Centre for Differently Abled Persons
Bharathidasan University

DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)
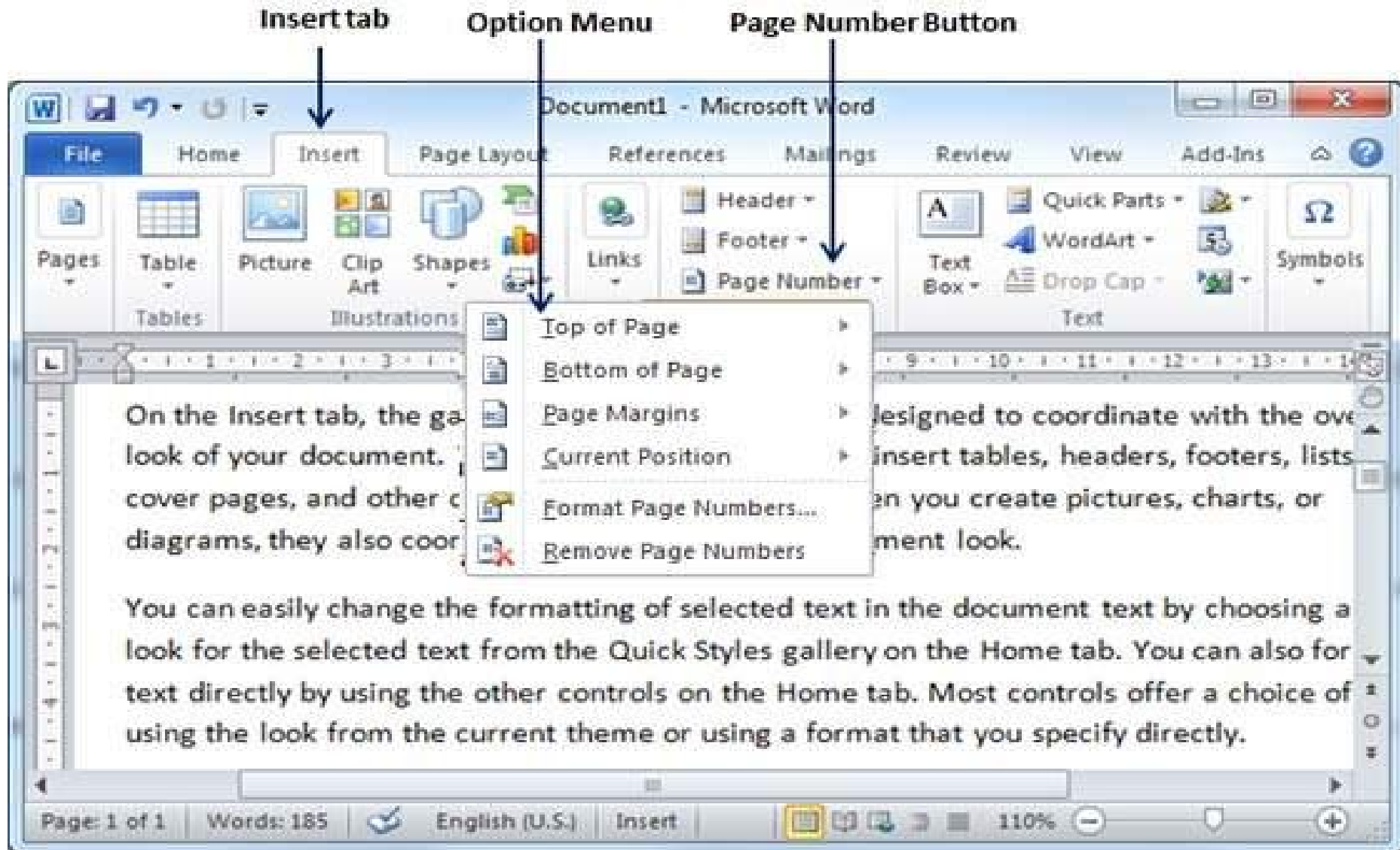
Word Processing

(23DVTD2)

