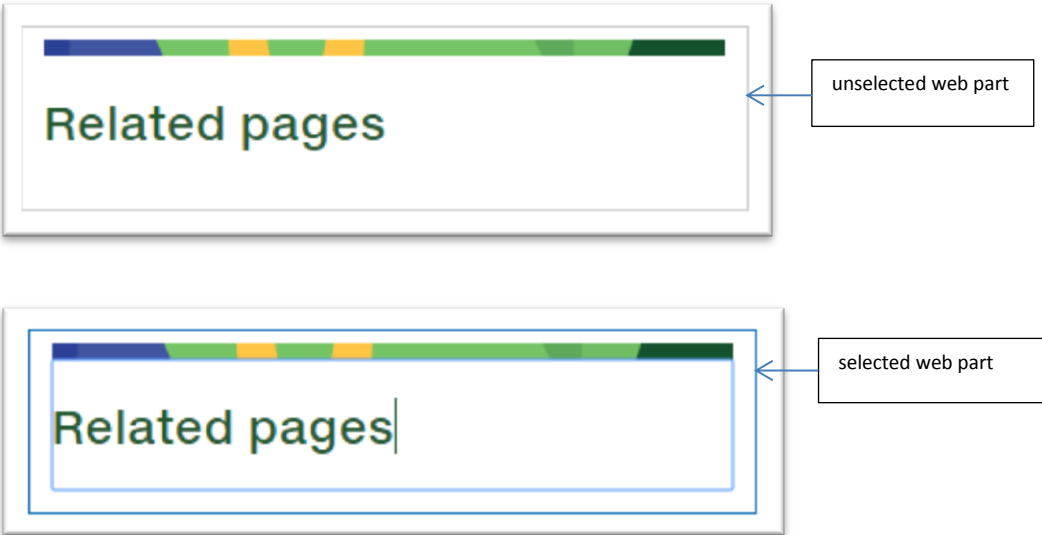# Moving & Deleting Web Parts

Sometimes the web parts you have created in your right margin do not appear in the order you want or are unwanted and need to be deleted. You can control the order in which web parts appear on your page and remove unwanted web parts.

These exercises will step you through the process of moving and deleting web parts. Upon completion of these steps you will have performed the following:
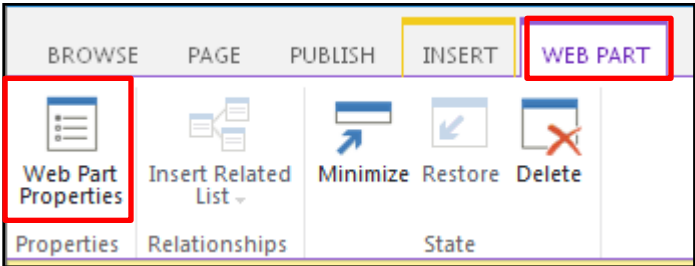
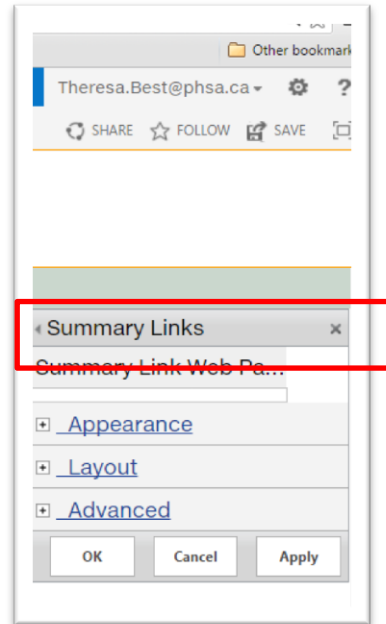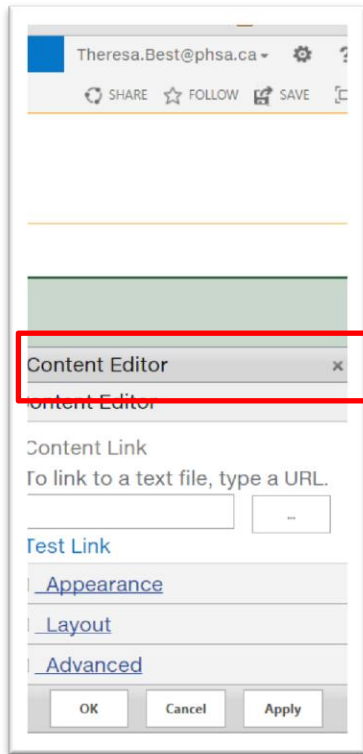- Moved a web part
- Deleted a web part

Move a web part

1. Select the web part. A web part is selected when its border changes from grey to blue.

unselected web part
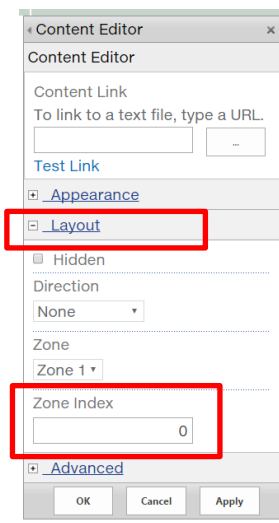

selected web part

2. When a web part is selected, the Web Part tab for that web part will also appear in the editing ribbon. Select the tab and then select the Web Part Properties option when it appears.

3. The web part properties box will be displayed at the top right of your page, as a content editor properties menu or a summary links properties menu, depending on the type of web part you selected.

4. In the web part properties box, open the Layout submenu and change the number in the Zone Index as desired.
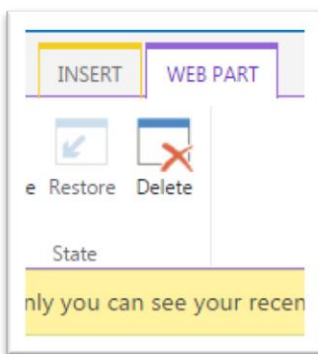

Note: Web parts are displayed in numerical sequence (the lowest possible number is zero). If you have several web parts that you need to reorder, you might want to follow this process:

- go to the properties of the web part you want to appear first on the page and identify its number
- go to the properties the other web parts one by one, changing their number to follow the number of the first web part in sequence

5. Click OK to save the new position.

Delete a web part

During editing you might have created a web part that you no longer want. If your web page is showing a web part that you no longer want, you need to delete it.

1. Select the web part you want to delete. The Web Part tab will display on the ribbon.

2. Click Delete to delete the web part.
3. You will be asked to confirm that you want to delete the web part. If you are sure you want to delete the web part, click OK.