

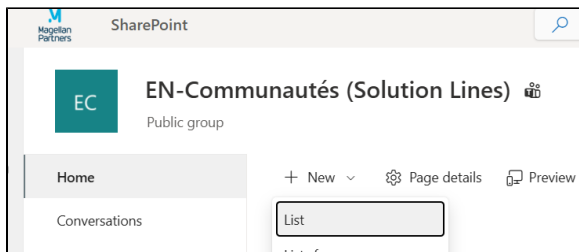
SharePoint Lists Creation

- 1. How is a new SharePoint list created?
- 2. How is data entered?
 - Methods
 - Option 1 – Manual entry
 - Option 2 – Grid view
 - Option 3 – Forms
 - Key points
- 3. How can data from Excel be copied/saved into a SharePoint list?
 - Option 1 – Create list from Excel
 - Option 2 – Copy / Paste
 - Option 3 – Automated import (Power Automate)

1. How is a new SharePoint list created?

Steps

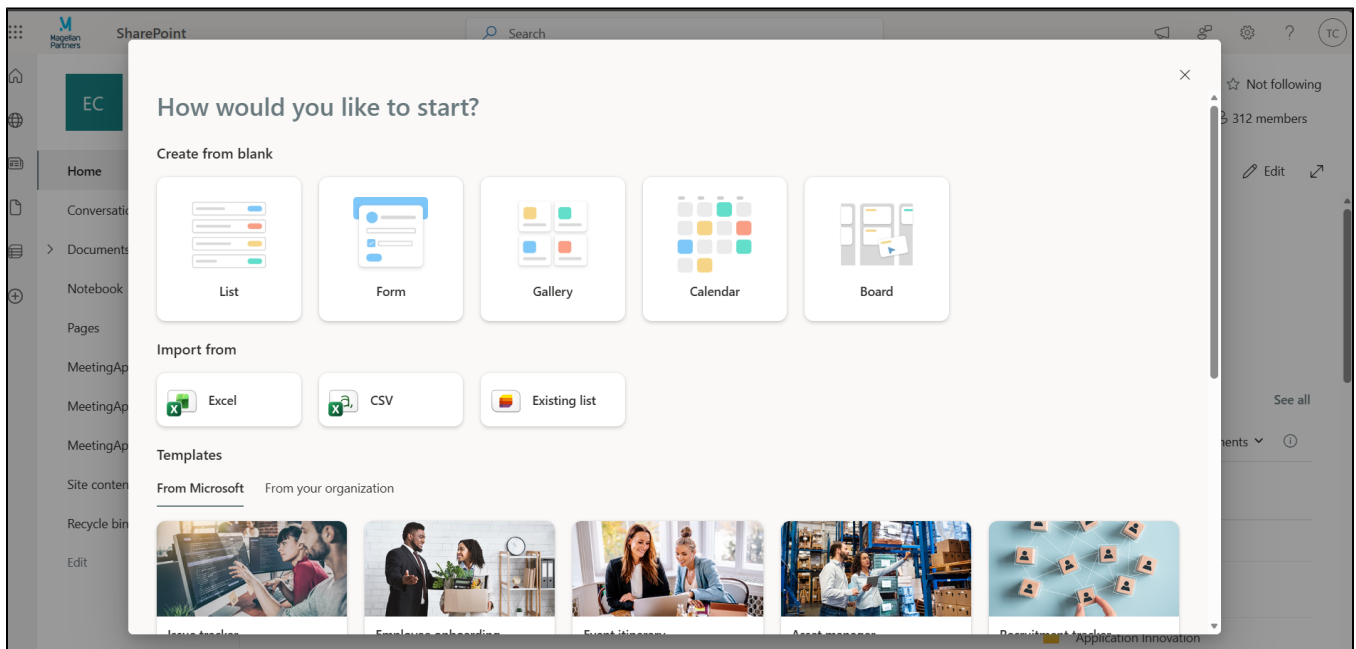
1. Go to your SharePoint site / M365 Lists
2. Click **New List**



