

SharePoint How To...

Use Content Query Web Parts

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SharePoint websites are created using web parts – content query web parts are used to display document libraries and lists on a web page. Views and filters are used to customize the display.

Content Query Web Parts

A content query web part (CQWP) allows for the contents of a list or library to automatically display on a page.

To use a CQWP:

1. Click Site Actions → Edit Page.
2. Click Add a Web Part.
3. Choose Content Query Web Part.

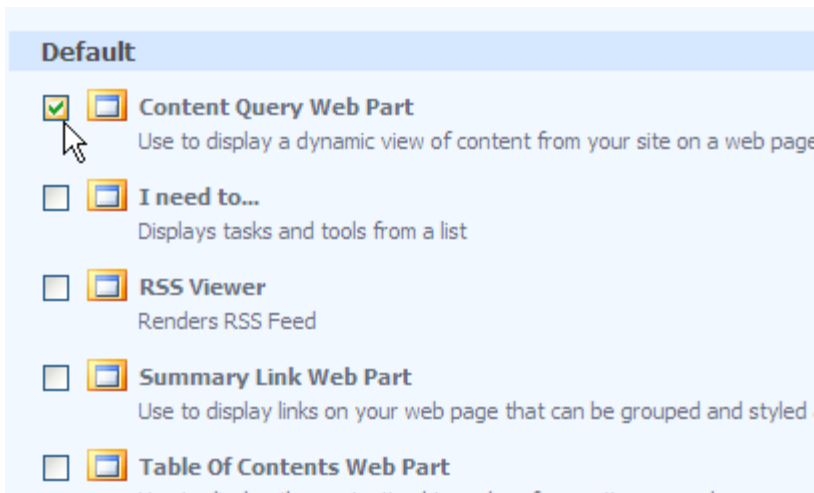


Figure 1: Choose the CQWP

4. Click Modify Shared Web Part.
5. Modify the query attributes in the tool pane to bring items in from the desired list.

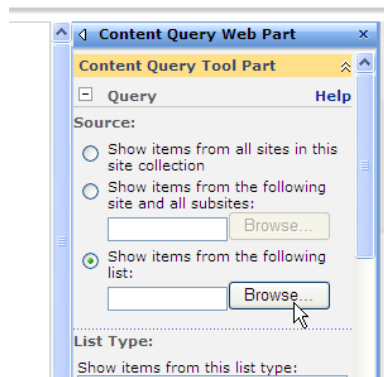


Figure 2: CQWP tool pane

6. To select the list, you can click Browse. The format for this is: /MainSite/Subsite/
7. Choose the List and Content Types.

