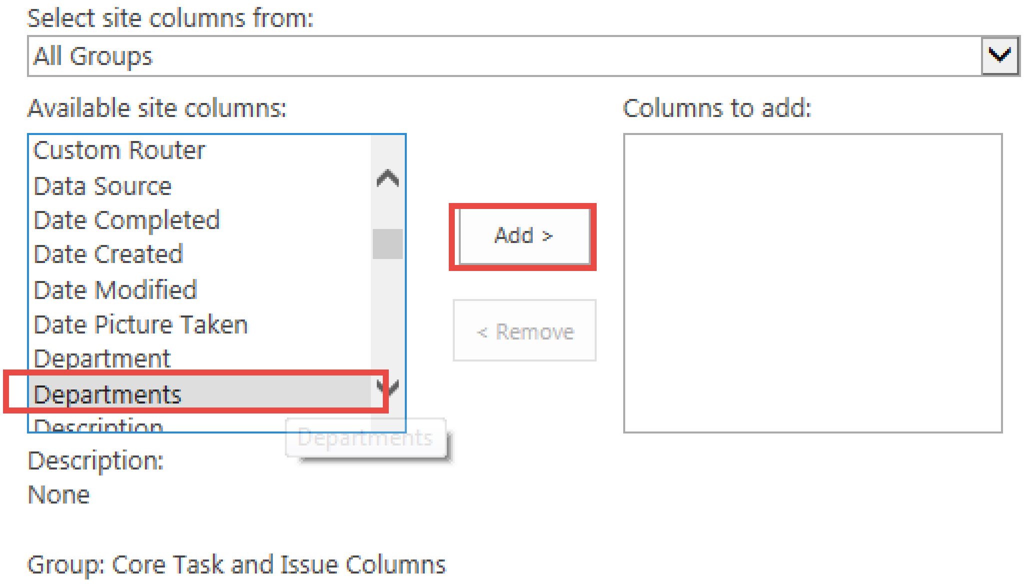
On the Documents page, click the Library tab and then click Library Settings on the right side of the ribbon.



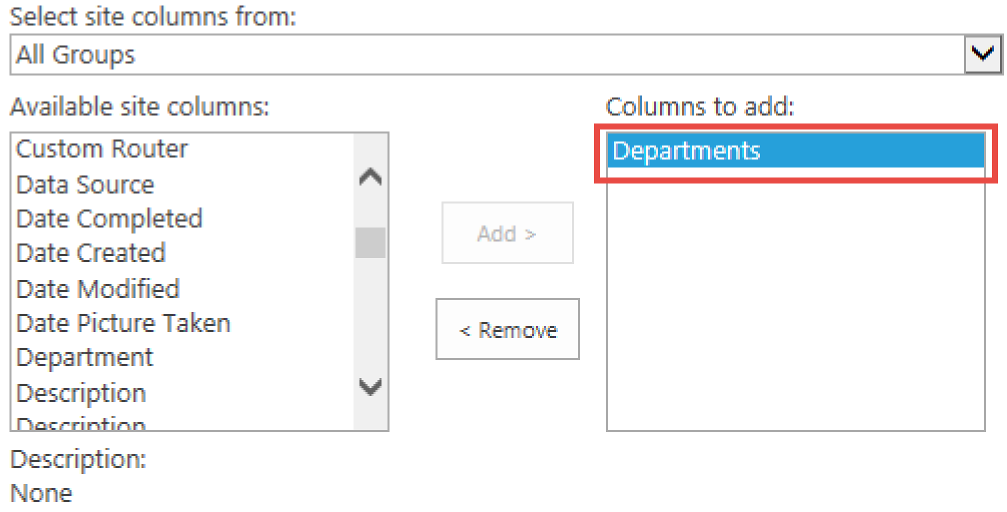
On the Library Settings page, scroll down to the Columns section and click **Add from Existing Columns**



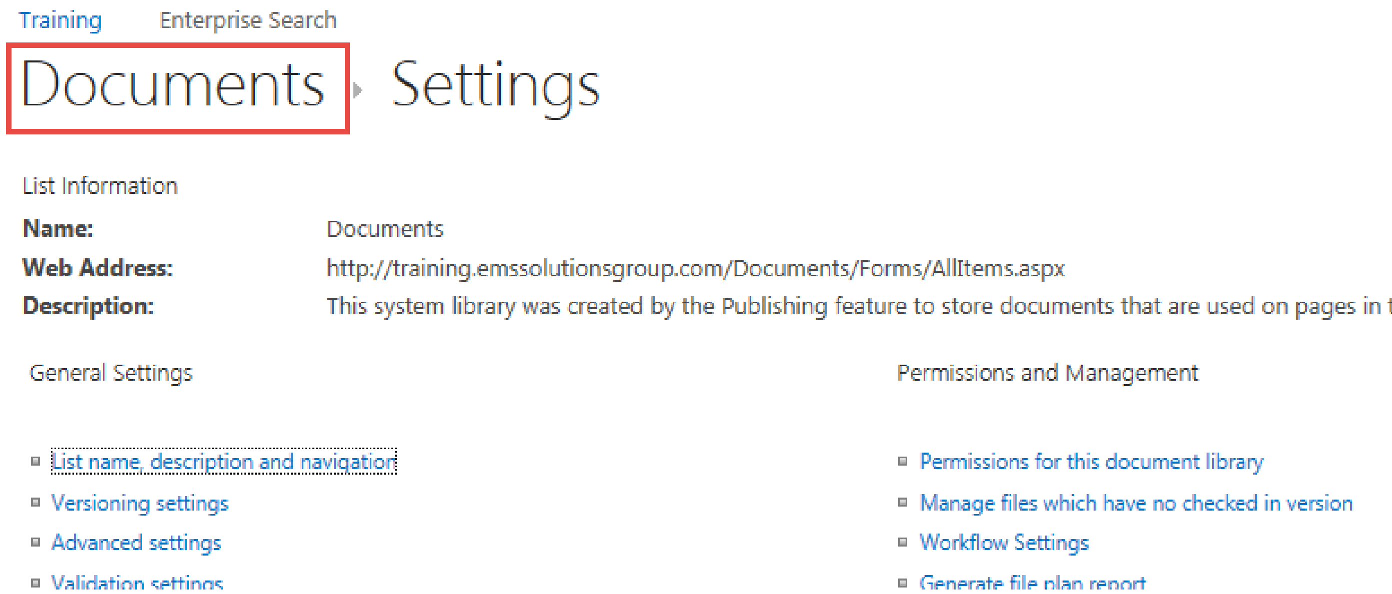
On the left side of the column picker, scroll down the list until you find **Departments** in the Available site columns list, Click on Departments and then click the **Add** button



