

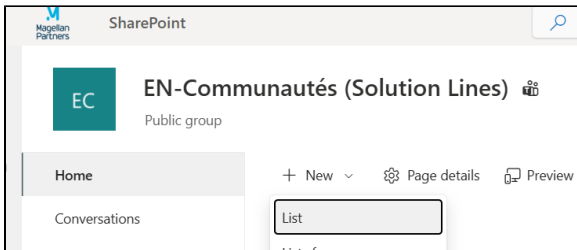
SharePoint Lists Creation

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- 2. How is data entered?
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1. How is a new SharePoint list created?

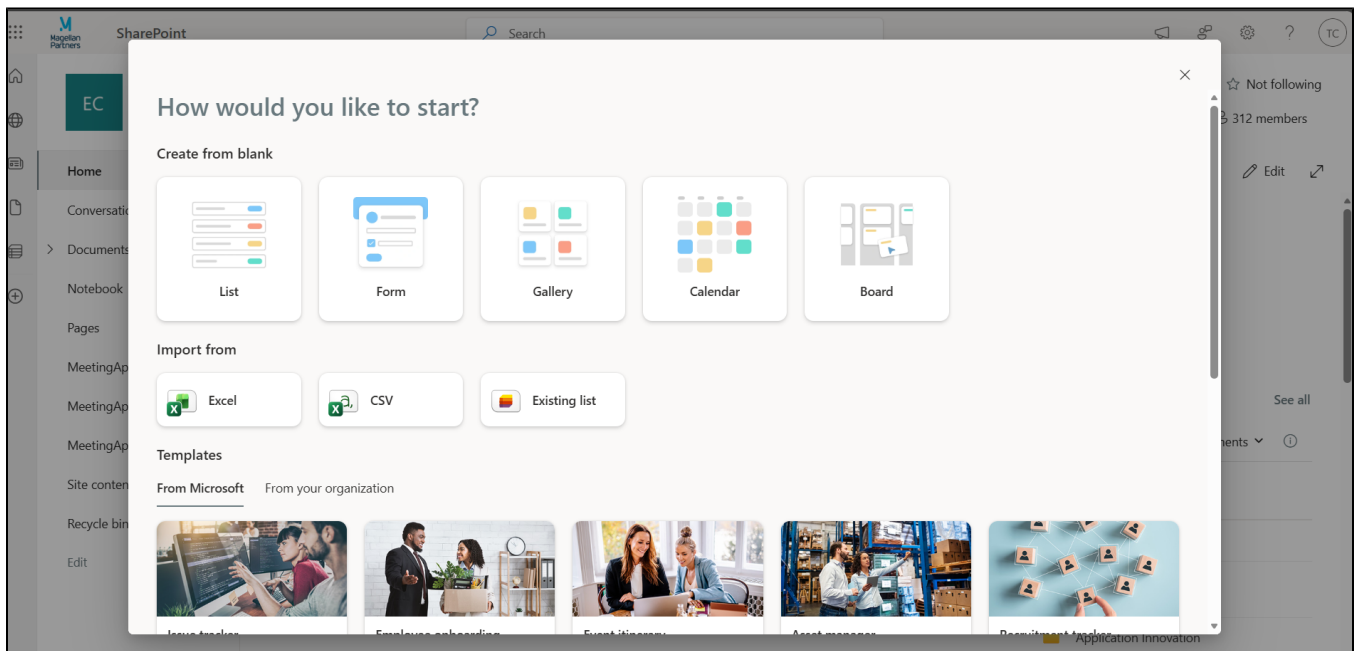
Steps

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



3. Choose one option:

