



Centre for Differently Abled Persons Bharathidasan University

DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

Word Processing

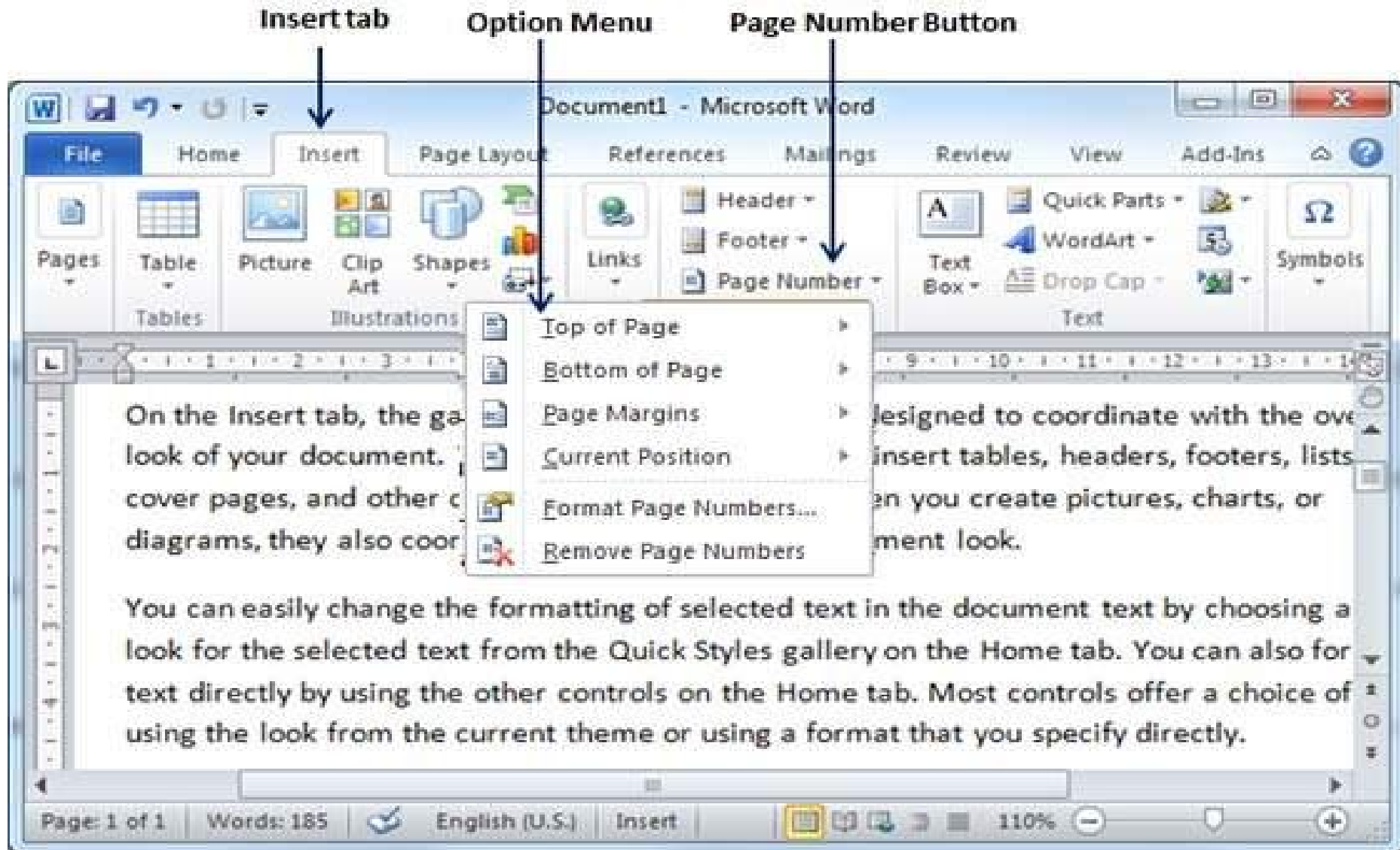
(23DVTD2)

Prepared by
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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

