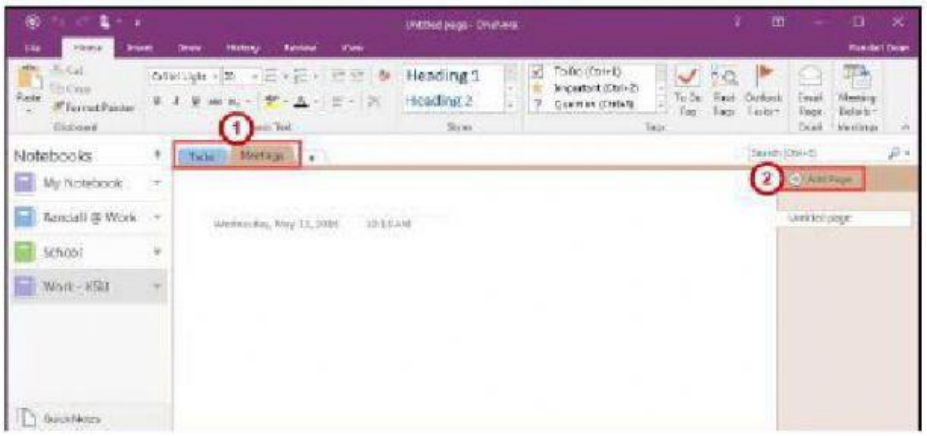
Lesson 3 Pages

Pages hold the notes in your sections for your notebook. Example pages for the Meeting section in a Work notebook can be:- Group Meeting,Team Meeting, Department Meeting, etc.

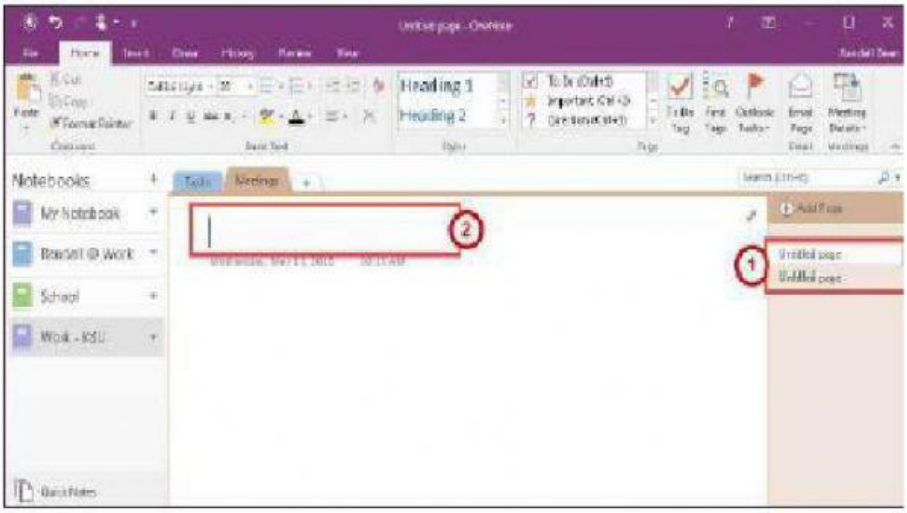
1. *Click* on the section where you want to **create a page.**
2. *Click* on the **Add Page** button. **1**



1

Name a Page

1. *Click* on a page that you want to give a name.
2. *Click* on the **Page Title** textbox. **2**



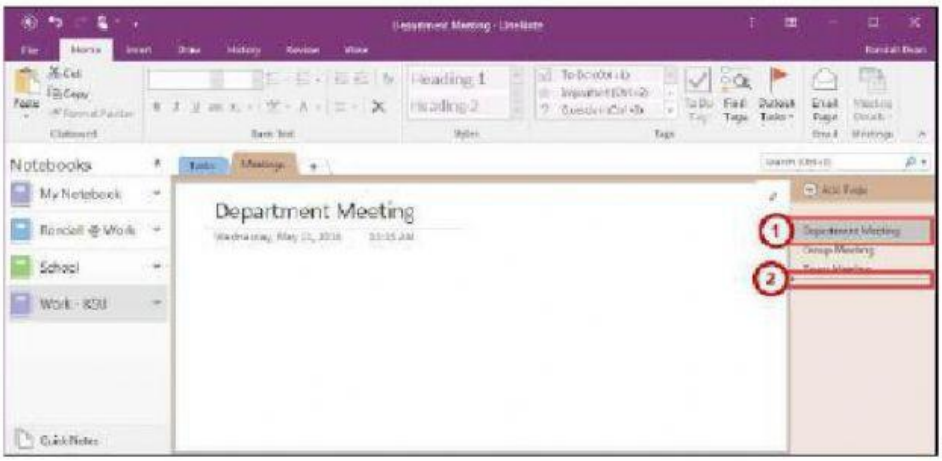
2

LIVEWORKSHEETS

3. *Type* the **name** of the page.

