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.

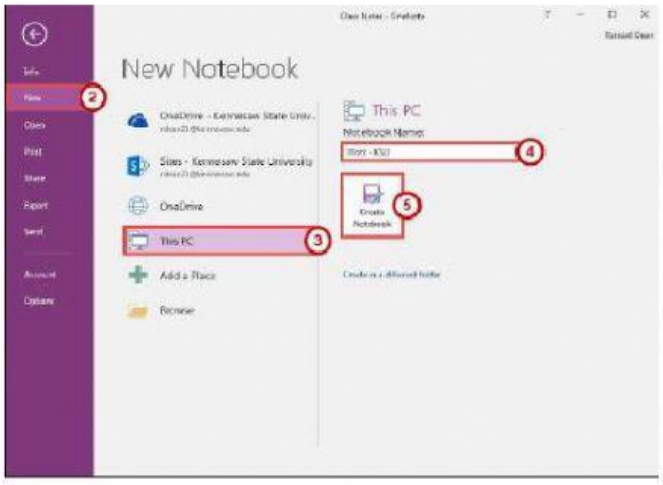
Notebooks are like binders that store your information in a central location, Example notebooks can be, School, Work, Personal, etc.

1. Click the **File** tab.



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 appear.

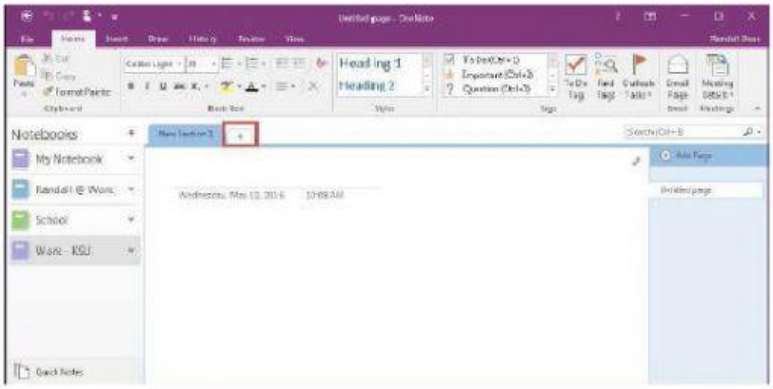
Section

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

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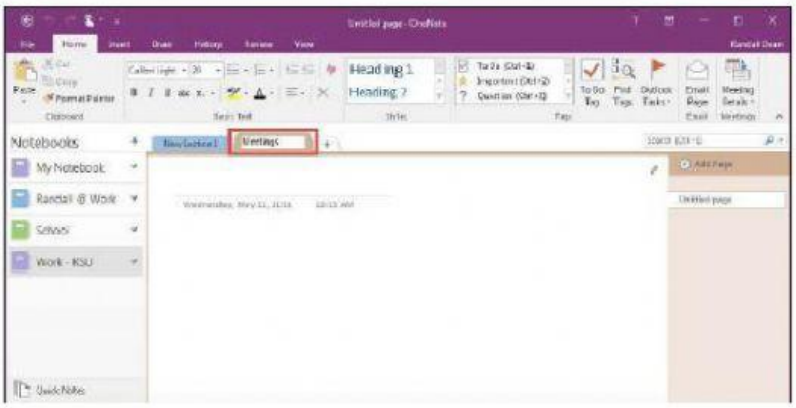
Create A Section

