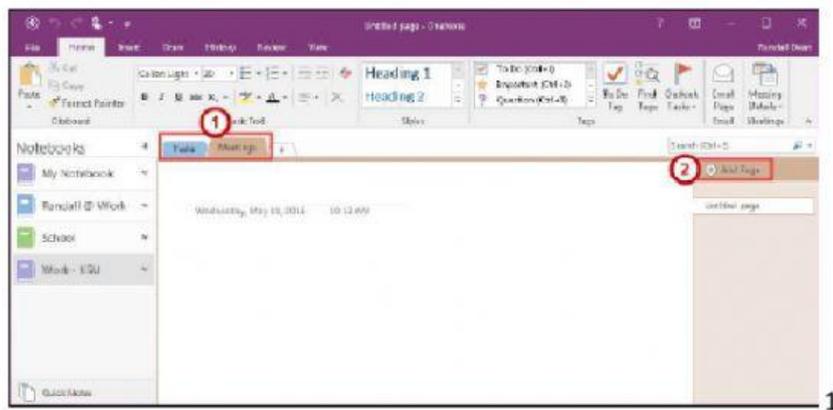# Lesson     3     Pages

## Pages

Pages hold the notes in your section for your notebook. Example pages for the Meetings section in a Word notebook can be; Group Meeting. Team Meeting, Department Meeting, etc.
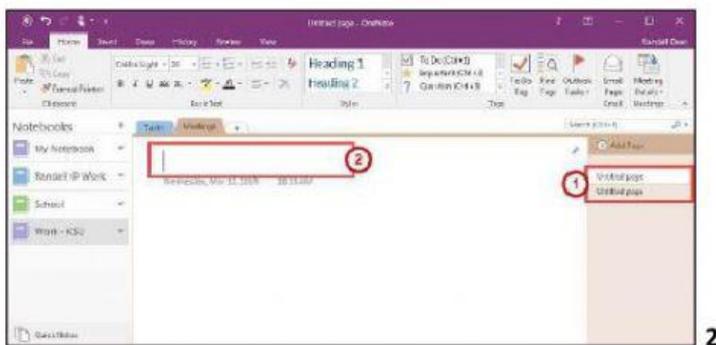
### Create a Page