Move a Page

1. L*eft-click* and **hold** a **page** tab with your mouse.
2. While holding the page, *drag* the page **up or down** of the other page. You will see a *right arrow* and a *line* showing where the page will. **3**



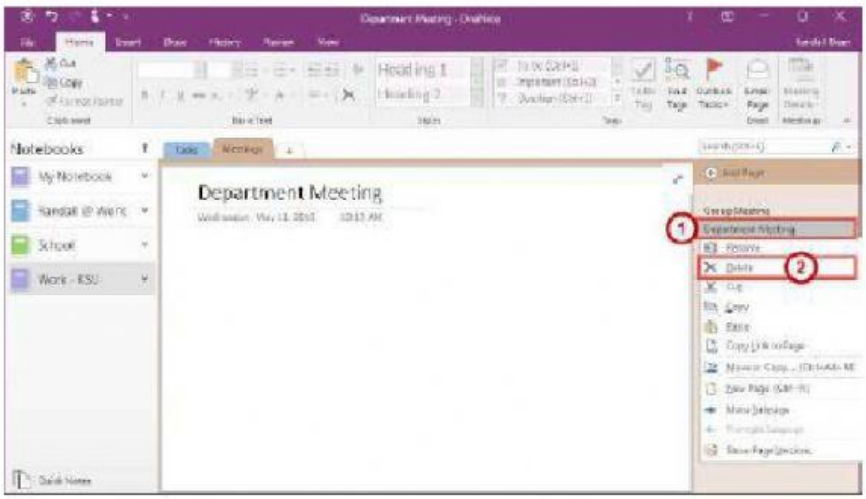
3

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

Delete a Page

1. *Right-click* **on a page name.**
2. *Click* **Delete.4**

LIVEWORKSHEETS

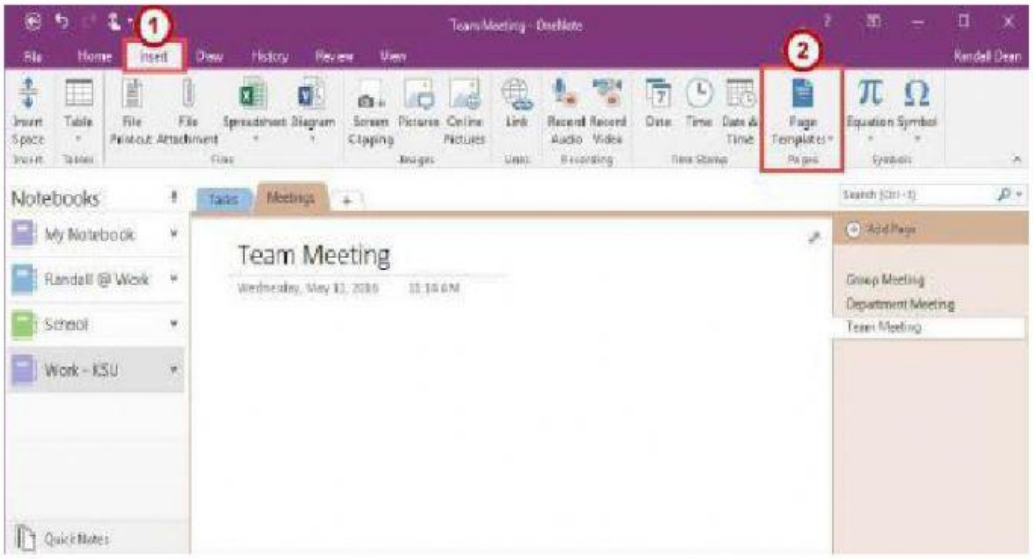


4

Page Templates

Page Template give you pre-formatted pages that consist of backgrounds,colors, to-do lists, calendars, and other functional content. The following steps explain hoe to insert a page template