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

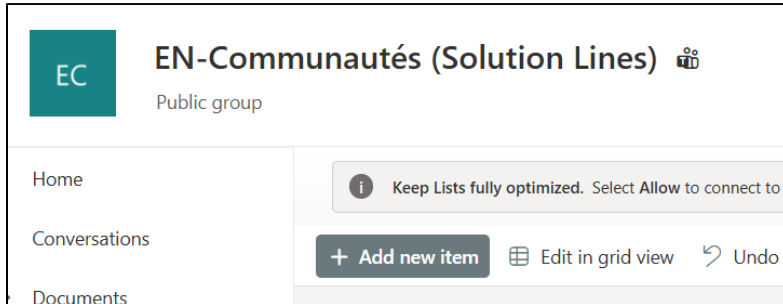


2. How is data entered?

Methods

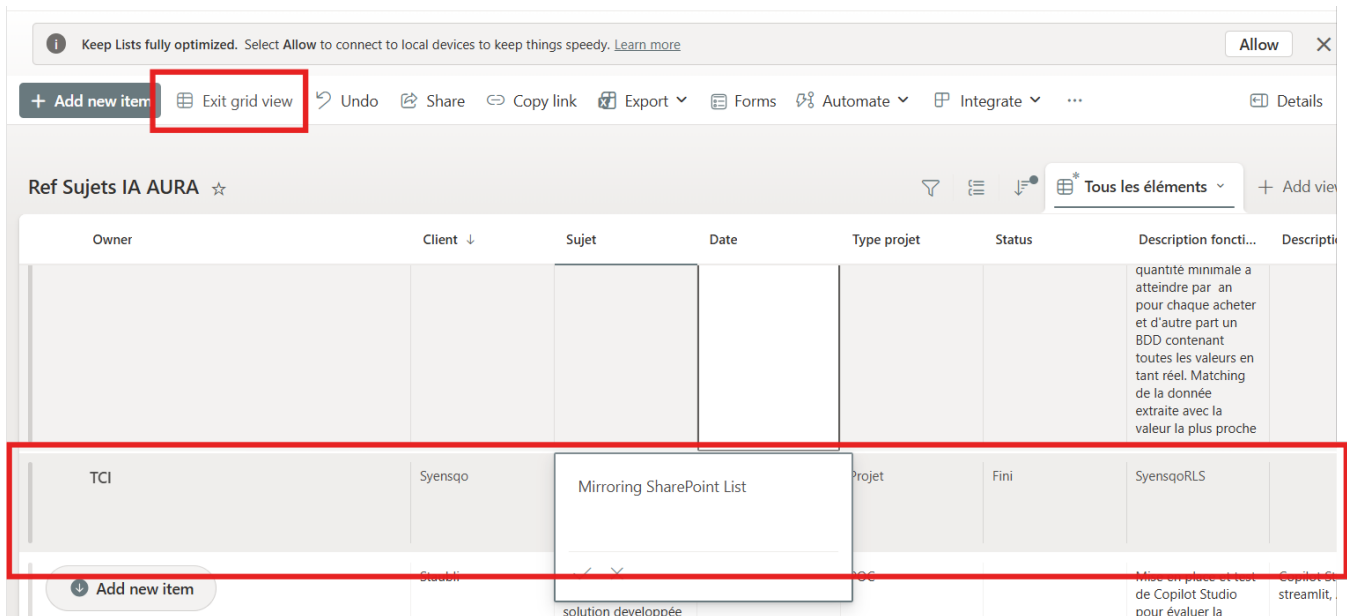
Option 1 – Manual entry

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



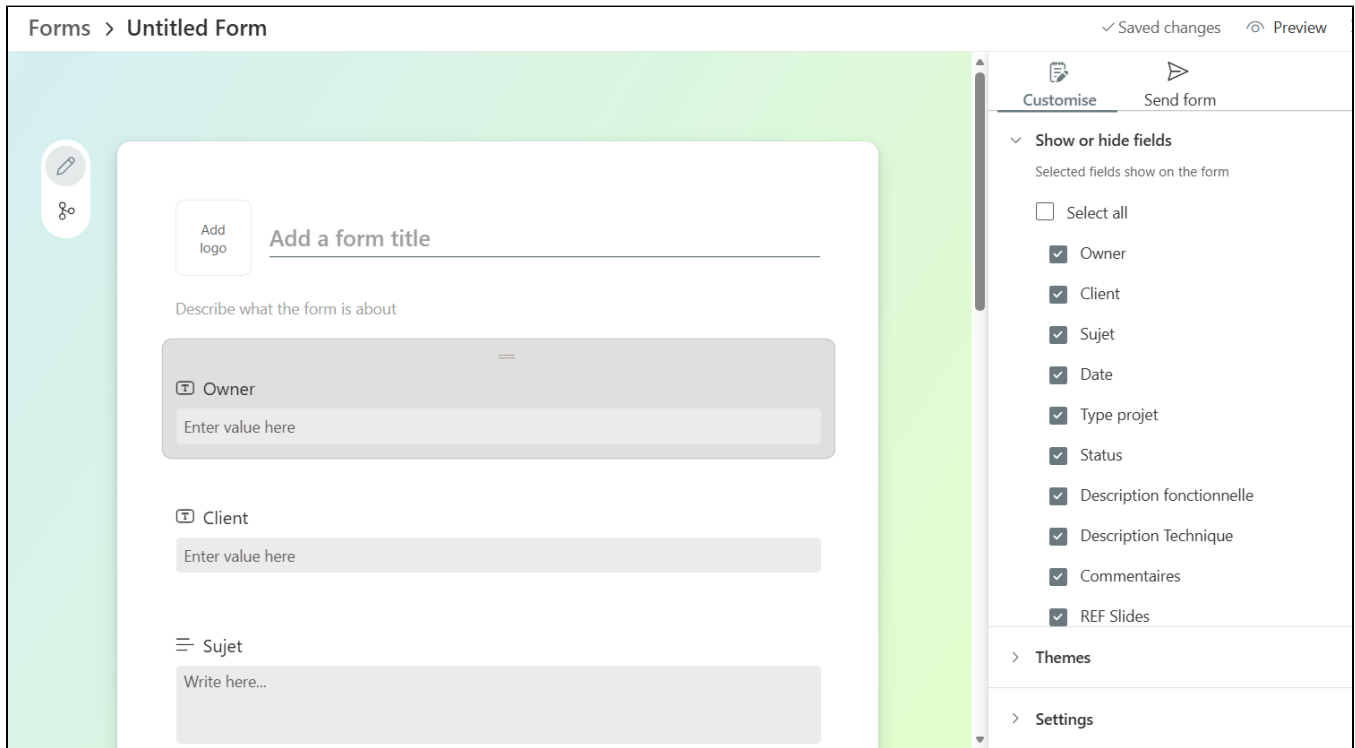
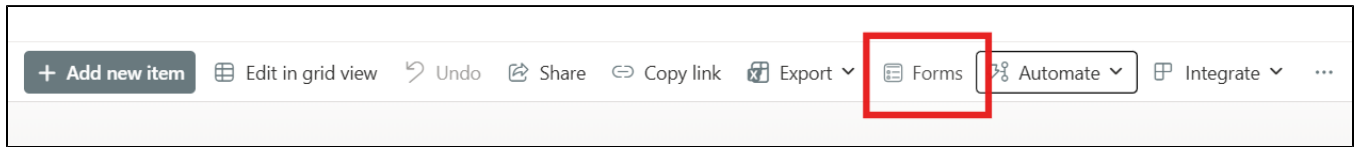
Option 2 – Grid view