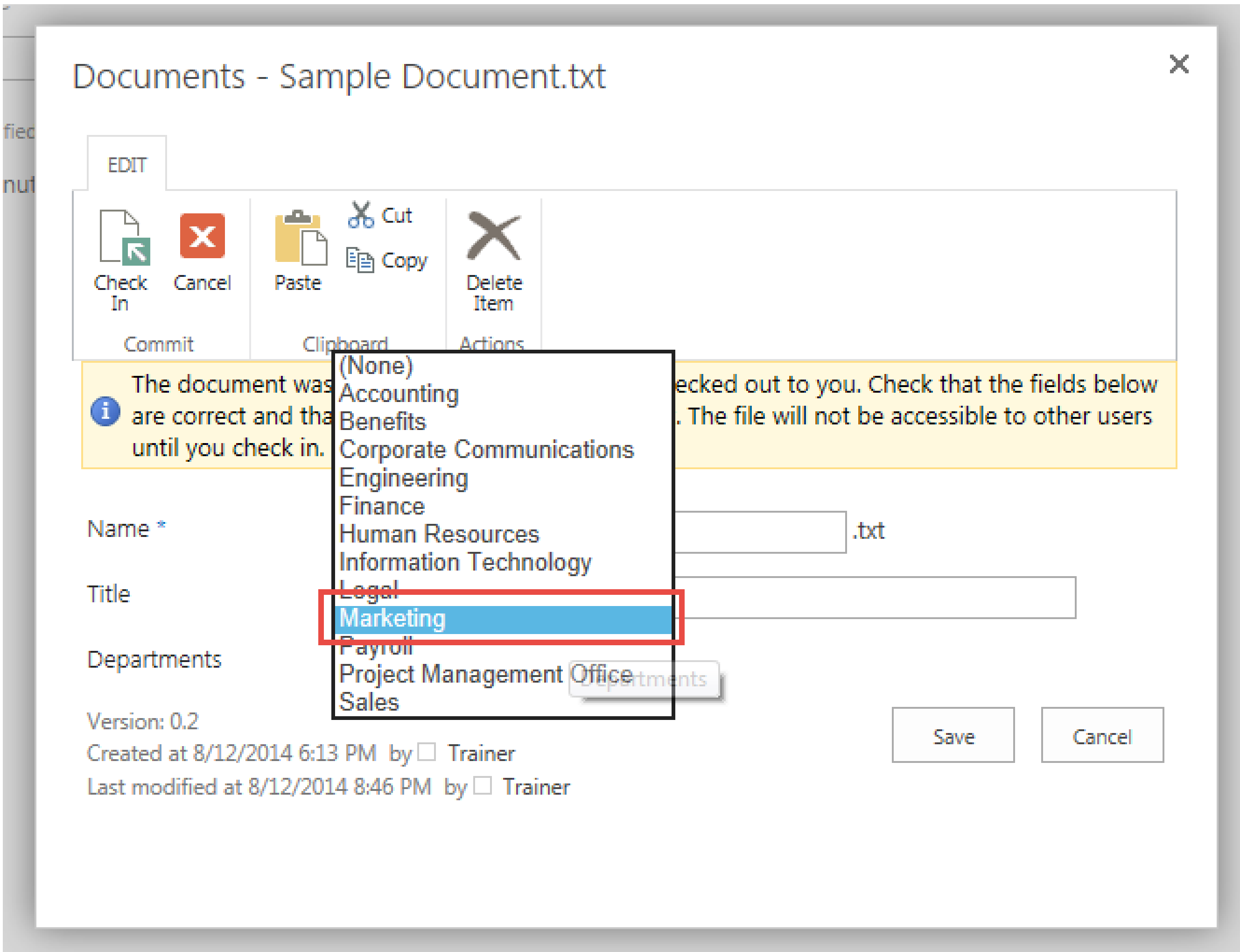
The Departments column will be added to the "Columns to Add:" list. Click OK to add this column to our Documents library.



Click the Documents breadcrumb link to return back to our Documents library.



Upload a file to the document library. When you upload a single file, the properties dialog appears providing you the opportunity to tag the document with a department. I chose **Marketing** and clicked **Save**.

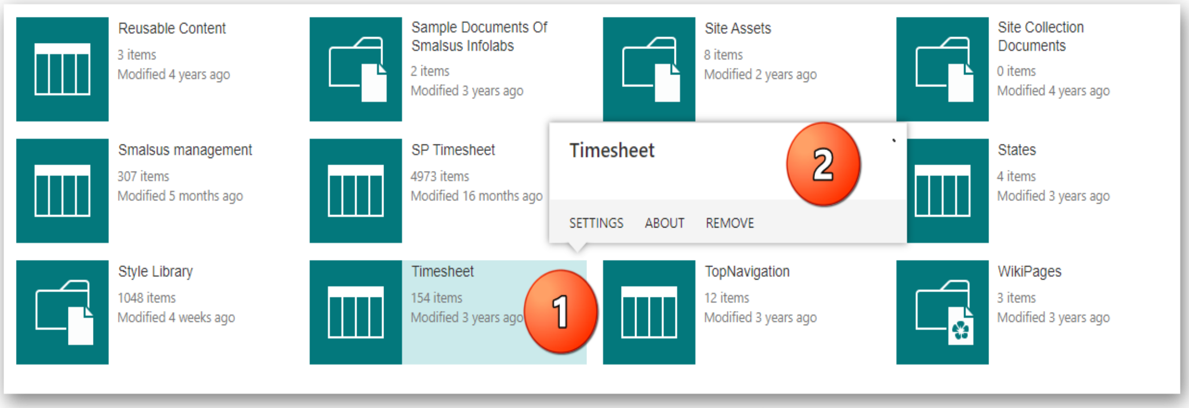


You can now see the tagged Marketing document in the document list.

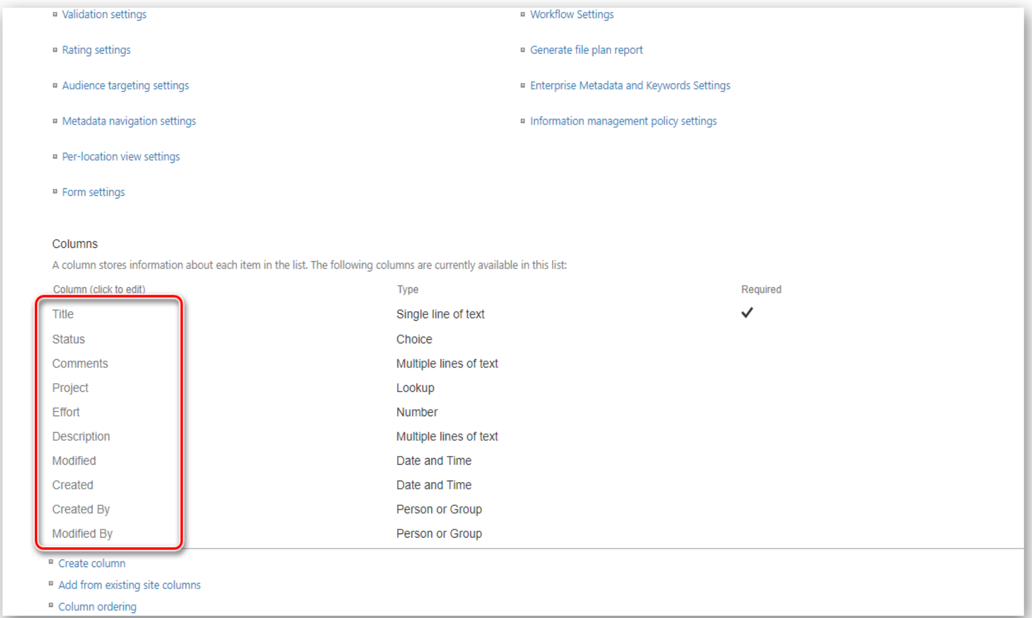
Important: **Internal name of Column**

Note : When you create a column and supposed you name it "FirstName" when column is created then it creates it's internal name in SharePoint list and you will used that internal name in all your codes parts and HTML parts.

