Lesson 2 Creating a Notebook and More.

You can create *multiple* notebooks. Within a notebook you can create multiple sections and multiple pages to each section. The following shows how to create a blank notebook with sections and pages.

Notebook.

Notebooks are like binders that store your information in a central location. For example notebooks can be :- work, Personal, Groups, School and more.

1 *Click* the **File** tab.



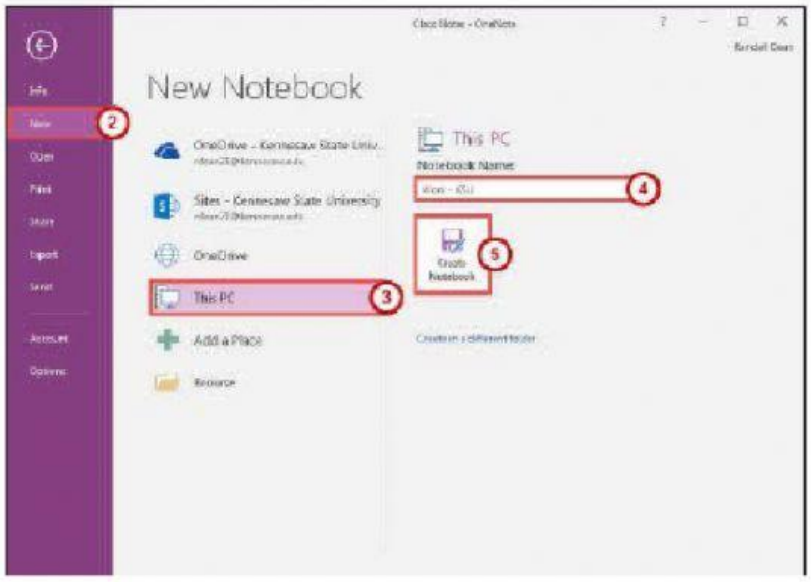
1

2. To create a new notebook, *click* **New.2**

3. *Click* on **This PC.2**

4. *Type* the **Notebook Name.2**

5. *Click* **Create Notebook.2**



2

6. A **Blank Notebook** will *open*.

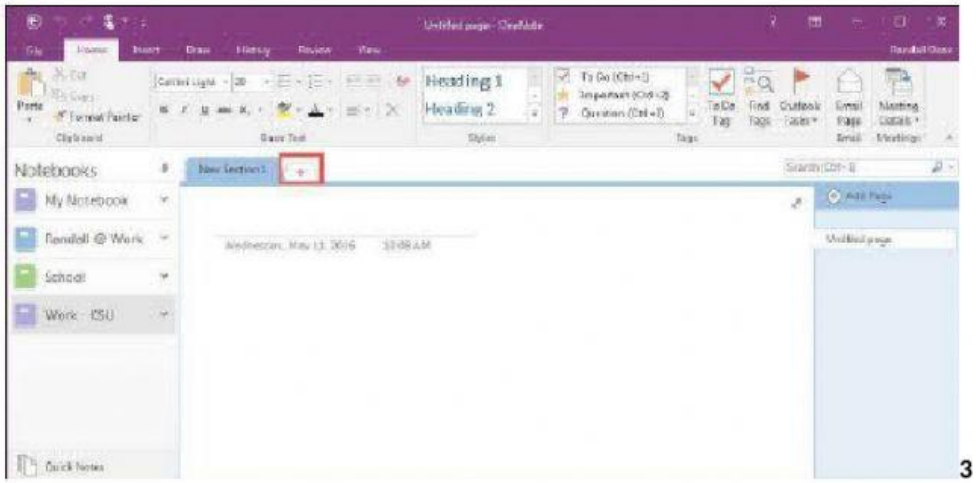
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Section

Sections are tabs in your notebook that create *categories*. Example sections for a Work **Notebook** can be : Meeting, Tasks, Awards etc.

