Adding, Deleting, and Editing Pages/Sections

Inserting a New Section
1. Click the Insert tab from the ribbon.
2. Click New Section from the ribbon.
3. Type a name for the new section.
4. Click the OK button.

Inserting a New Page
1. Click the section for which you want to insert a new page.
2. Click the New Page button from the ribbon.

Renaming a Section
1. Right-click the tab of the section to rename.
2. Click Rename on the shortcut menu.
3. Type in a new name for the section and click OK.

Renaming a Page
1. Type the new name of the page at the top to rename a page.

Deleting a Page
1. Right-click the page to delete.
2. Click Delete on the shortcut menu.
3. Click yes on the dialog box that appears.

Working with Views
Changing the View
1. Click the View tab, and then click the desired View button.

Working with Pictures
Inserting a Picture
1. Click and place the cursor where you want to insert your picture.
2. Click the Insert tab from the ribbon.
3. From the ribbon, click the Picture button.
4. From the new window that pops up, navigate to the location where the picture is.
5. Select the desired picture and click Open

Inserting Clip Art
1. Click and place the cursor where you want to insert your picture.
2. Click the Insert tab from the ribbon.
3. From the ribbon, click the Clip Art button.
4. Type for the picture type you are searching for in the search box.
5. Click the Insert button.

Other Commands/Options
Tagging Content on a Page
1. Highlight the item to tag.
2. Click the Tag button from the Home tab in the ribbon
3. Select the desired tag.

Opening a notebook in OneNote
1. Click the Open in OneNote button in the Office group from the ribbon.
2. Click the OK button.