

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.

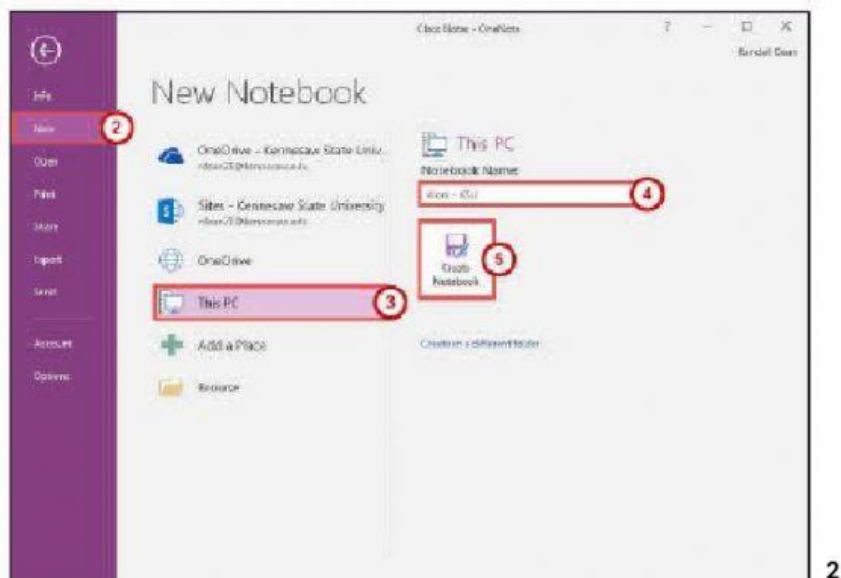


2. To create a new notebook, click **New**.

3. Click on **This PC**.

4. Type the **Notebook Name**.

5. Click **Create Notebook**.



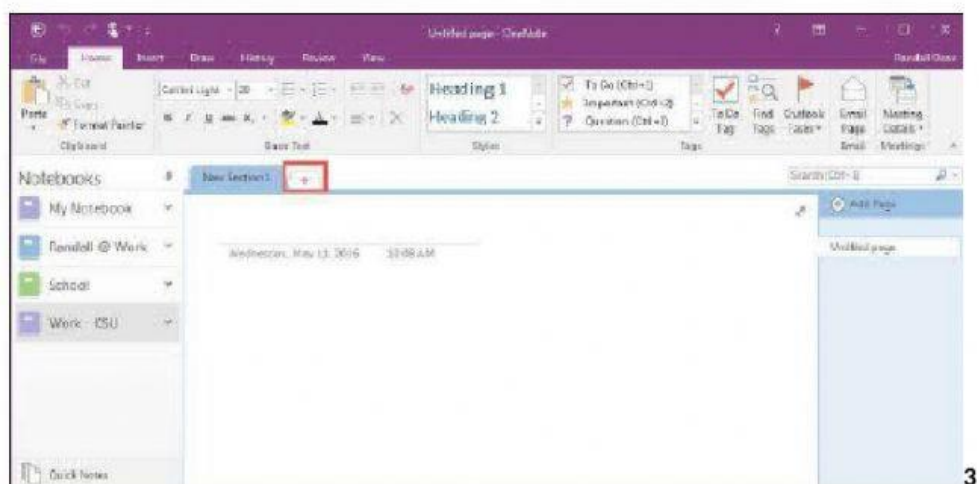
6. A **Blank Notebook** will open.

Section

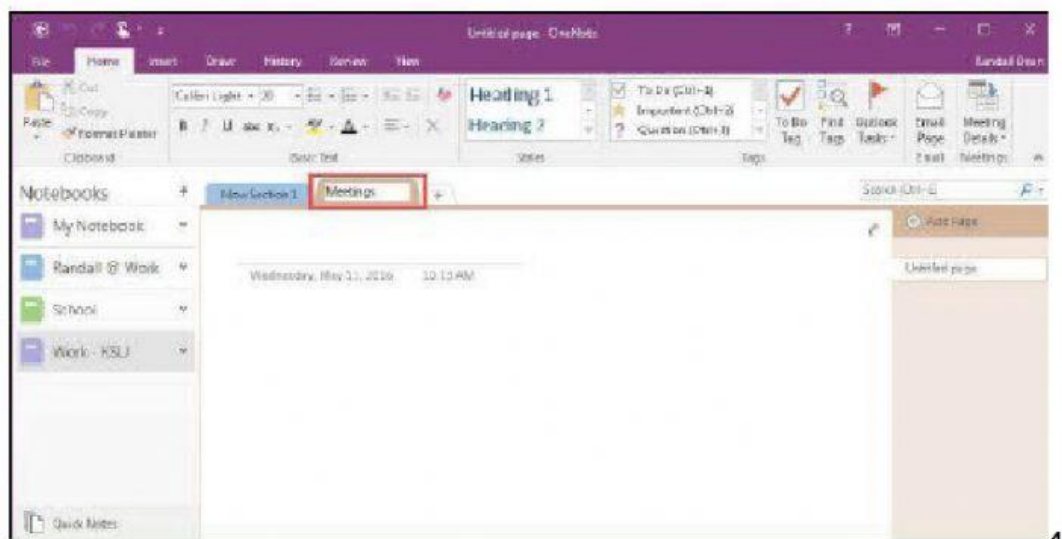
Sections are tabs in your notebook that create *categories*. Example sections for a Work **Notebook** can be : Meeting, Tasks, Awards etc.

