Customizing a List View Web Part
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1. Click the Announcement Web Part. (Notice that the List View Options smart tag appeared.

2. Click the List View Options smart tag arrow and then click Filter.
3. Click “Click here to add a new clause”.

4. Click the Field Name arrow and then select which field to filter on. (Note: In this example, Expires was selected.)

5. In the Comparison section, click the down arrow and select the option. (Note: In this example, Is Null was selected.)
6. In the And/Or Section, click the down arrow and select Or.

7. Add additional filters if needed. (Note: In this example, another filter was created.

8. Click OK.

9. Click the List View Options smart tag and then click Change Layout.
10. Make sure the General tab is selected and then turn on Show toolbar with options for.

11. Either select Full toolbar or Summary toolbar.

Announcement Web Part with **Full toolbar**

Announcement Web Part with **Summary toolbar**
12. Click the Paging tab and enter how many items (i.e. Announcements) you want to display.

13. Click the List View Options smart tag and then click Web Part Properties.
14. Under Chrome Type, select Title Only.

15. Click OK.

16. Announcements is the Title.