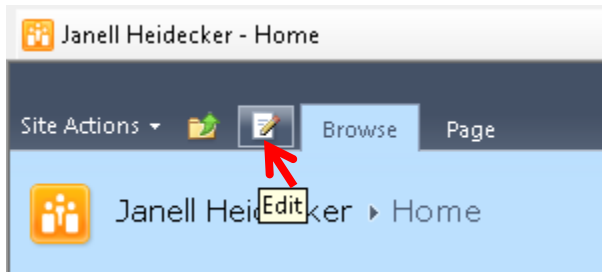
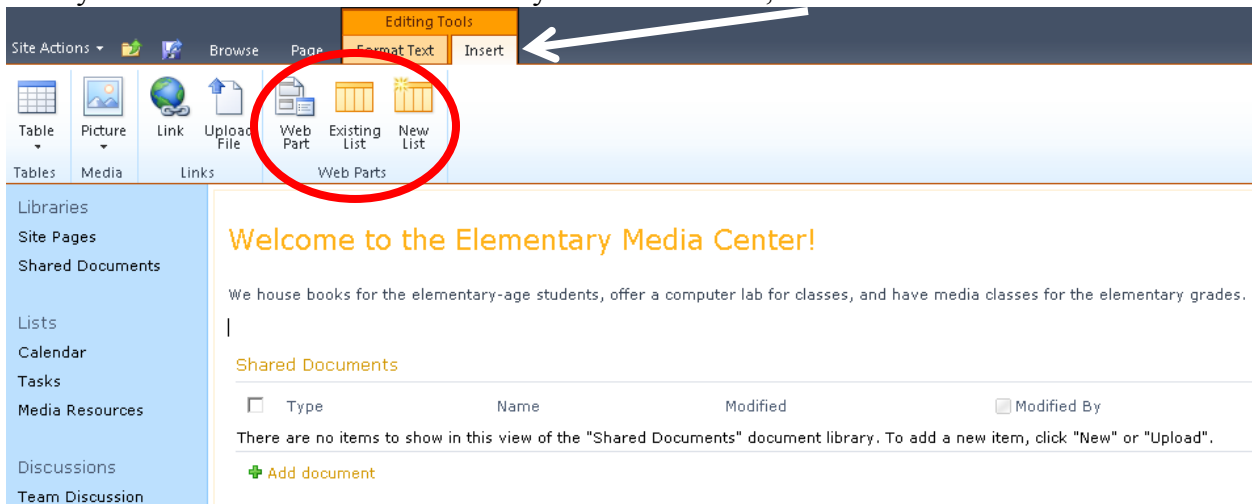


Adding a Web Part to your Sharepoint 2010

Click on the note pad on the top tool bar to get the editing tool bar to appear.



Place your cursor in the spot where you want to add the web part
Click on the "Insert" tab and choose from Web Part, Existing List, or New List depending on what you want to add. If it's a new item you wish to create, click on New List



Choose which item you wish to create, and click OK