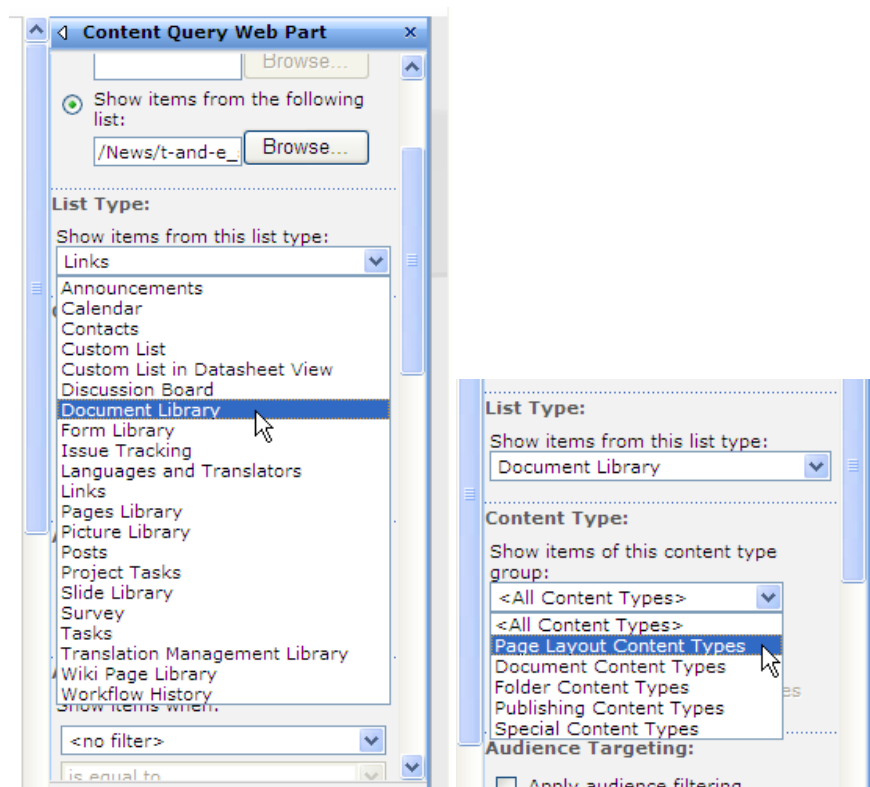


Figure 3: Choose list and content type

8. Apply any additional filters desired as well as sorting/grouping (by date, limiting the number of items, etc.)

targeted

Additional Filters:

Show items when:

Name

contains

home

And Or

<no filter>

is equal to

Figure 4: Additional filters

9. Click OK.

RSS feed

You can also set up the query to create an RSS (Really Simple Syndication) feed. Under **Presentation**, enter the name of the feed and description.

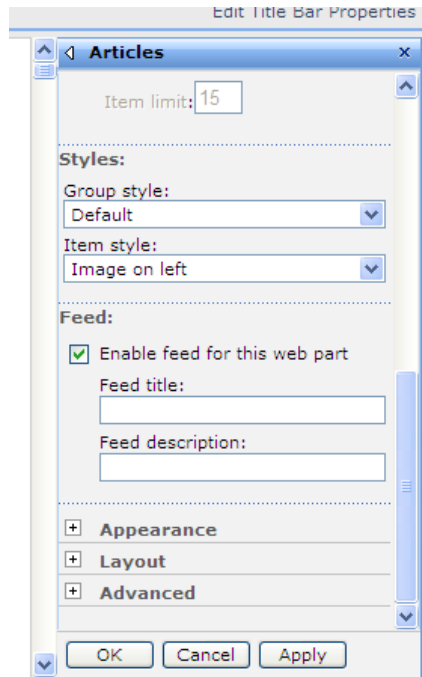


Figure 5: Configuring RSS feed

10. Click Apply, then OK.
11. Publish your page. At the bottom of the list of articles, right-click on the RSS symbol and choose Copy Shortcut.



Figure 6: RSS symbol

12. Paste it into your browser's address window to test the feed.

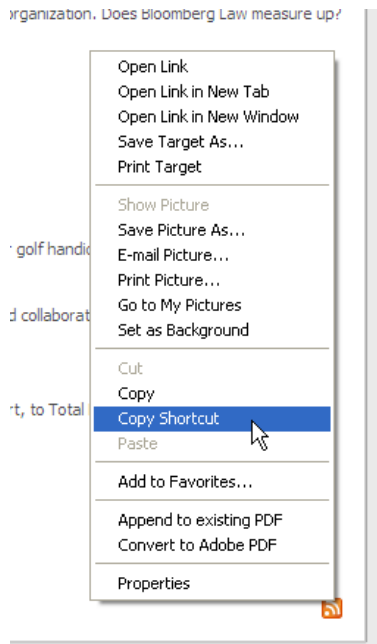


Figure 7: Copy shortcut of RSS Feed

13. Here's an example of what a page with an RSS feed looks like.



Figure 8: View of RSS feed on a web page

Revision History

Date	Notes	Revised by
2/22/2010	Original document	Liz Brummond
3/15/2011	Updated and reformatted	Liz Brummond