

Centre for Differently Abled Persons Bharathidasan University

DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

Word Processing (23DVTD2)

Prepared by Dr.M.Prabavathy

MS Word-UNIT III

Add Page Numbers in Word 2010

• Step 1 – Click the Insert tab, and click the Page Number button



Step 2 – Bottom of Page

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Format Page Numbers

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Inserted Page Number

Remove Page Numbers

 Step 1 – Click Insert tab→ click Page Number button→ Remove Page Numbers



Page Number Remove Page Numbers option

Insert Page Breaks in Word 2010

• Step 1 – Click the Insert tab→click the Page Break button→Pages group. Page Break Button



Insertion Point

• The Ctrl + Enter keys

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Page 1 of 2

Insert Blank Pages in Word 2010

• Step1– Click the Insert tab→click the Blank Page button

available in the Pages group.

Blank Page Button

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Insertion Point

Word inserts a new blank page and moves all the text after the page break onto a new page.

Blank Page Button

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Blank Page

Delete Blank Pages

- Step 1 Click the Home tab, and click the Show/Hide ¶ paragraph
- Step 2 Page Break mark available on the blank page and press the Delete Key



Page Break Mark

Page Orientation in Word 2010

• Step 1 – Click the Page Layout tab, and click the Orientation button



Step 2 – page is already in portrait orientation, we will click the **Landscape**

Page Orientation : Landscape