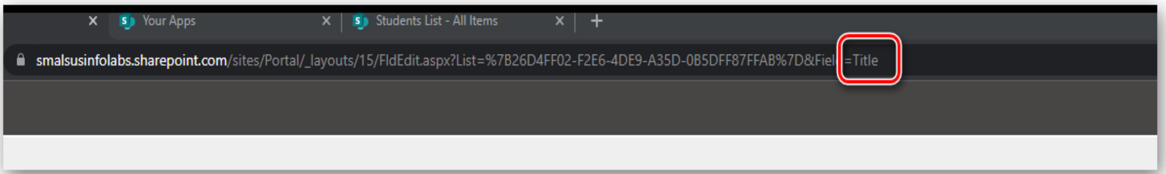
I will let you how can we find internal name of column.



Go to setting icon click on "Site Content " the you will find a screen like this after that hover on your particular list then you will find three dots click in it after that click on setting you will find a interface as below screen.



When you click on a particular column then you will got to particular screen you can edit column properties and you find the internal name in the URL where I highlighted with rectangle



Libraries

A library is a location on a site where you can upload, create, update, and collaborate on files with team members. Each library displays a list of files and key information about the files, such as who was the last person to modify a file. Most sites include a library when you create the site. For example, a team site has a Documents library where you can organize and share your documents.

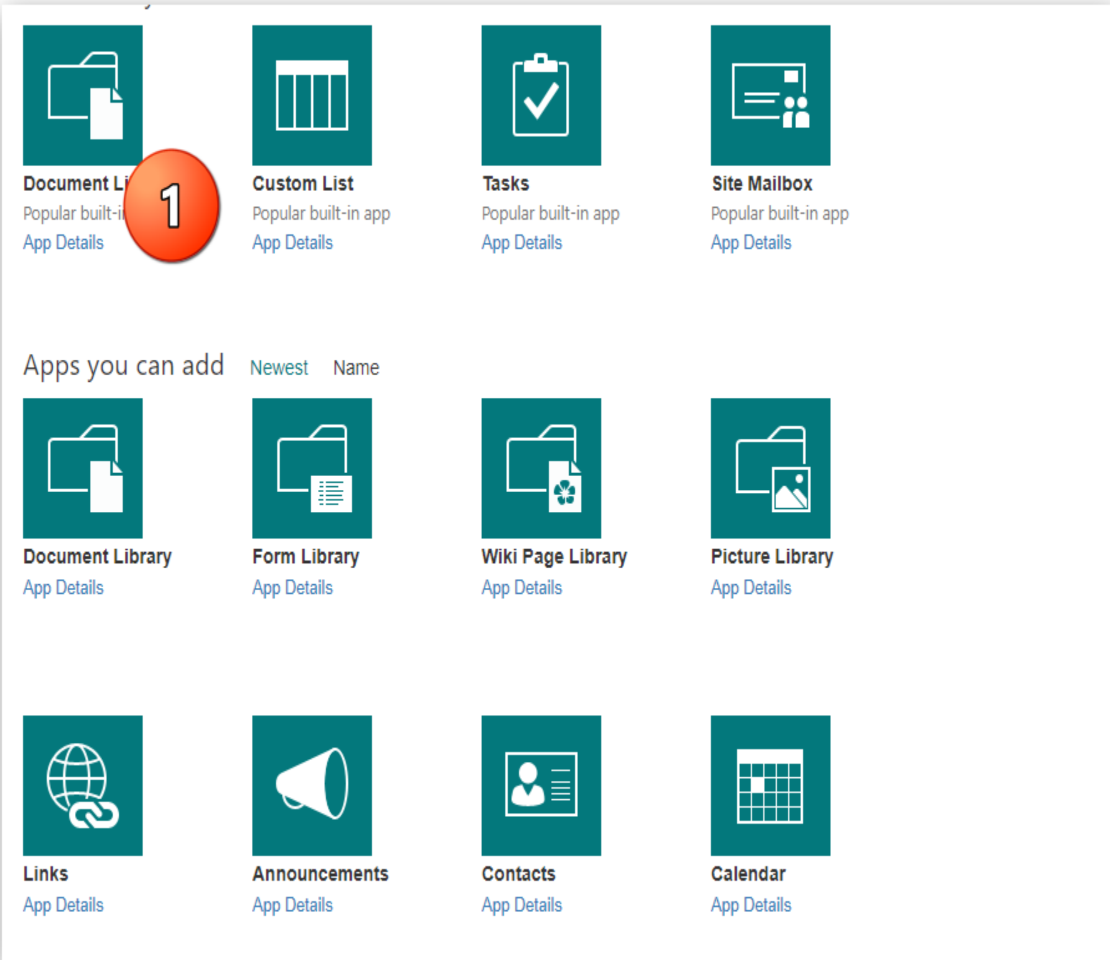
Types of Libraries

Document library For many file types, including documents and spreadsheets, use a document library. You can store other kinds of files in a document library, although some file types are blocked for security reasons. When you work with programs that are not blocked, you can create those files from the library. For example, your marketing team may have its own document library for planning materials, news releases, and publications.

Picture library To share a collection of digital pictures or graphics, use a picture library. Although pictures can be stored in other types of SharePoint libraries, picture libraries have several advantages. For example, from a picture library you can view pictures in a slide show, download pictures to your computer, and edit pictures with compatible graphics programs, such as Microsoft Paint. Consider creating a picture library if you want to store pictures of team events or product launches. You can also link to pictures in your library from elsewhere on your site, such as from wikis, and blogs.

How to create a library?

Navigate to the site where you want to create the library.



Click **Site Actions** 

, click **View All Site Content**, and then click **Create** .

Under **Libraries**, click the type of library that you want, such as **Document Library** or **Picture Library**.