Insert tab

Option Menu

Page Number Button

The screenshot shows the Microsoft Word interface with the Insert tab selected. The Page Number button in the Page Layout group is highlighted. A context menu is open, showing options for page numbering. The 'Bottom of Page' option is selected. The 'Page Number Styles' task pane is visible on the left side of the window.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

Page Number

- Top of Page
- Bottom of Page
- Page Margins
- Current Position
- Format Page Numbers...
- Remove Page Numbers

Page Number Styles

Page X

Accent Bar 1

Accent Bar 2

Accent Bar 3

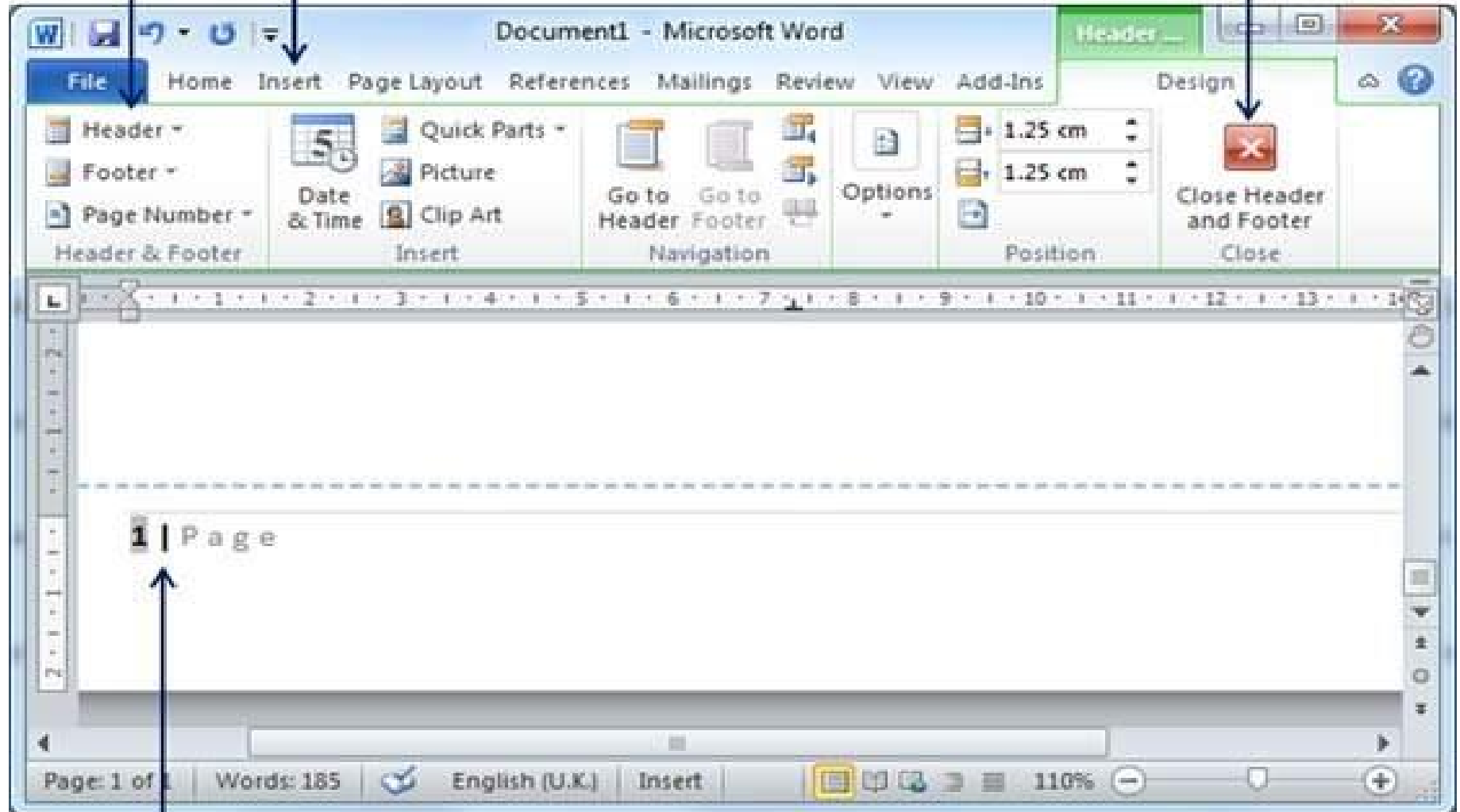
Save Selection as Page Number (Bottom)