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



Option 3 – Forms

- Click **Forms**
- Generate Forms



Key points

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

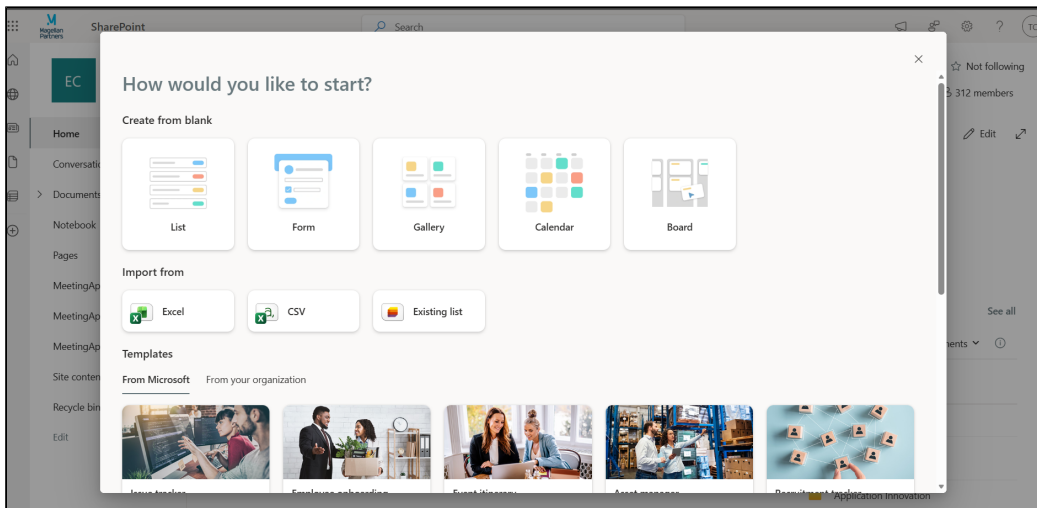
You can add items directly using “**Add new item**” or **grid view editing**

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