blocked URL

3. Choose one option:

- Blank list
- From existing list
- From Excel
- Template

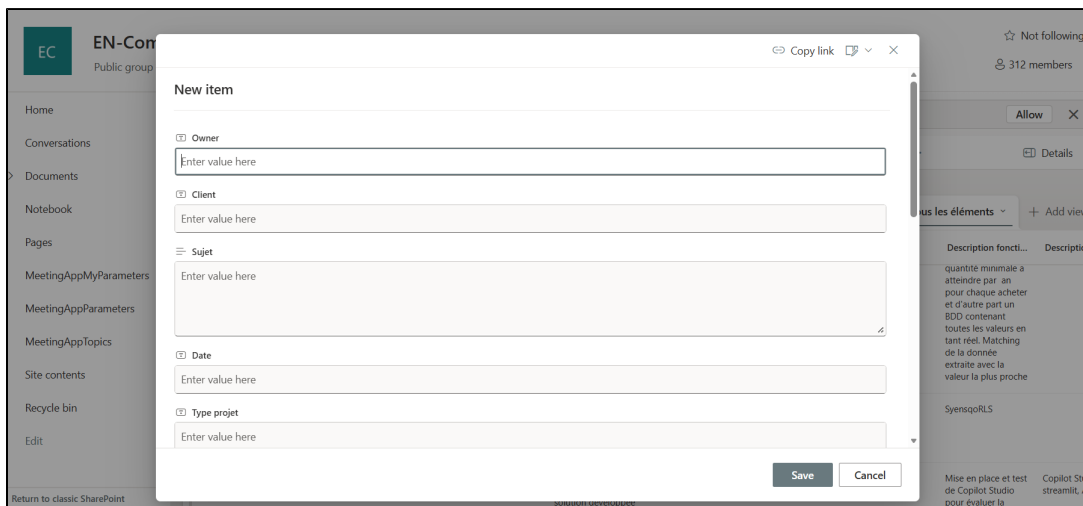
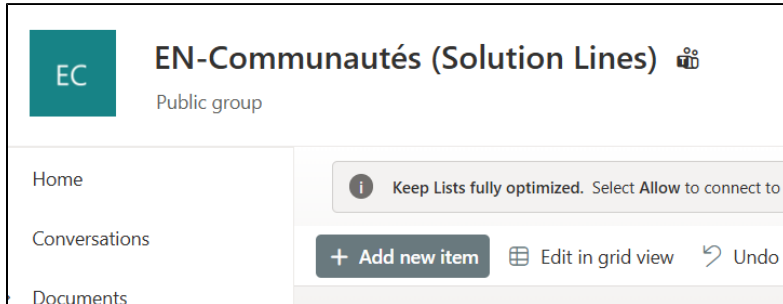


