

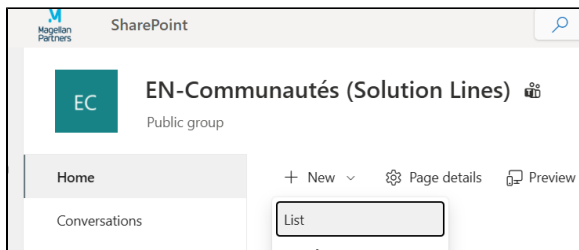
SharePoint Lists Creation

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1. How is a new SharePoint list created?

Steps

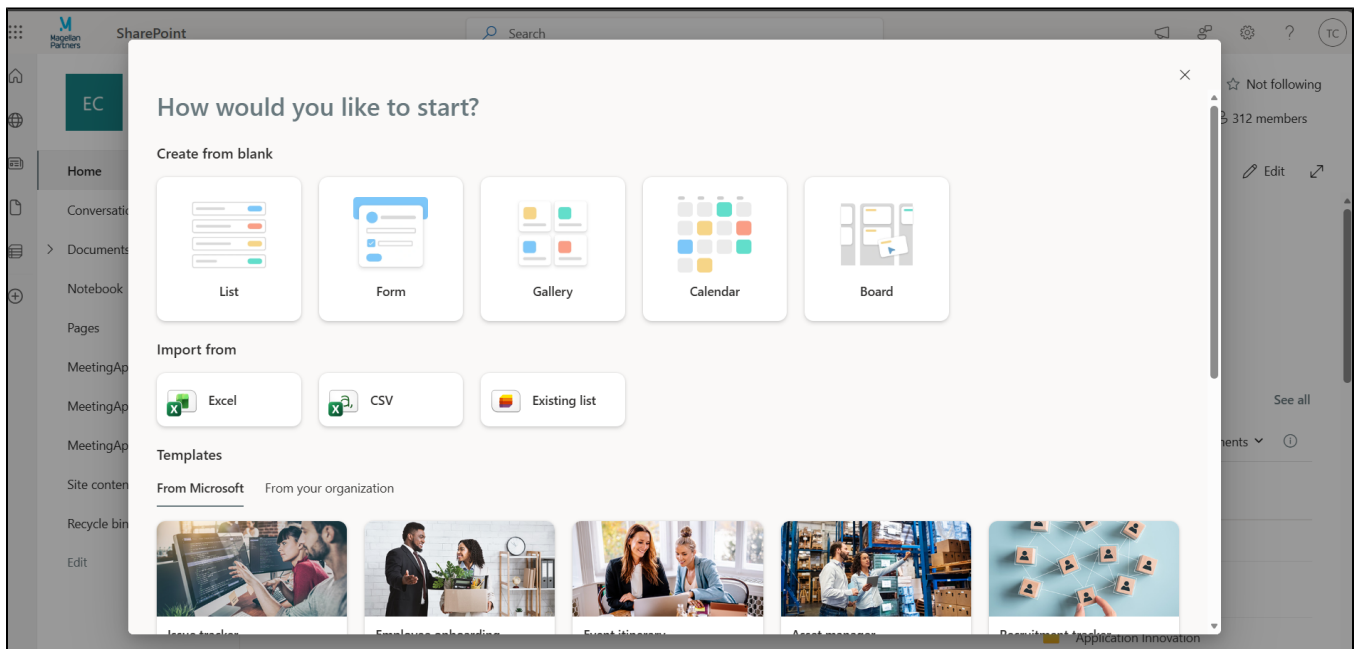
1. Go to your SharePoint site / M365 Lists
2. Click **New List**