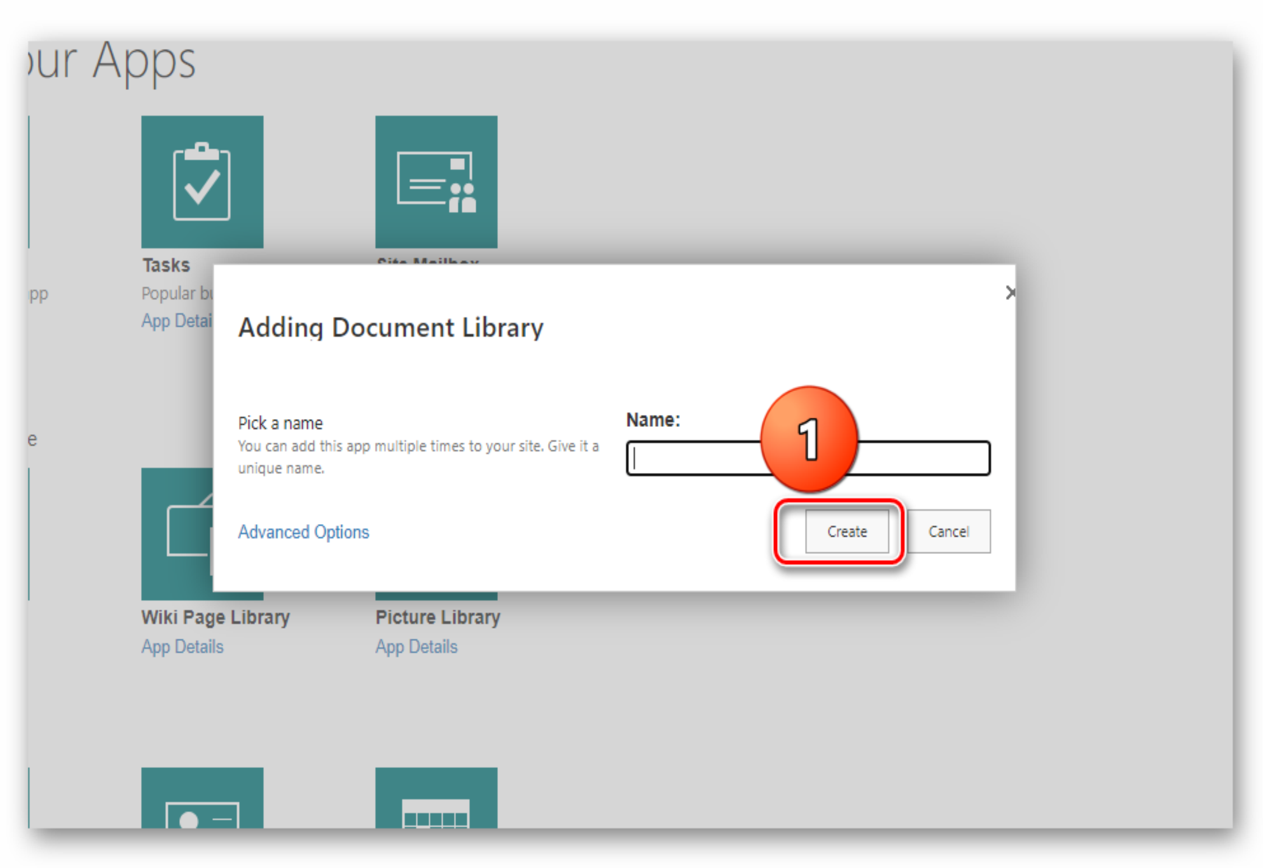
In the **Name** box, type a name for the library. The library name is required.

The name appears at the top of the library page, becomes part of the address for the library page, and appears in navigational elements that help users to find and open the library.

In the **Description** box, type a description of the purpose of the library. The description is optional.

The description appears at the top of the library page, underneath the name of the library. If you plan to enable the library to receive content by e-mail, you can add the e-mail address of the library to its description, so that people can easily find it.

Click **Create**.



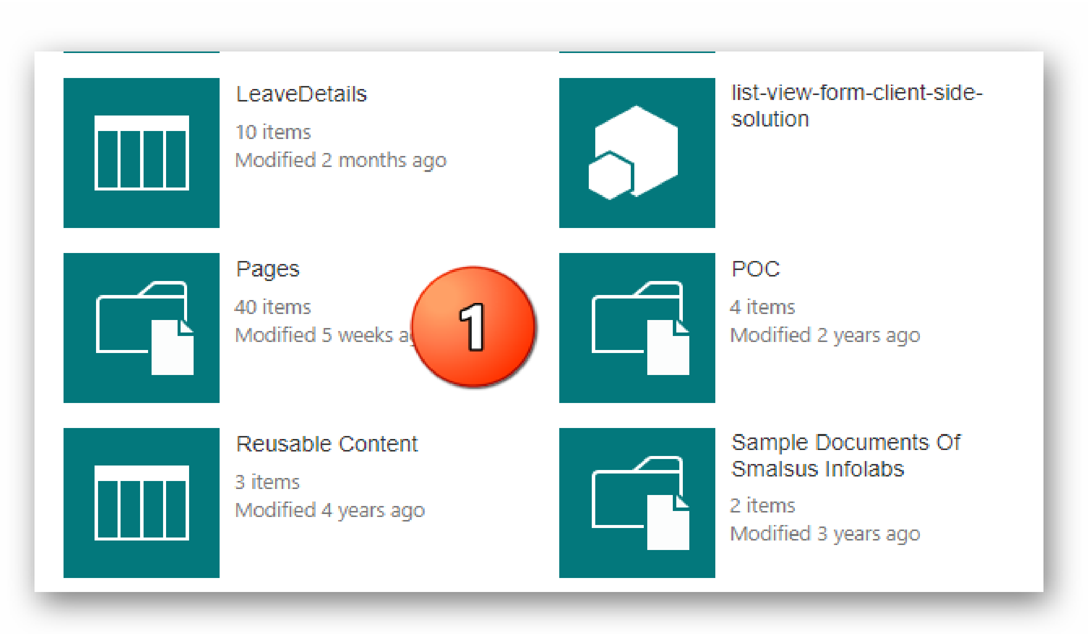
In document library you can store documents and there are so many functionalities in library also

