

Lesson 2 Creating a Notebook and Sections

Creating a Notebook

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, Example notebooks can be, School, Work, Personal, etc.

1. Click the **File** tab.

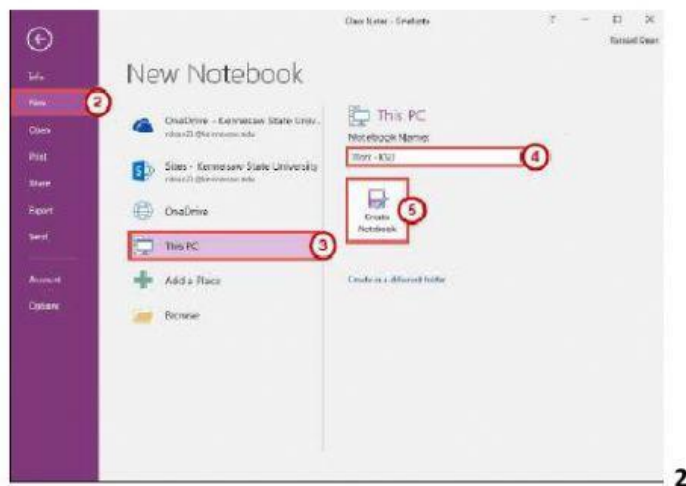


2. To create a new notebook, click **New**.

3. Click on **This PC**.

4. Type the **Notebook Name**.

5. Click **Create Notebook**.



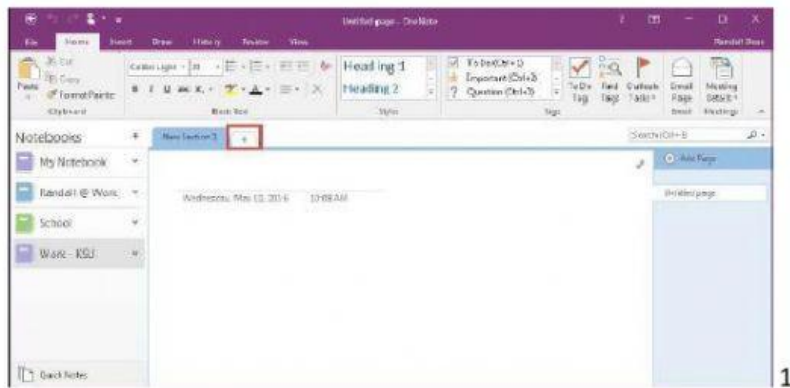
6. A **Blank Notebook** will appear.

Section

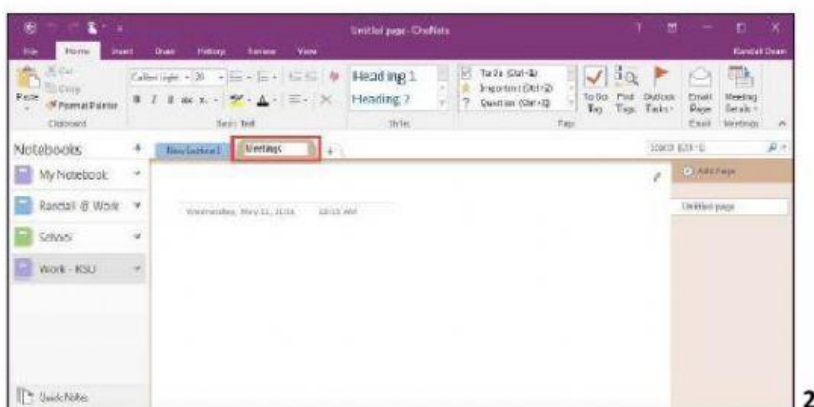
Sections are the tabs in your notebook that create categories. Example sections for a Word notebook can be; Meetings, Conferences, Tasks Agendas etc.