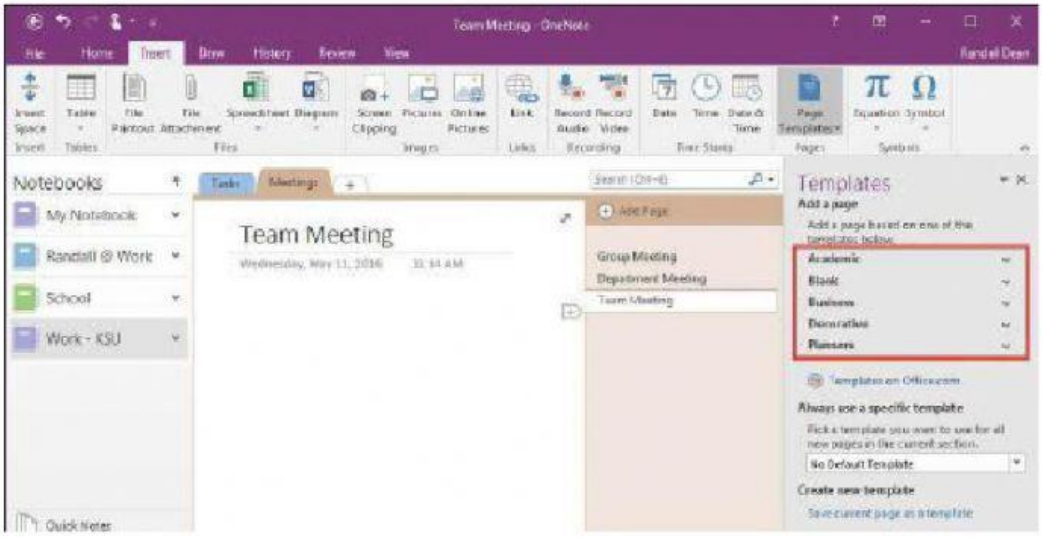
1. *Click* the **Insert** tab.
2. *Click* **the Page Templates. 5**



5

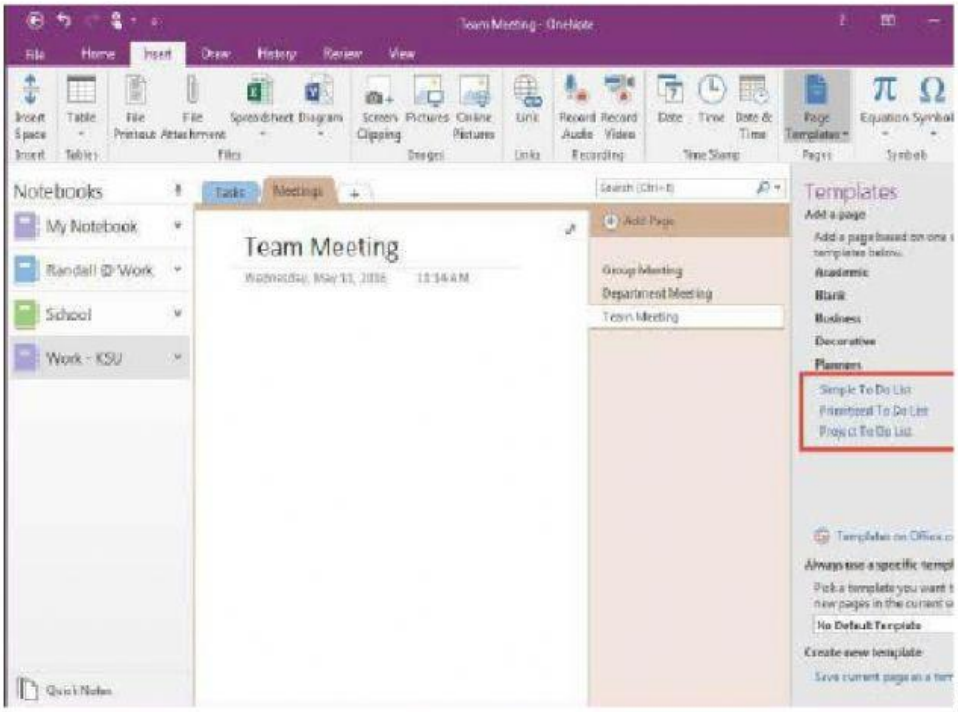
3. In the **Template** pane, *click* a category to **expand**. **6**

LIVEWORKSHEETS



6

4. *Click* a **page template** you would like to add. 7



7

LIVEWORKSHEETS

Questions

1. **Describe how you create a page,name and move a page?**

LIVEWORKSHEETS