Pages

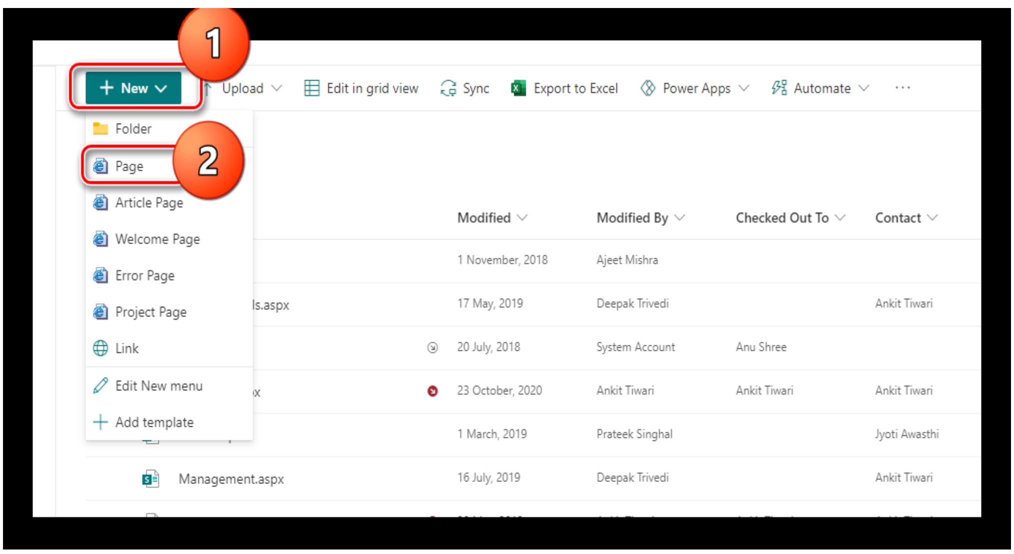
Pages SharePoint provides free-form pages which may be edited in-browser. These may be used to provide content to users, or to provide structure to the SharePoint environment.

How to create Pages:

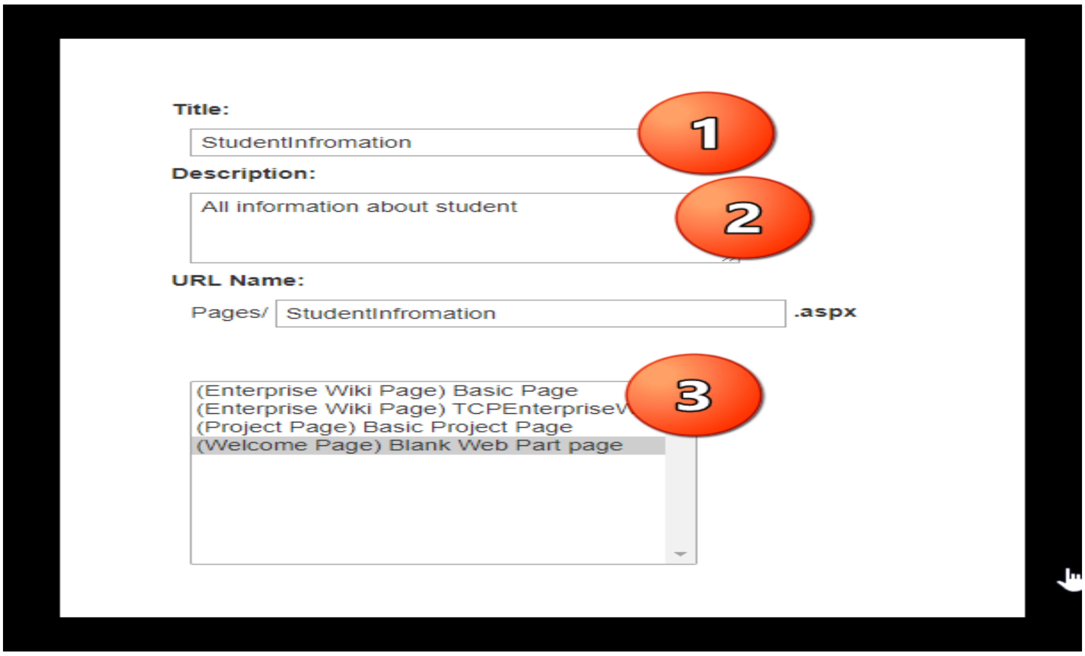
Go to pages Library click on it



Step 1: Click in New after that select page option



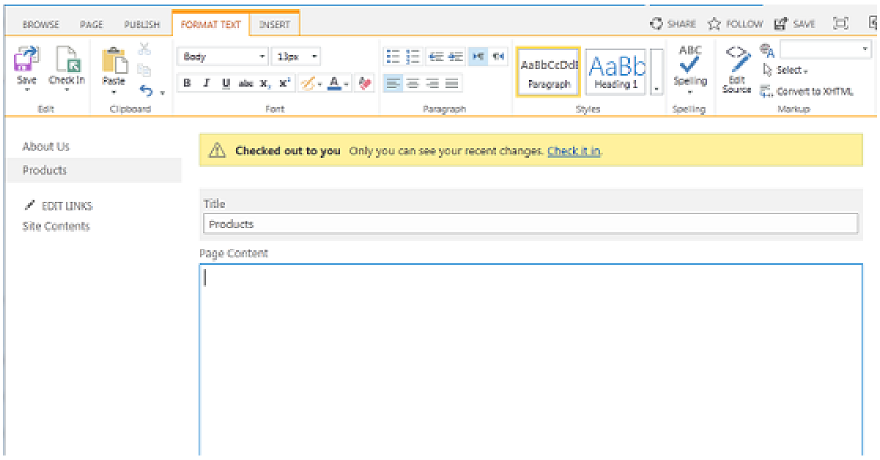
Step 2 : Fill all information and click on create after that you will find a page that you created in pages libriary



Create a publishing page

Once a publishing site has been established, it's easy to create new pages for it. But you must be part of the site owners or members group in order to author site pages. If you aren't already a member of one of these groups or are unsure about your membership, see your site administrator.

1. Navigate to the publishing site where you want to create a page.
2. Click **Settings** >**Add a page**.
3. In the Add a page dialog, type a name for the page. This name appears at the top of the new page, in the Quick Launch, and in the title bar of the browser window.
4. Click **Create**. The new page opens in edit mode with a notice at the top that says the page is checked out to you.



As long as the page is checked out to you, no other users can see your changes or make changes of their own. Once you the check in the page, others in your organization can check it out and edit it but site visitors can't see it yet. The page is not visible to site visitors until you publish it.

Edit a publishing page

1. Navigate to the publishing page that you want to edit.
2. On the Page tab click **Edit**.
3. Make your changes, and then click **Save**. Changes will not be visible to others in your organization until you check them in.