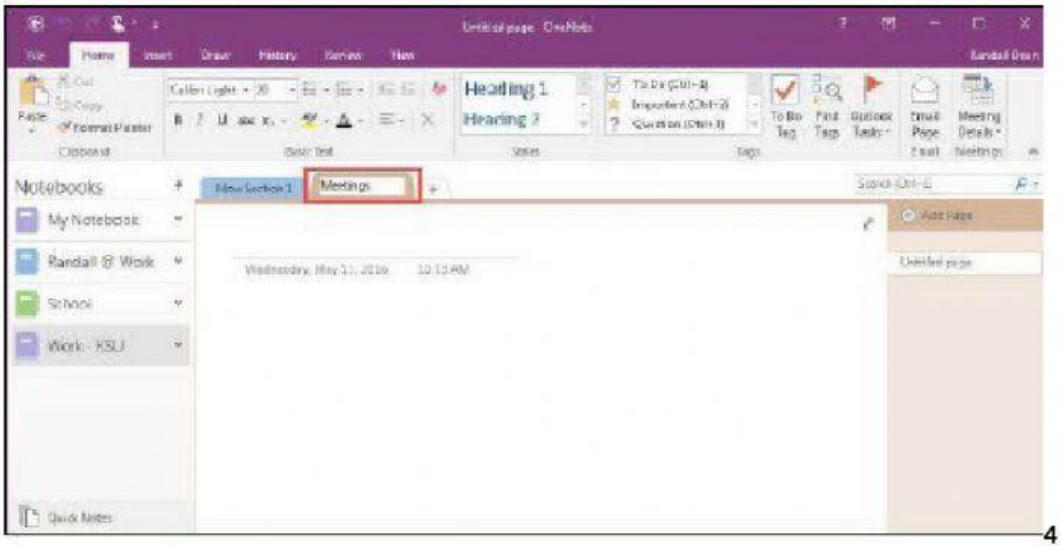
Create a Section

1. *Click* the create a **New Section** tab.3



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2. Type the name of the **Section.** 4



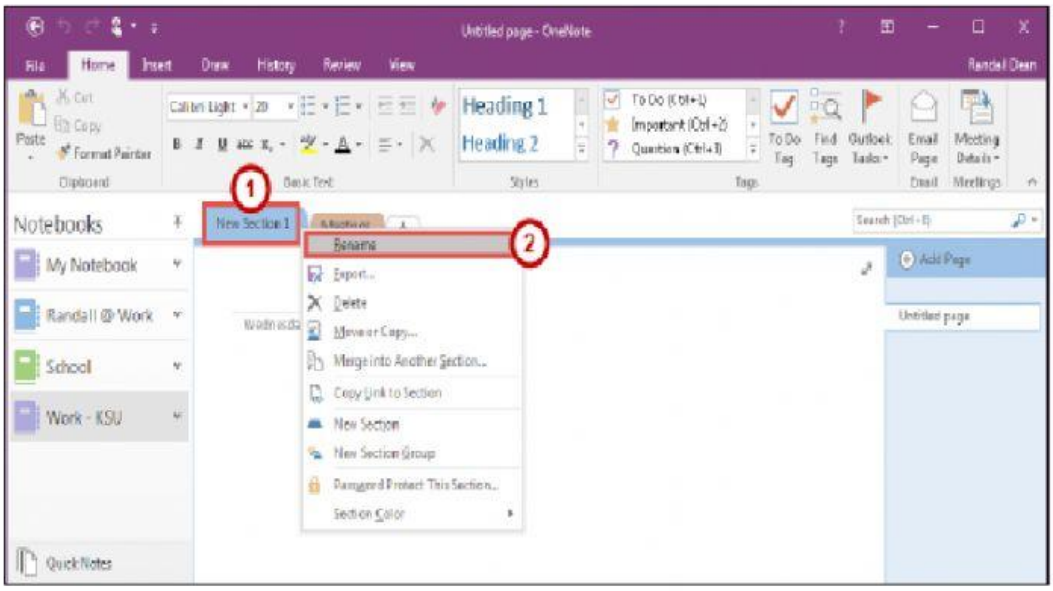
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3. *Press* the **Enter** key on our *keyboard*.

Rename a Section

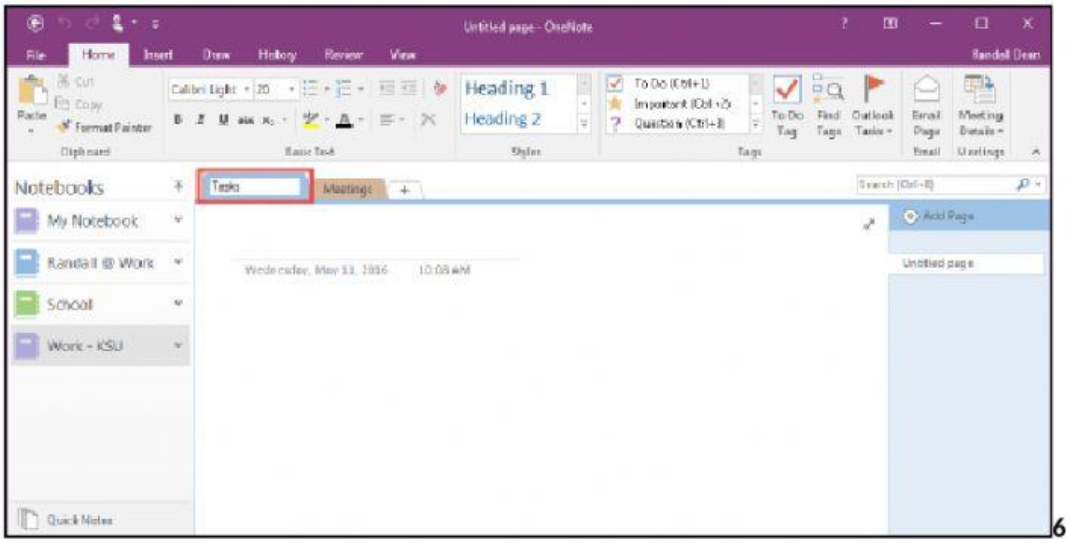
1. *Right-click* on a **section** name.
2. *Click* **rename. 5**