Format Page Numbers

Header & Footer Buttons

Insert tab

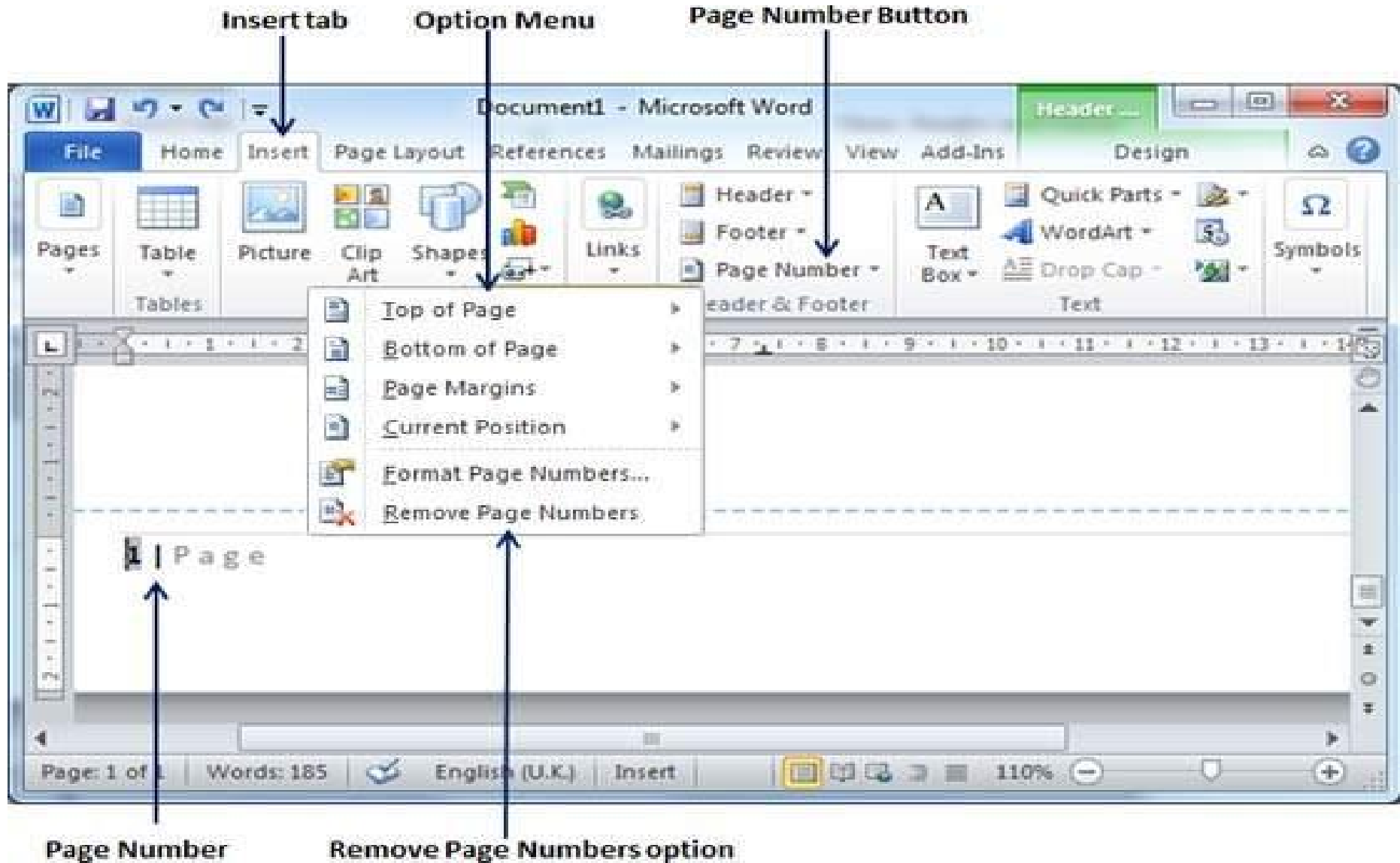
Close Header and Footer



Inserted Page Number

Remove Page Numbers

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



Insert Page Breaks in Word 2010

- **Step 1** – Click the **Insert tab** → click the **Page Break** button → Pages group.