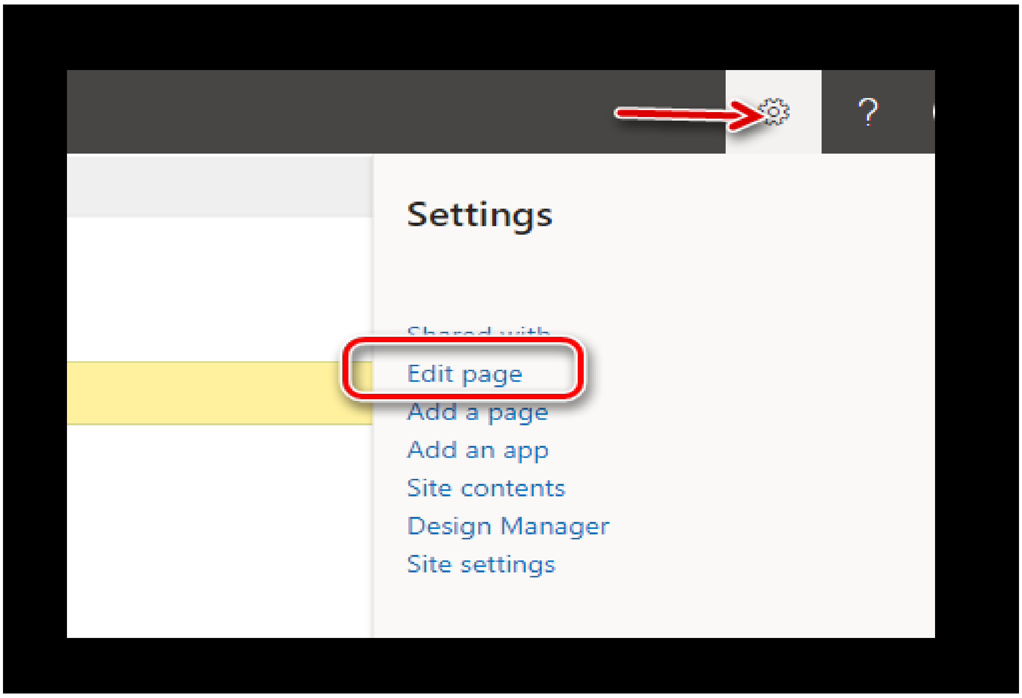
Webparts

Webpart in SharePoint, from a developer perspective, is basically a user control, packaged and deployed at Site Collection level to be re used across all the sites under it.

From an End User perspective it's a single unit of re-usable component that can be added to a SharePoint page to perform a specific task.

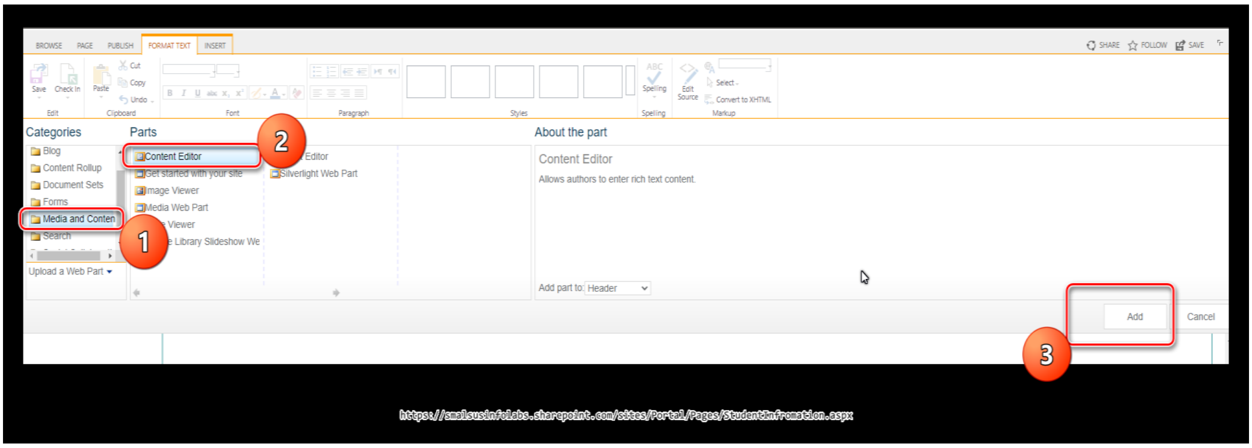
Creating a Webpart:

To begin with, create a new Publishing Site in SharePoint 2013 and edit the Home page (default.aspx) by clicking the Edit Page under the settings menu in the right hand side corner of the page.



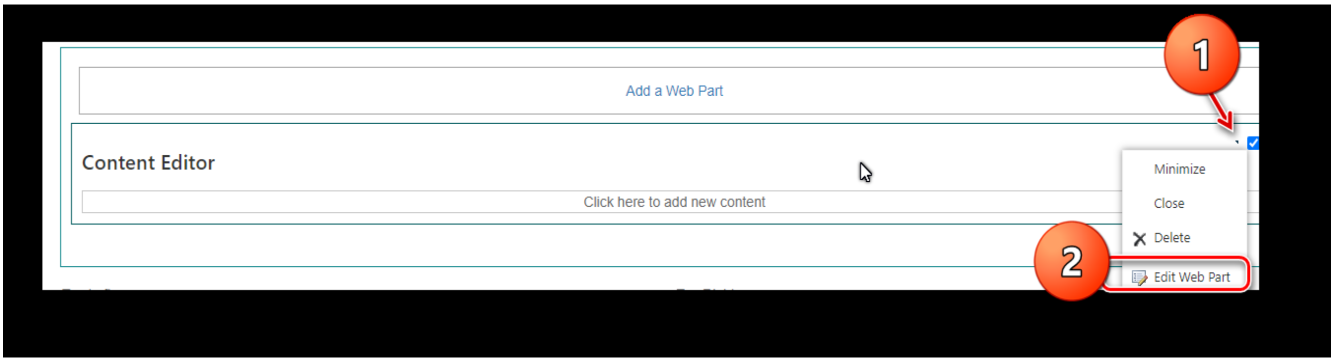
Scroll down the edited page and select the WebPart menu of one of the WebPart available in that page. Select the "Add Web Part" to view the properties of WebPart.

After that you have to select "Media and Content"(1) folder and then select "Content Editor"(2) and click on "Add"(3).



The properties window will be displayed in the right hand side of the page as shown below.

And you have to Click on 1 and that click on 2 it will open a screen where you to link you files



You will find a box that it Content Link where you need to link you HTML file

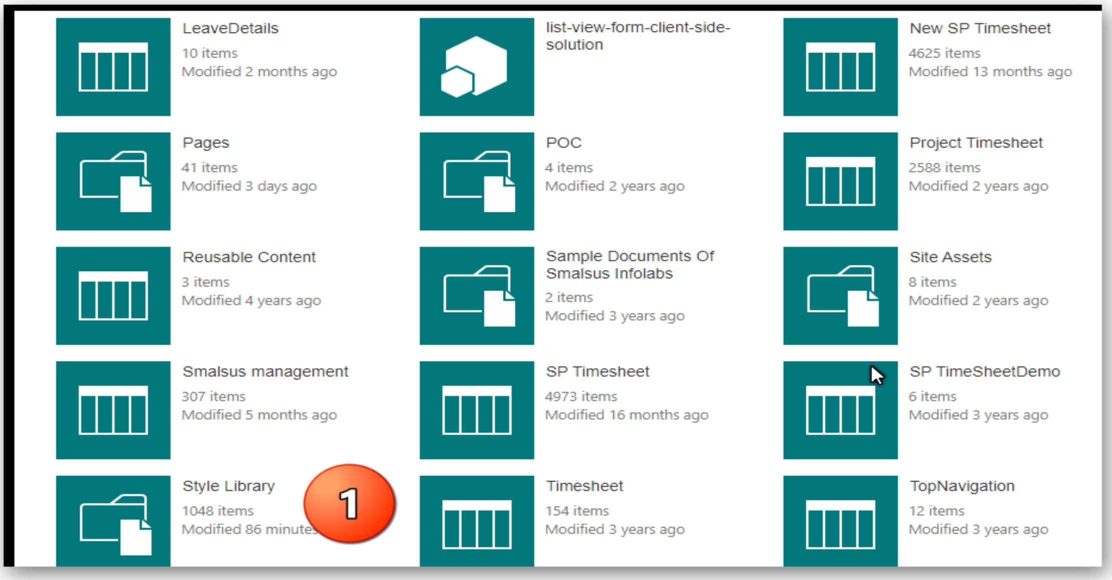
Link WebPart

How to Link a webpart to your code files:

Step 1: Create a HTML file in you code editor and save in your system .

