

Issue Details:

Application	Version	Description of issue
SharePoint server	2007 2010 2013	SharePoint comes provided with many predefined list templates that you can use to build powerful applications. SharePoint Designer allows you to create custom lists to suit your specific needs. This tech note will show you how to accomplish that.

Solution:

Storing data in Lists and Libraries

Information in SharePoint is stored in **lists**. You can use one of the predefined lists or create one of your own. SharePoint lists contain columns of data called **Site Columns**. In database terms, each list (table) contains list items (rows) with one or more columns (fields).

Libraries are a special type of list that contain **files**. In a library, fields are commonly considered as metadata to describe an associated file. The file itself is the main piece of data in the library.

Follow the steps below to create a simple contacts list in SharePoint using SharePoint Designer:

1. **Open** your site in SharePoint Designer.
2. From the Ribbon's Site menu, choose **Contacts** from the SharePoint List menu.
3. Type **Contacts** in the **Name** field.
4. Click OK and the List Properties panel appears as shown in the Exhibit 1.

Notes: It is very easy to customize lists in SharePoint and create a flexible container for your data. With SharePoint Designer, this task is even easier.

Content Types and Site Columns

In SharePoint, a set of metadata about a piece of information is called a **content type**. For example, a content type of **Contact** is defined by **Name**, **Surname** and an **Email Address**. By using content types, you can keep your data organized and structured.

Tip: In SharePoint, you can define your own Content types and add or create Site columns that are specific only to that Content Type. Later you can create Lists that are based on those Content types.

Site Columns represent metadata that defines list items or files in a library. SharePoint provides a couple of Site Column types with special functionality: the **calculated column** and the **lookup column**. The calculated column allows you to display data that is calculated from the data already included in the list. They can contain functions, column references, operators, and constants. A lookup column gets its values **from another list**. Lookup columns allows you to use the same data across multiple lists without having to synchronize the data.

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Illustration:

Exhibit 1: Customize list in Sharepoint designer