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



1

2. Type a name for the section. **2**



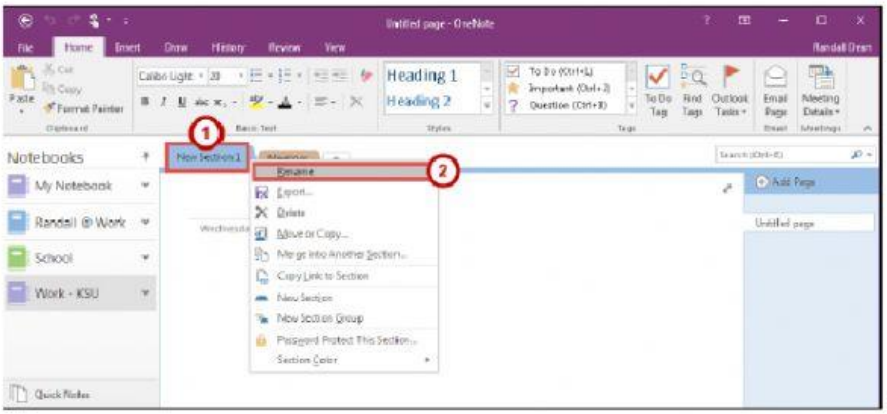
2

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

Rename a Section

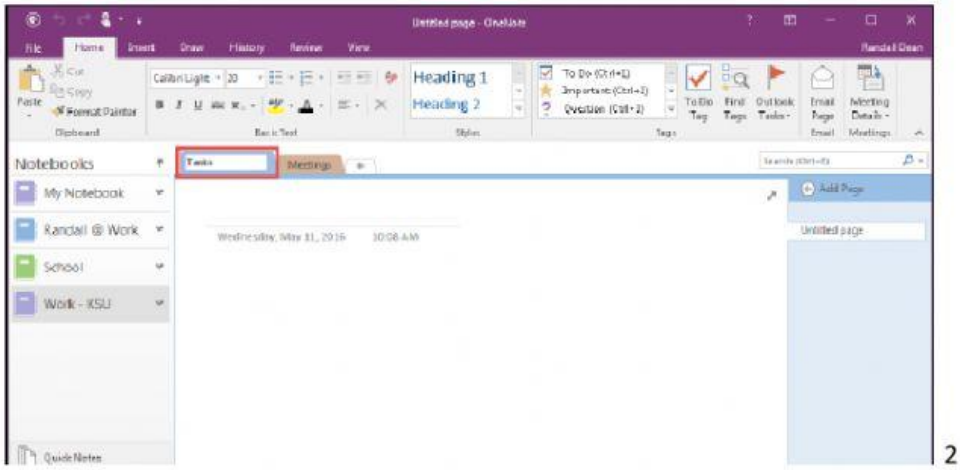
1. *Right-click* on a **section name. 1**
2. Click **Rename. 1**

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1

3. Type a name for the **section.2**



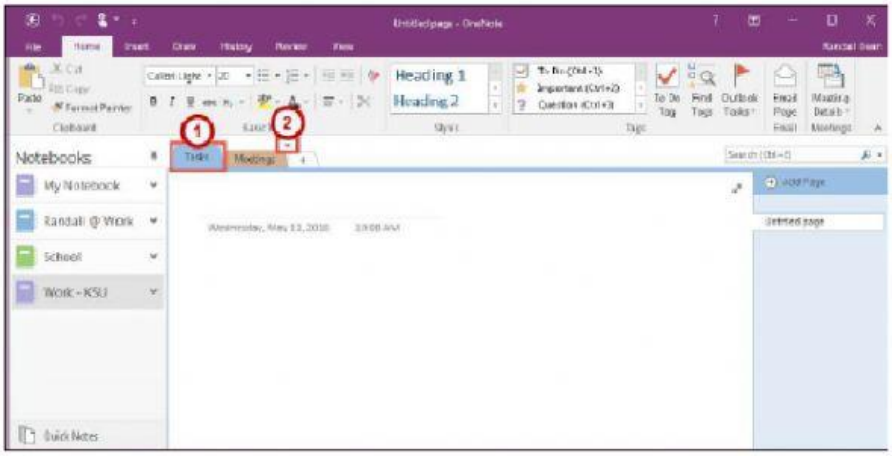
2

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

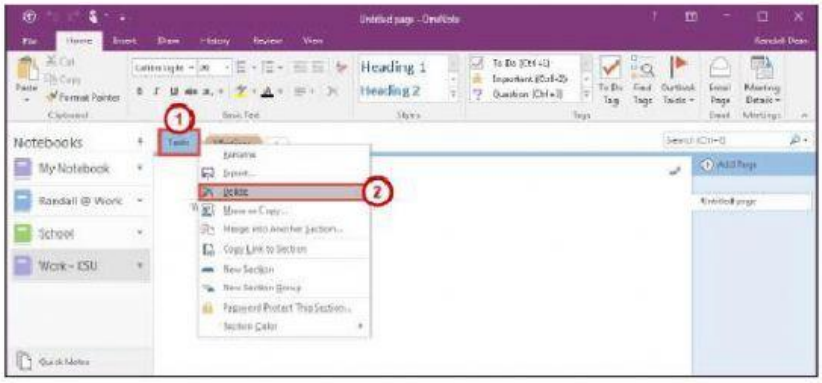
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3. When the section is where you want to place it, let go of the left-click on your mouse.

Delete a Section

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



Questions.

1. **Describe how a Notebook is created.**

2. Detail the steps of creating a section,renaming moving and deleting a section.

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