Step 2: Create a JS file in your code editor and save in your system.

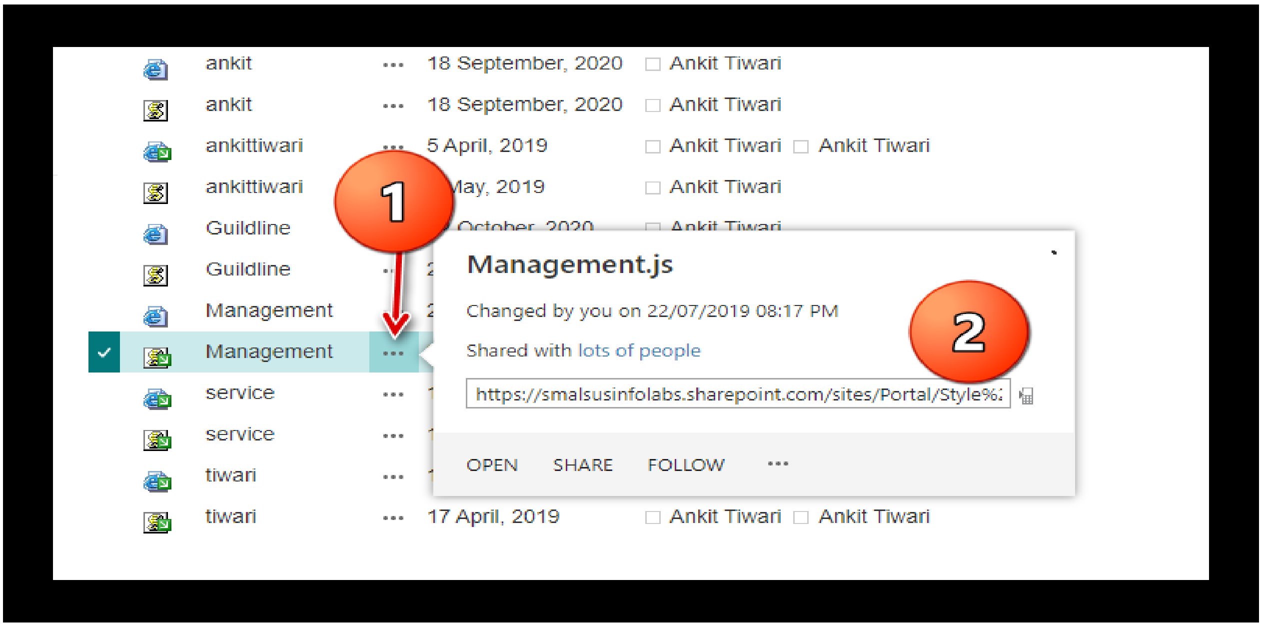
Step3: Put your HMTL and JS file in "Style Library" in your particular folder where you want to put your file. Or you can create a particular folder where you can put your files.

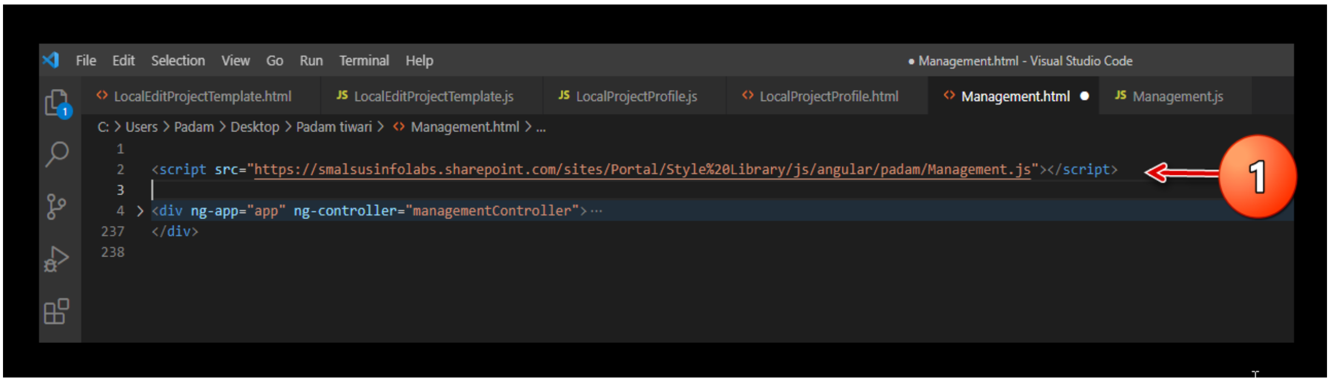


You can upload your file by upload and select files in your system

Or you and simple drag your files and drop in box

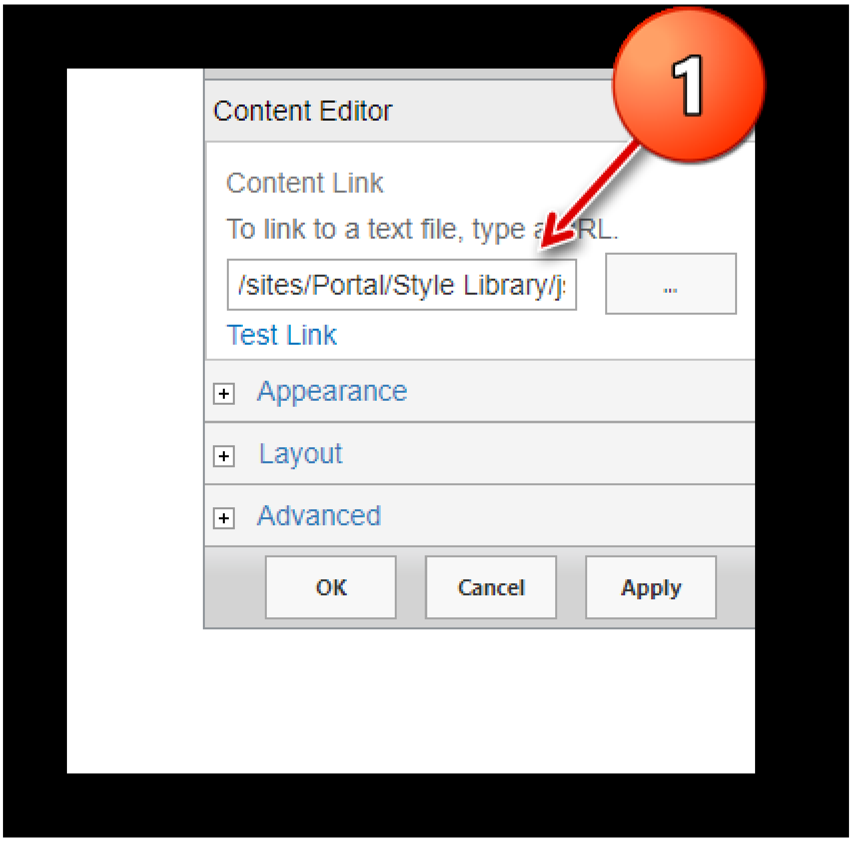
Step 4: Click on 3 dot and copy URL of you JS file and Pass as a reference in HTML file see below image