blocked URL

3. Choose one option:

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

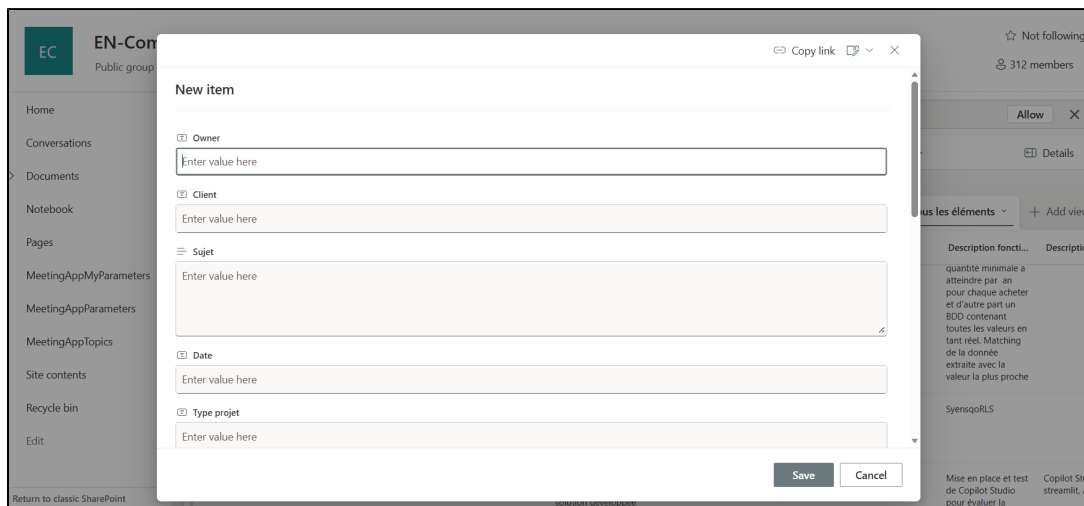
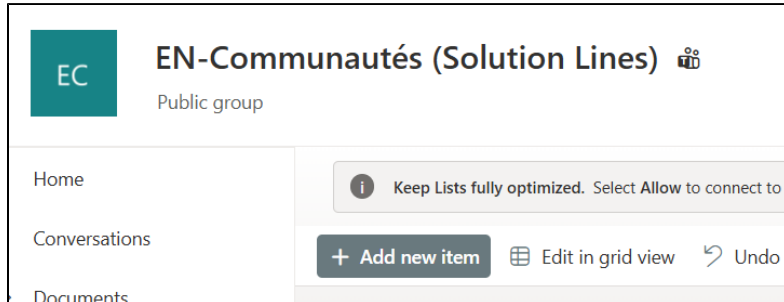