1.  Click on the section where you want to create a Page. 1

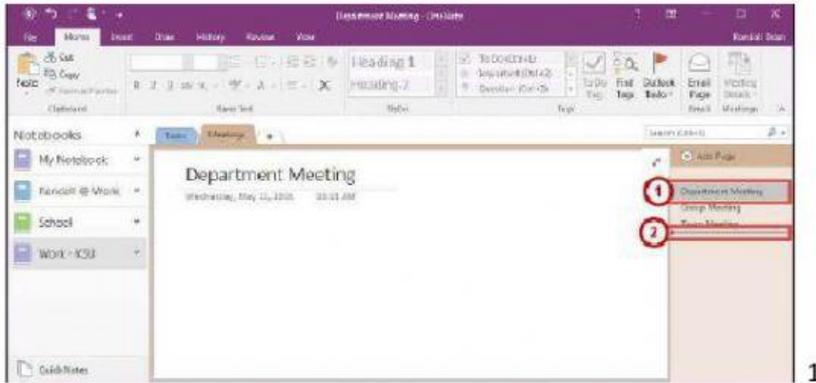2.  Click on the **Add Page** button. 1



### Name a Page

1.  Click on a page that you want to give a name.**2**

2.  Click on the **Page** Title textbox. **2**
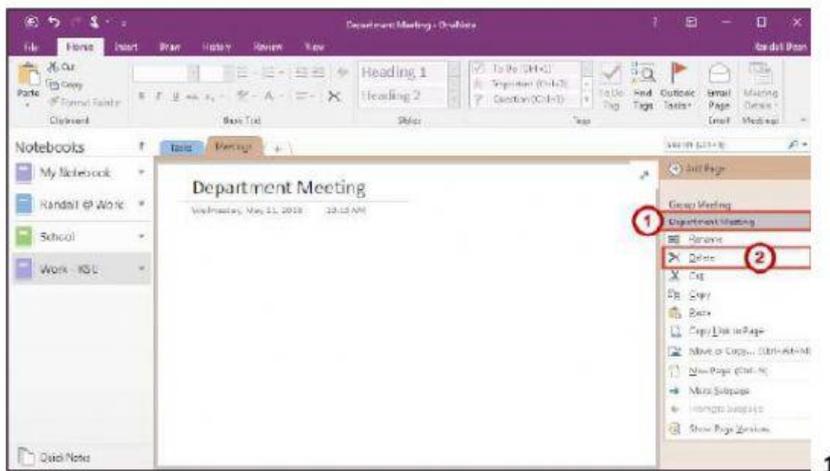


3. Type a name for the page.

## Move a Page

1. Left-click and hold a page tab with your mouse.**1**

2. While holding the page,**drag** the **page** up or down of the other pages. You will see a *right arrow and a line* showing where the page will be placed. **1**



3. When the **page** is where you want to place it, let go of the **left-click** on your mouse.**2**
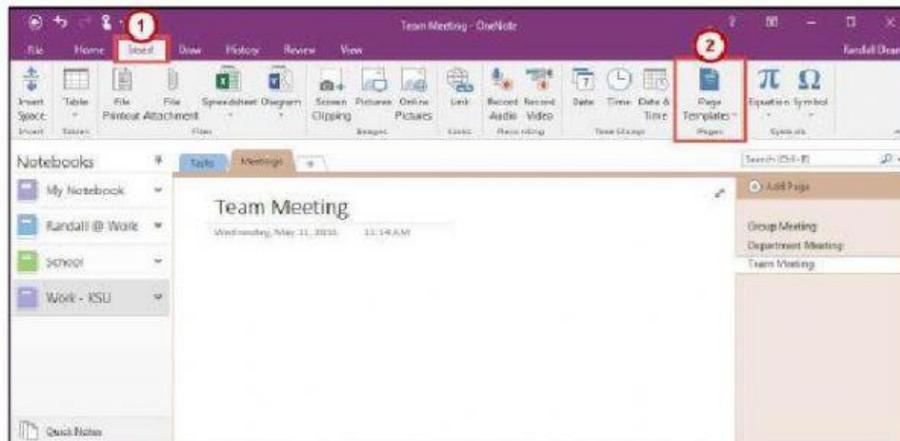
## Delete a Page

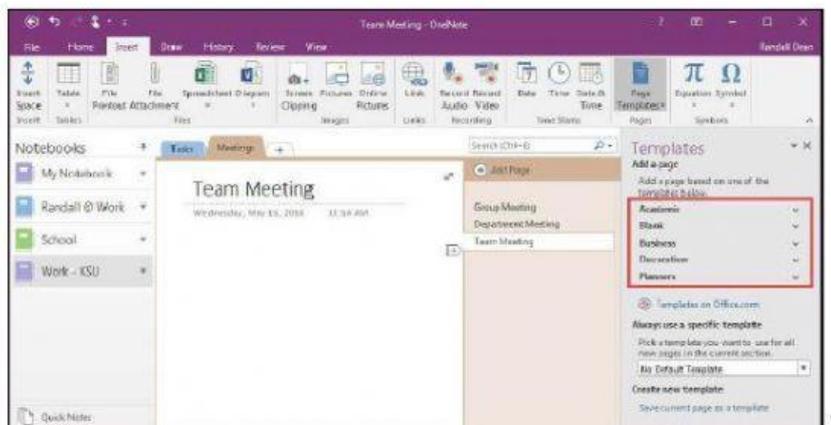1. *Right-click* on a **page name**.1

2. Click **Delete**.1

## 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 how to insert a page template.

1. Click the **Insert** tab. 1

2. Click the **Page templates** button.



3. In the Templates pane, click a category to expand.2



4.Click a *page template* you would like to **add. 3**

3

## Questions

1. Explain the steps how to create a page, name and move a page

2. Explain the steps in creating a Page Template.