Create A Section

1. Click the **Create a New Section** tab. 1



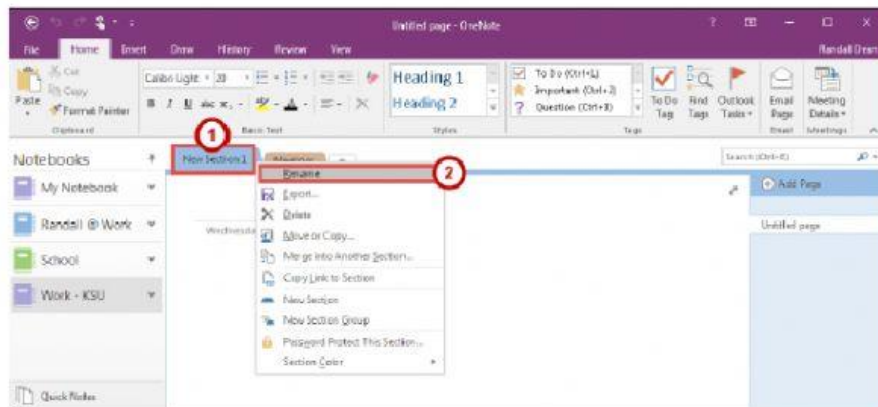
2. Type a name for the section. 2



3. Press the *Enter* key on your **Keyboard**.

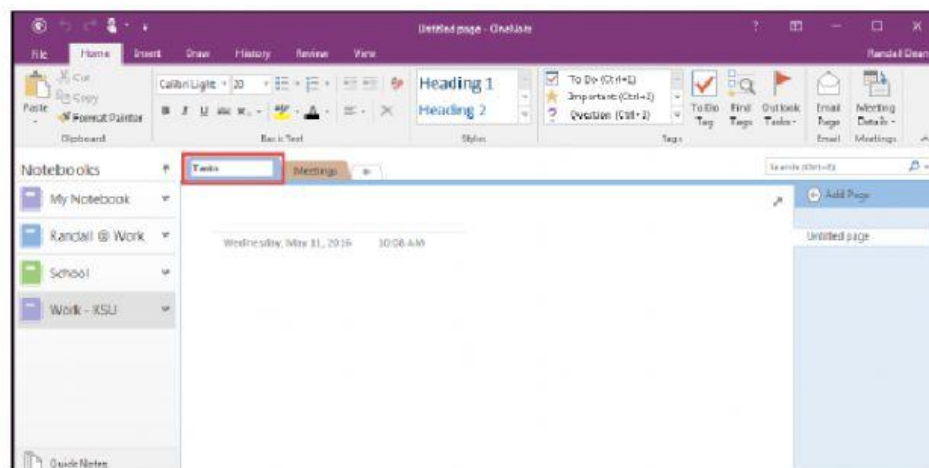
Rename a Section

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



1

3. Type a name for the section.2

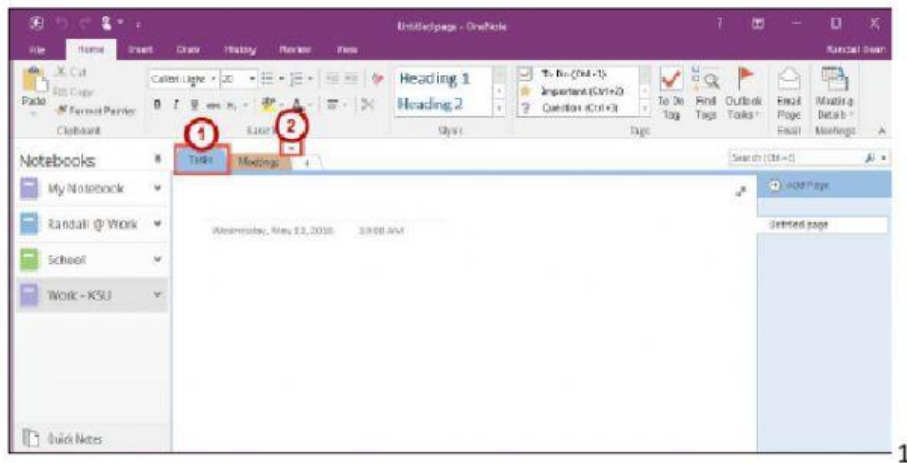


2

4. Press the *Enter* key on your **keyboard**.2

Move a Section

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

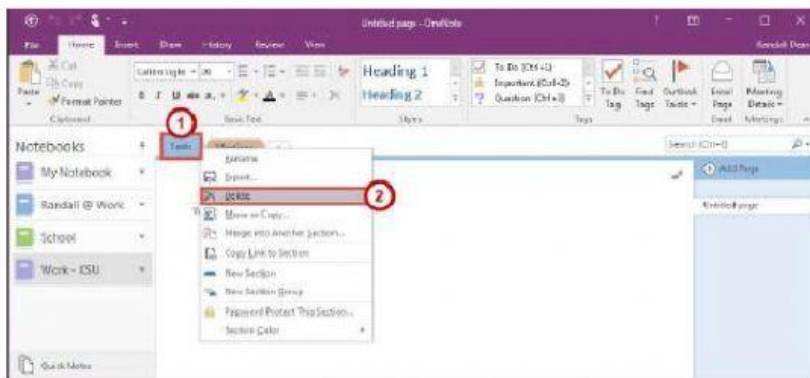


1

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

Delete a Section

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



1

Questions.

1. Describe how a Notebook is created.
2. Detail the steps of creating a section, renaming moving and deleting a section.