2. How is data entered?

Methods

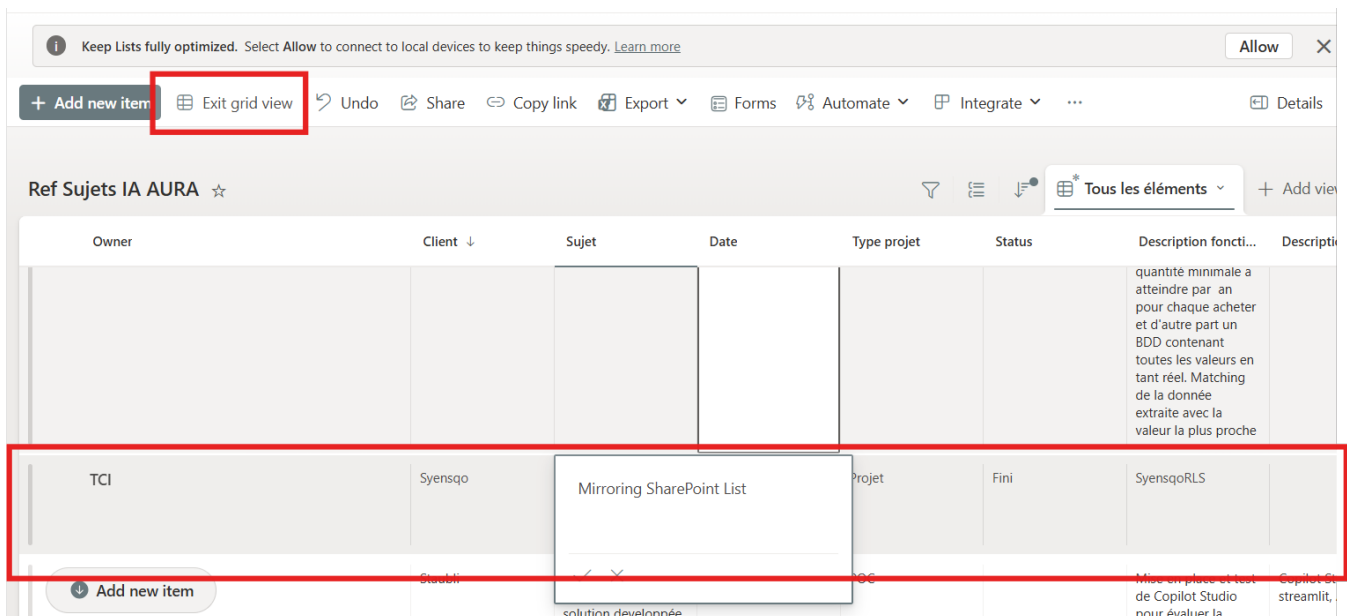
Option 1 – Manual entry

- Click **+ New item**
- Fill in the form
- Save



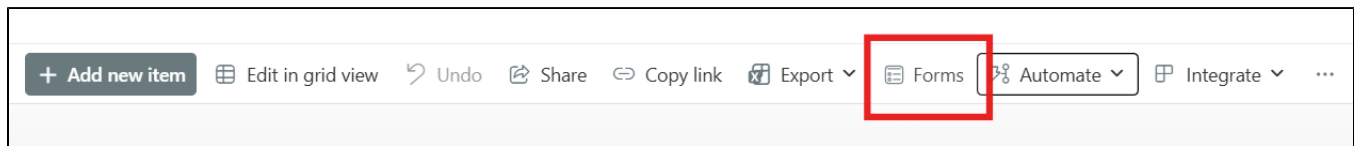
Option 2 – Grid view

- Click **Edit in grid view**
- Enter data like Excel (rows & columns)



Option 3 – Forms

- Click **Forms**
- Generate Forms

A screenshot of the 'Forms' editor interface. The main area shows a form titled 'Untitled Form' with a light green background. The form has a title field, a description field, and three input fields labeled 'Owner', 'Client', and 'Sujet'. To the right of the form is a sidebar with a 'Customise' tab. Under 'Show or hide fields', there is a list of fields with checkboxes: Owner, Client, Sujet, Date, Type projet, Status, Description fonctionnelle, Description Technique, Commentaires, and REF Slides. Below this are sections for 'Themes' and 'Settings'. The top right of the editor shows 'Saved changes' and a 'Preview' button.

Key points

- Each row = one record
- Each column = one attribute
- Grid view enables fast multi-line input

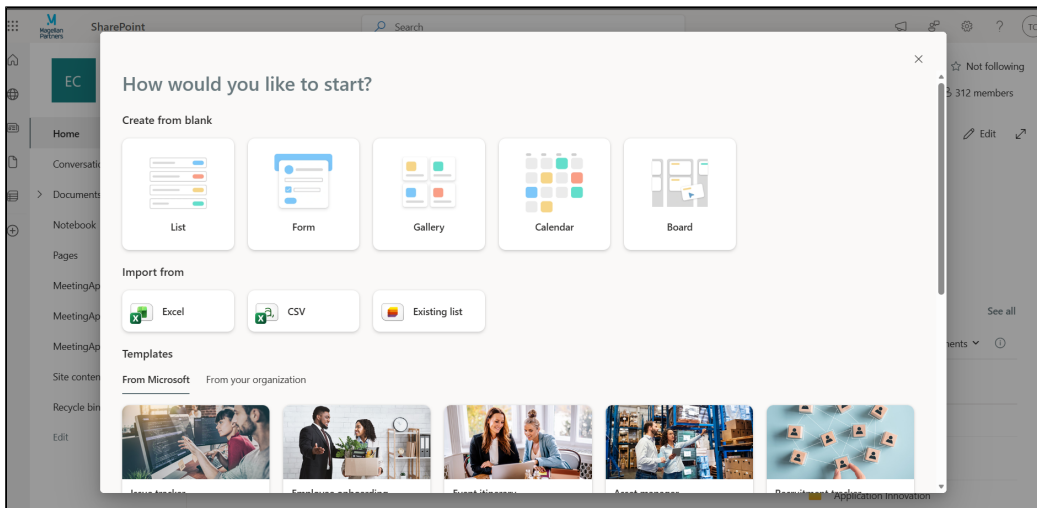
You can add items directly using “**Add new item**” or **grid view editing**

3. How can data from Excel be copied/saved into a SharePoint list?

Option 1 – Create list from Excel

1. Click **New List**
2. Select **From Excel**
3. Upload file
4. Select table
5. Validate columns
6. Create list

Automatically creates structure + data



Option 2 – Copy / Paste

1. Open Excel file
2. Copy rows
3. Open SharePoint list (grid view)
4. Paste data

Requires matching columns

Copy/paste works for small volumes if structure matches between Excel and SharePoint

Option 3 – Automated import (Power Automate)

1. Store Excel file in SharePoint / OneDrive
2. Create flow
3. Use:
 - "List rows present in a table"
 - "Create item"

Best for recurring or large datasets

Power Automate allows structured import of Excel rows into SharePoint lists