2. How is data entered?

Methods

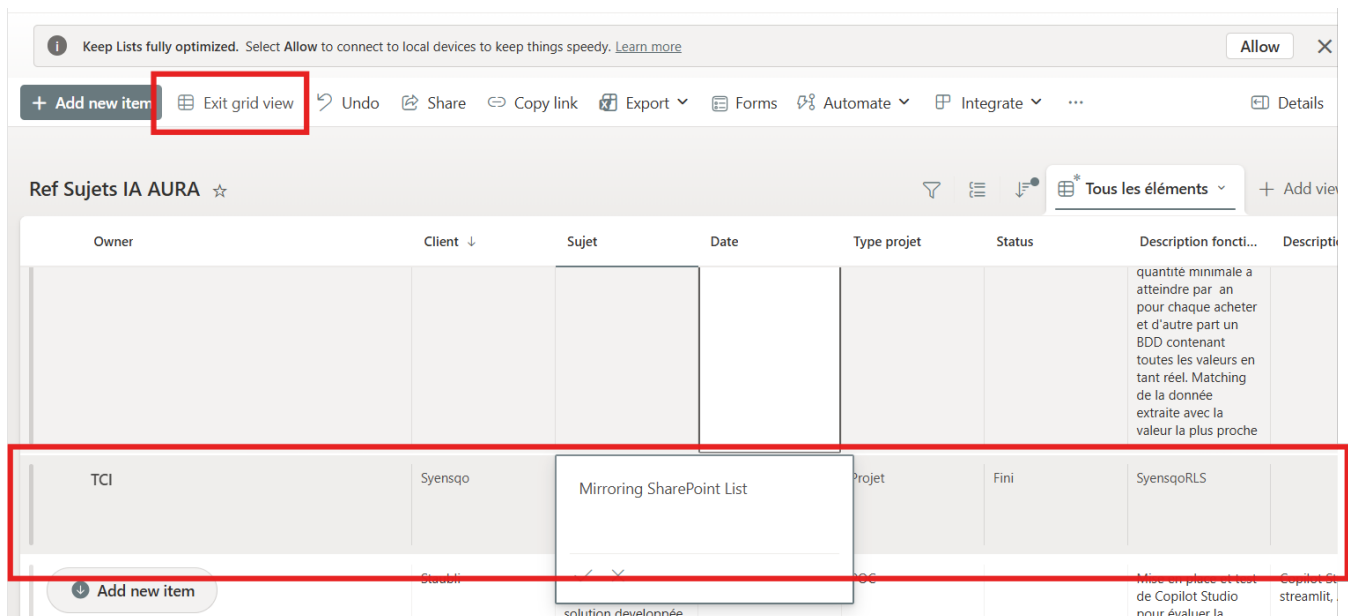
Option 1 – Manual entry

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



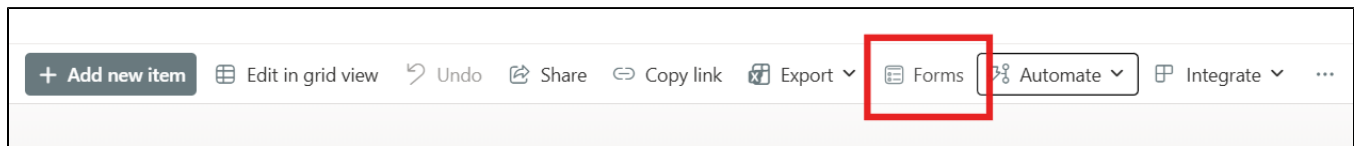
Option 2 – Grid view

- 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 'Add a form title', a description field 'Describe what the form is about', and three input fields: 'Owner' (with a dropdown icon), 'Client', and 'Sujet' (with a dropdown icon). Each input field has a placeholder text 'Enter value here' or 'Write here...'. On the right side, there is a sidebar with a 'Customise' tab and a 'Send form' button. The sidebar contains a section 'Show or hide fields' with a list of fields: Owner, Client, Sujet, Date, Type projet, Status, Description fonctionnelle, Description Technique, Commentaires, and REF Slides. All fields are checked. Below this are sections for 'Themes' and 'Settings'.

Key points

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

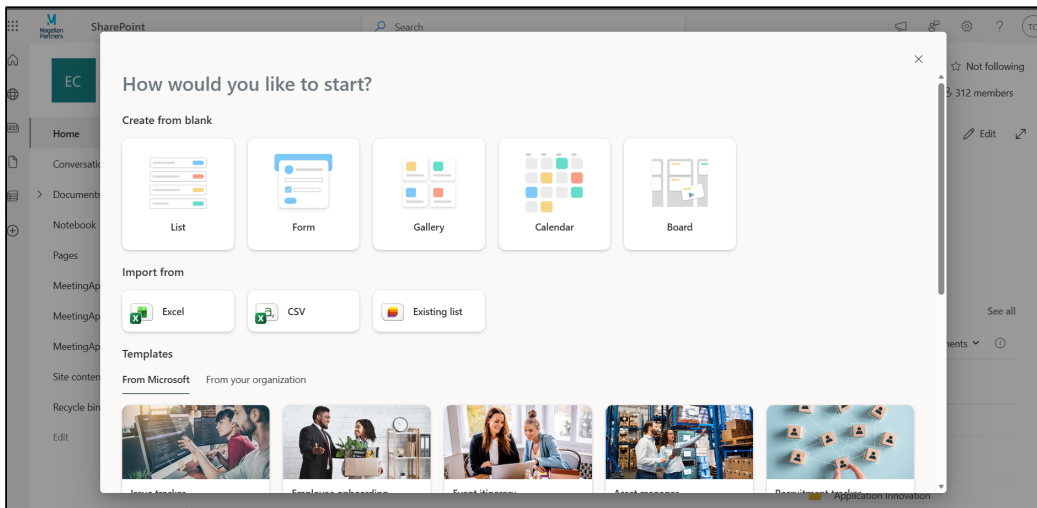
You can add items directly using “Add new item” or grid view editing

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