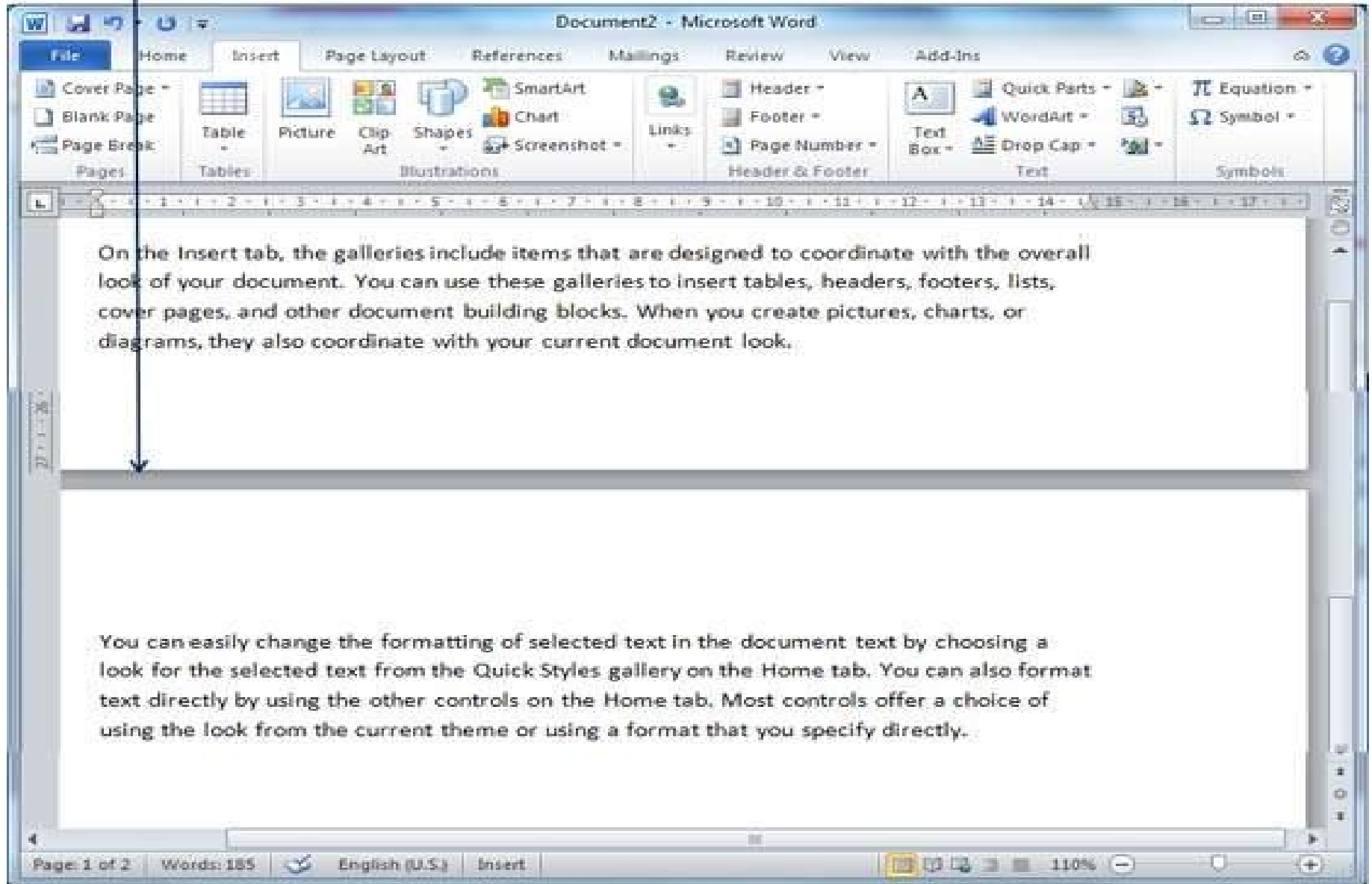
Page Break Button



Insertion Point

- The **Ctrl + Enter** keys

Page Break



Insert Blank Pages in Word 2010

- **Step1**– Click the **Insert tab** → click the **Blank Page** button available in the Pages group.