Create a Section

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



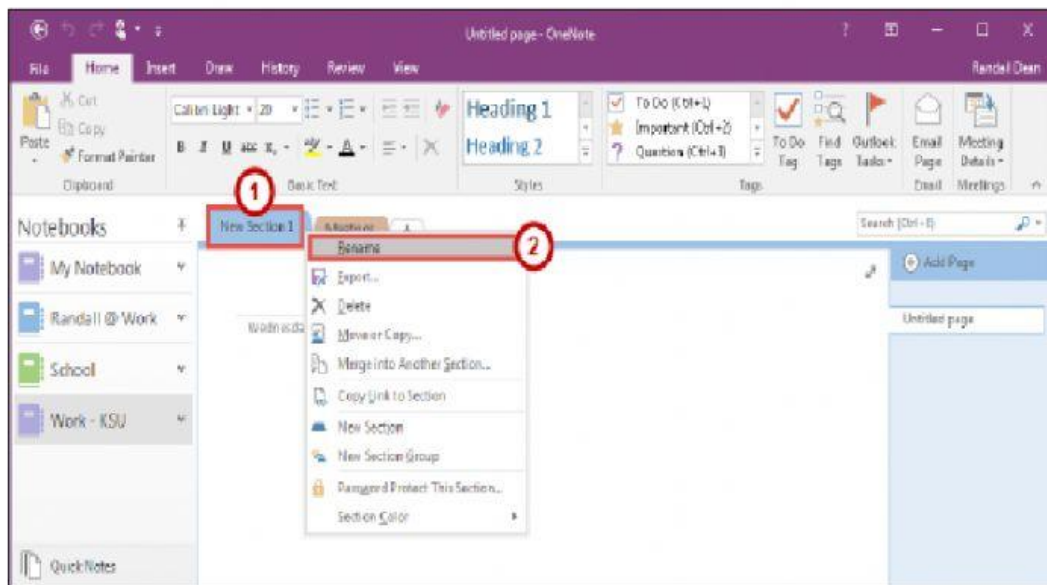
2. Type the name of the **Section**. 4



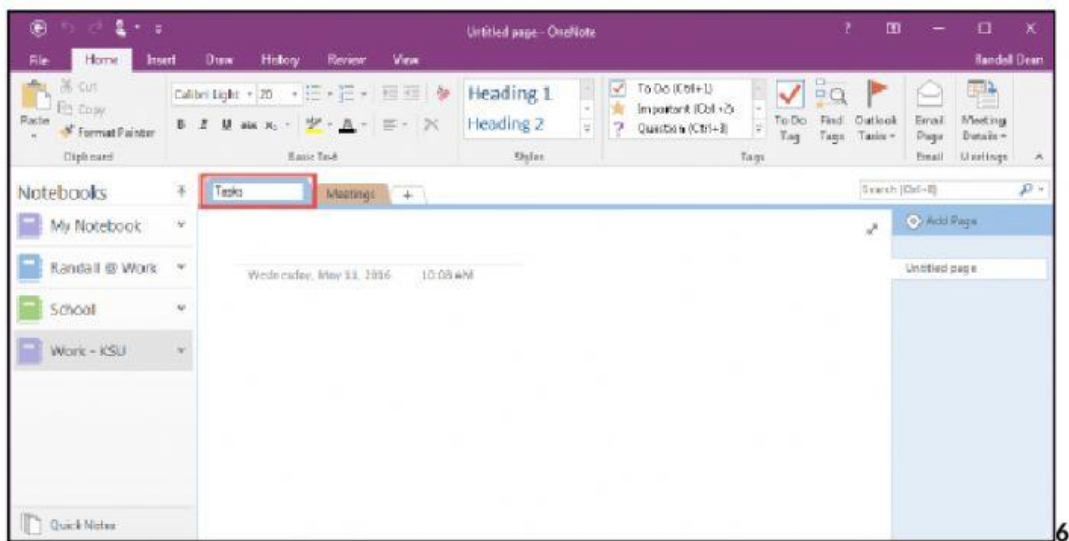
3. Press the **Enter** key on our keyboard.

Rename a Section

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



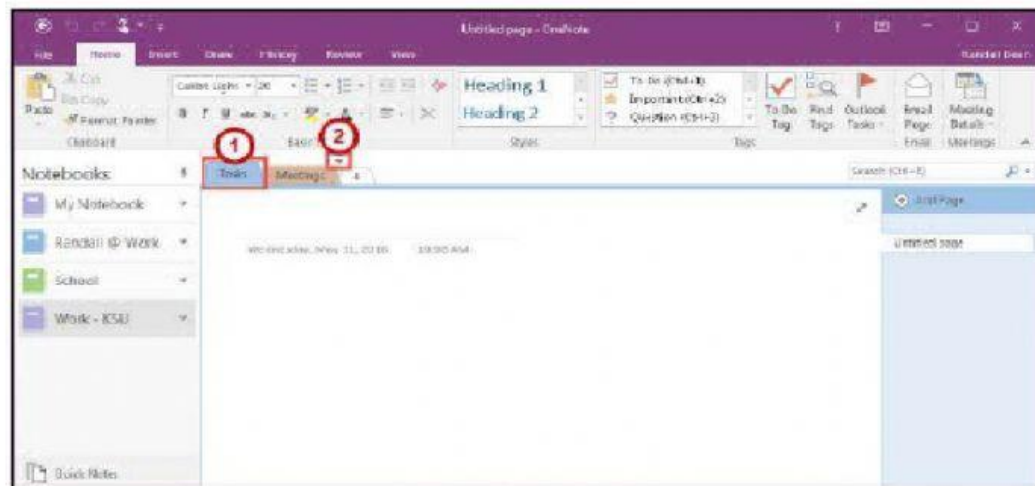
3. Type the name for the **section.6**



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



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