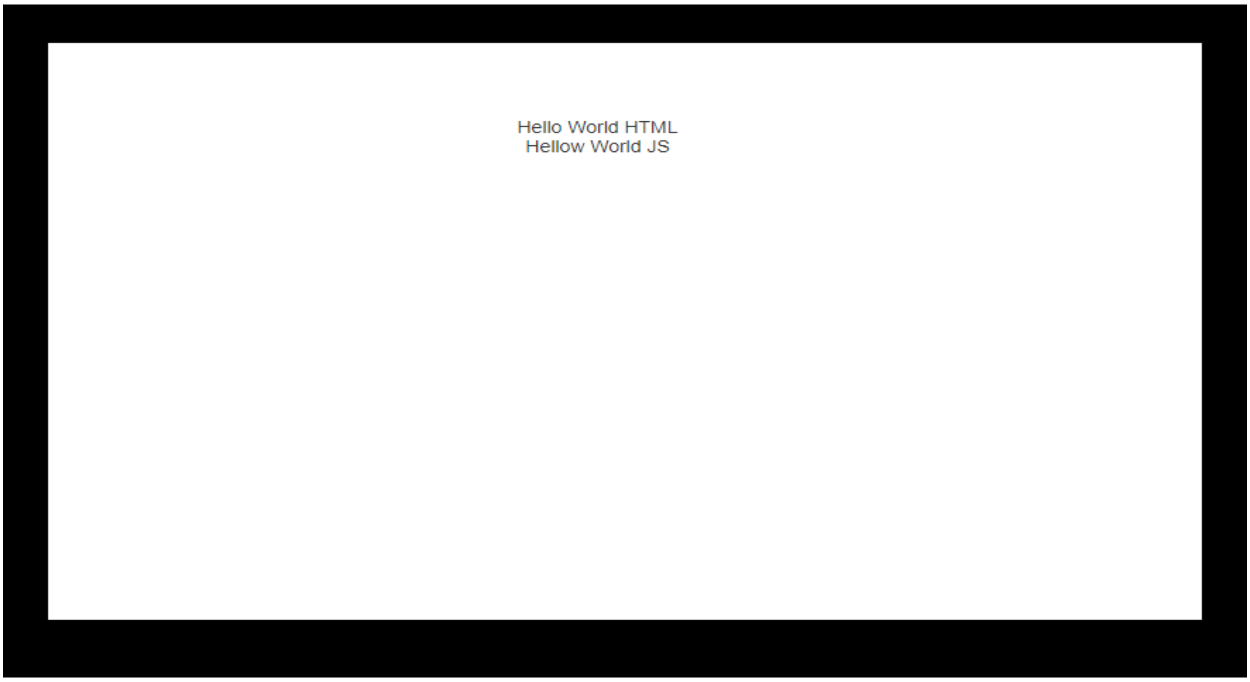


Step 5: Again Put your both file in same place after that copy URL Path of HTML file same as did in js file and Put HTML file reference in Webpart in the box where I mark arrow.

Step 6: After that click in Apply your web part will run and show on Page



Step 7: After that Your HTML and JS data started showing on your created page.

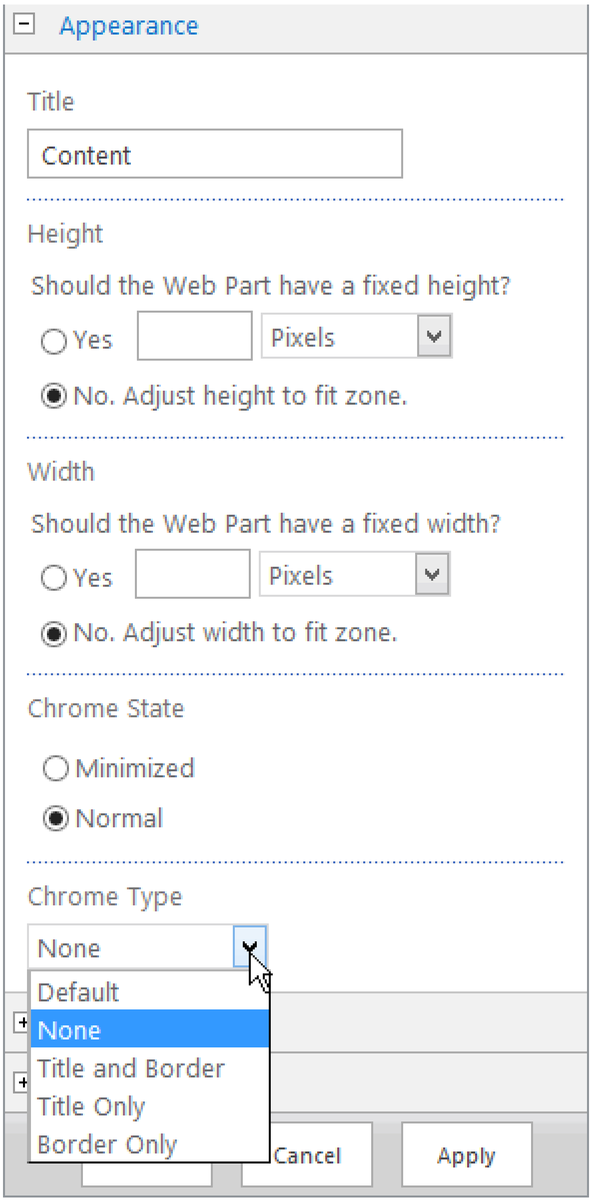


You need to do some additional things when you final save you web parts they are mention below

The properties of the Webparts are displayed in categories. The categories "**Appearance**", "**Layout**" and "**Advanced**" are common to all Webparts irrespective of the type of WebPart.

Now let us see some of the basic properties available in these categories.

Appearance Category



Chrome State

By default it would be set as Normal, the other option is **Minimized**. If it's set to Minimized the WebPart content will be hidden from display.

Chrome Type

This property controls the display type of the WebPart. If this property is set as **None** , the WebPart displays the content without any border or title. If it is set to **Default** , then Title and Border will be displayed.