Blank Page Button

Insert tab

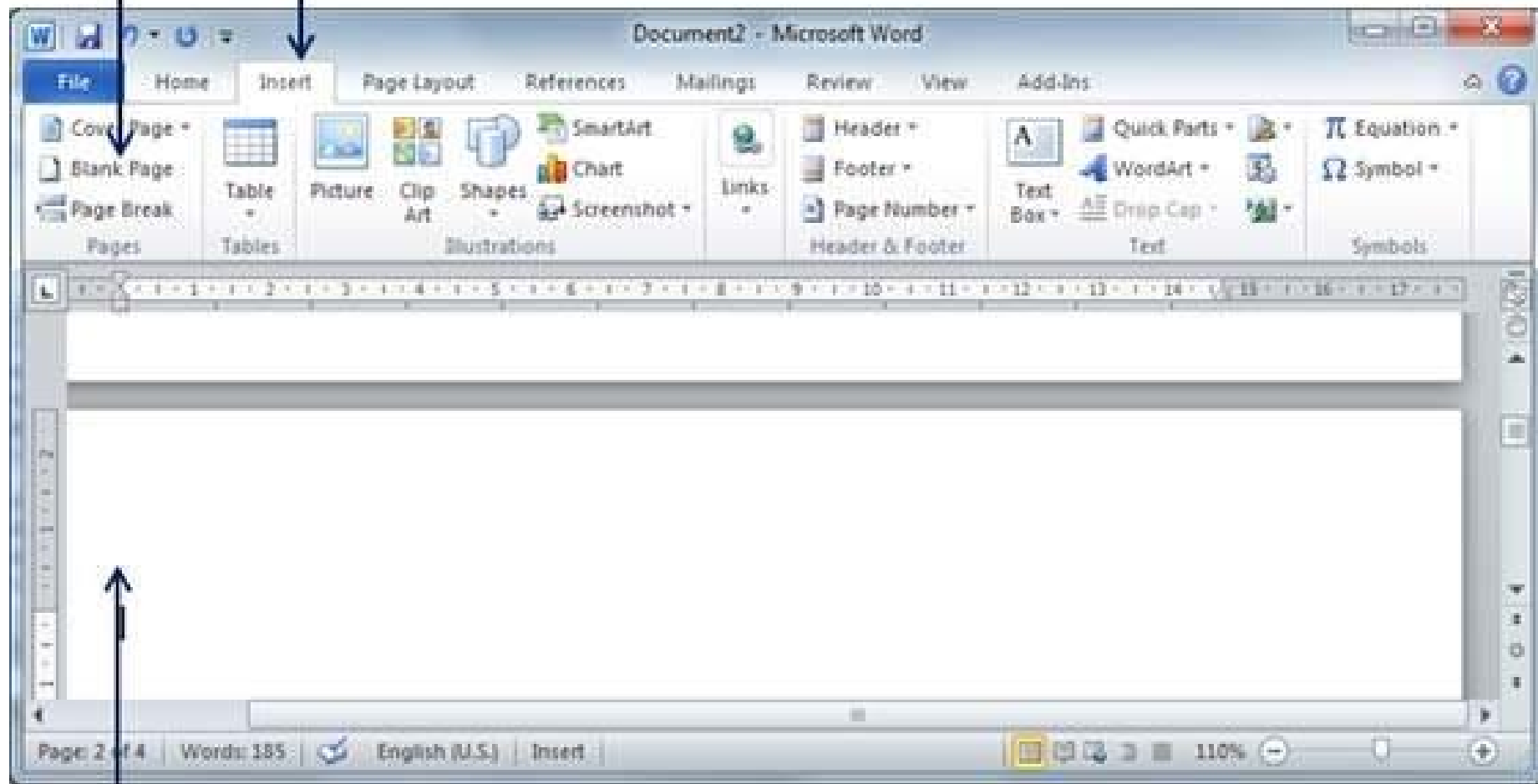


Insertion Point

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