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3. *Type* the *name* for the **section.6**

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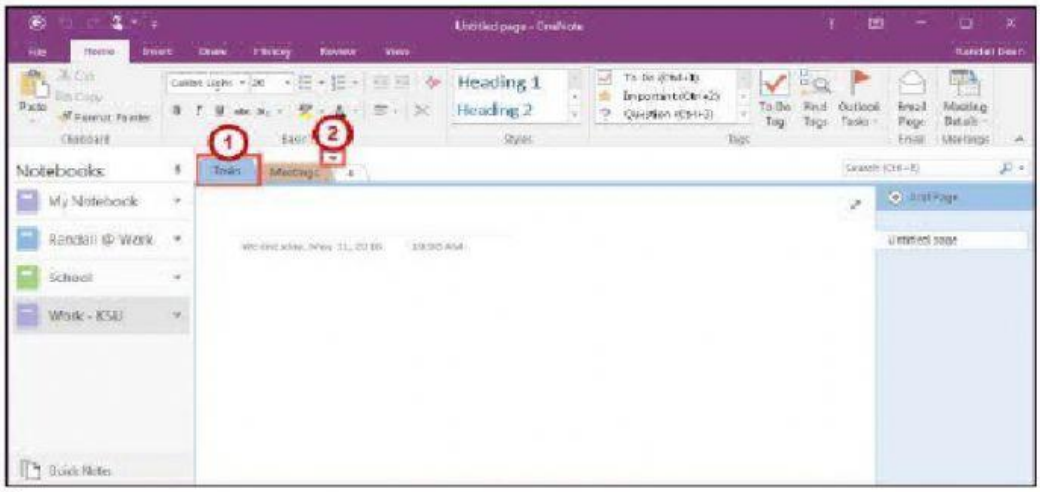


6

4. *Press* the **Enter** key on your *keyboard*.

Move a Section

1. *Left-click* and **hold** a section tab with your *mouse*.
2. While holding the section, *drag* the section **left** or **right** of the other section. You will see ***downward* facing *arrow*** showing where the section will be placed.**7**



7

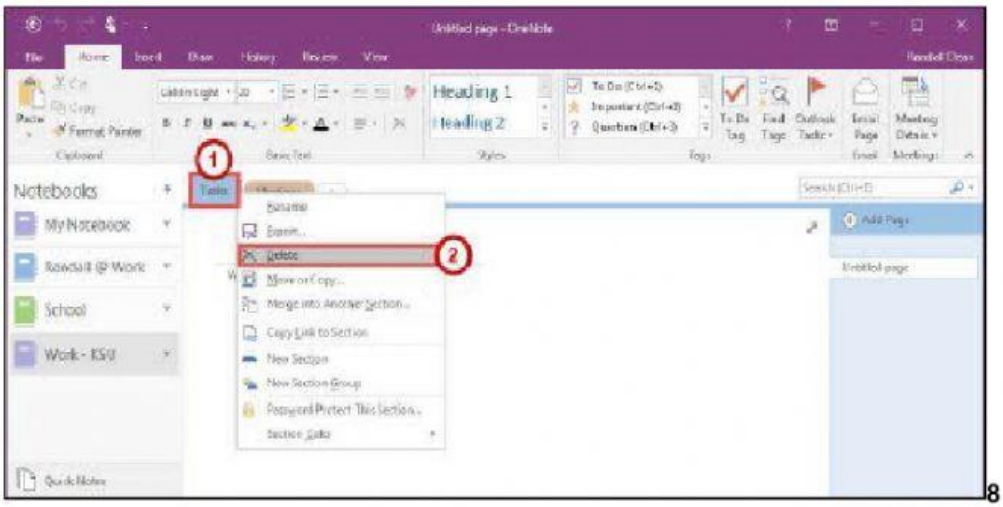
3. When the section is where you want to place it, let go of the left-click on your mouse.

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Delete a Section.

1, *Right-click on a* ***section name****.*

2. *Click* **Delete.8**



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Questions.

1, How do you create a Notebook?

2, How do you create and move a section?

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