Exercise

Use a Page Template

**Complete the following steps:**

1. Go into the OneNote program
2. Click on the pull-down below the Ribbon
3. Open an existing Notebook or add a new notebook if you don’t have one yet
4. Click on the Insert Menu
5. Click on Page Templates on the right side of the Insert Menu
6. Choose the Project To List Template
7. Notice the page
8. Click on Page Templates on the right side of the Insert Menu
9. Click on Page Templates… on the bottom of the menu
10. A new window will open on the right side of the screen
11. Try some of the other templates