Blank Page Button

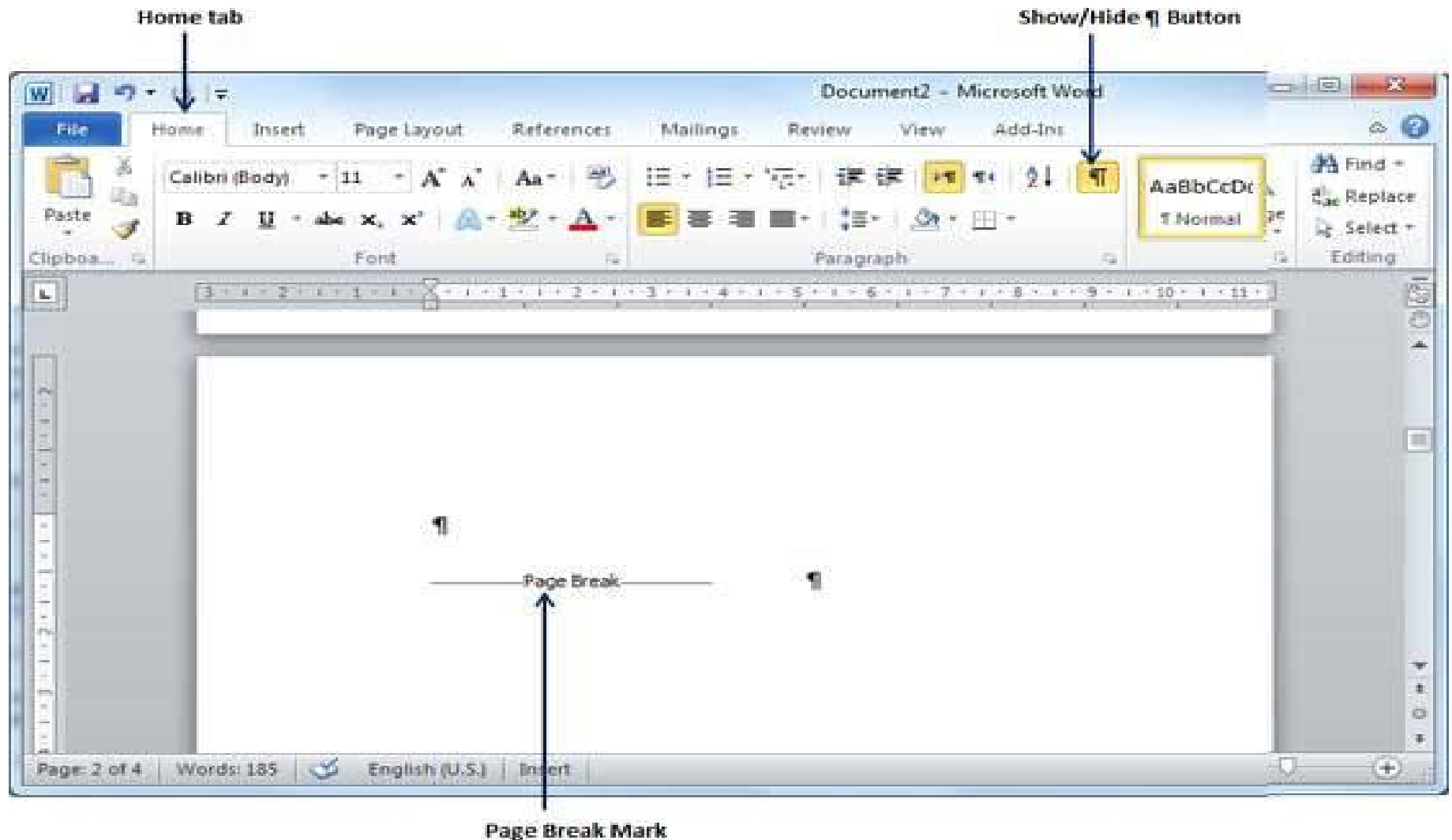
Insert tab



Blank Page

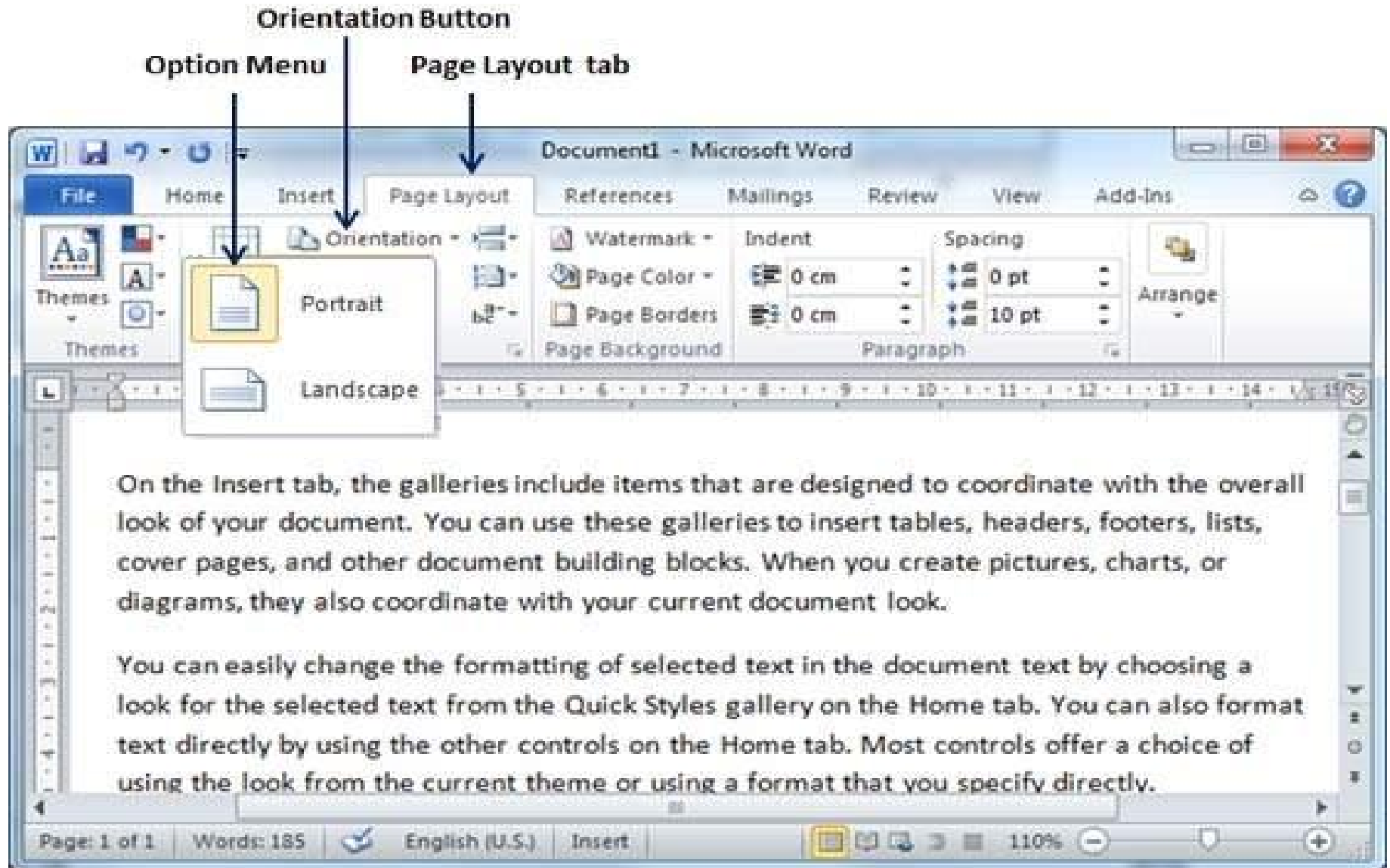
Delete Blank Pages

- **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 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