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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

Format Page Numbers

Remove Page Numbers

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

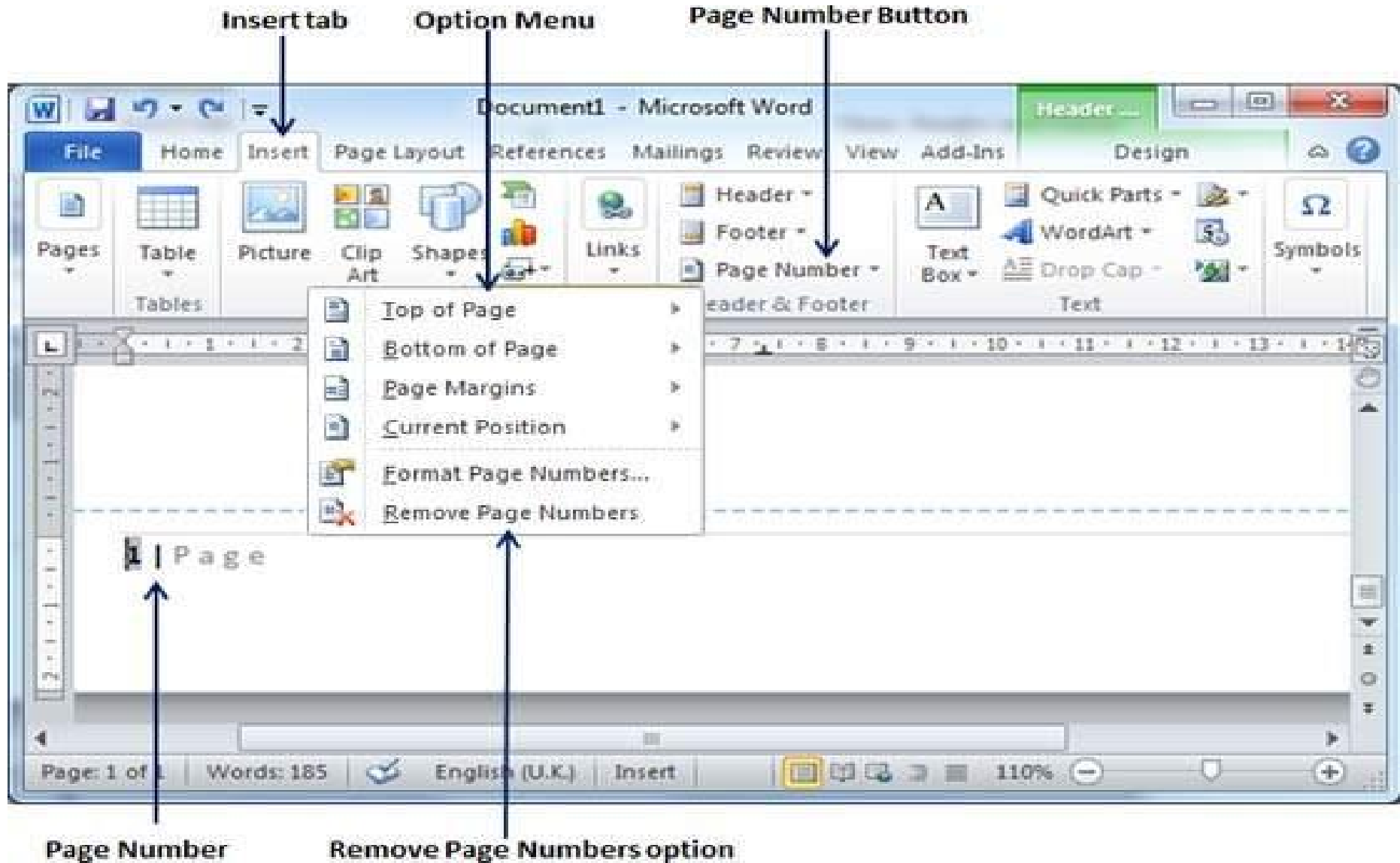# Insert Page Breaks in Word 2010

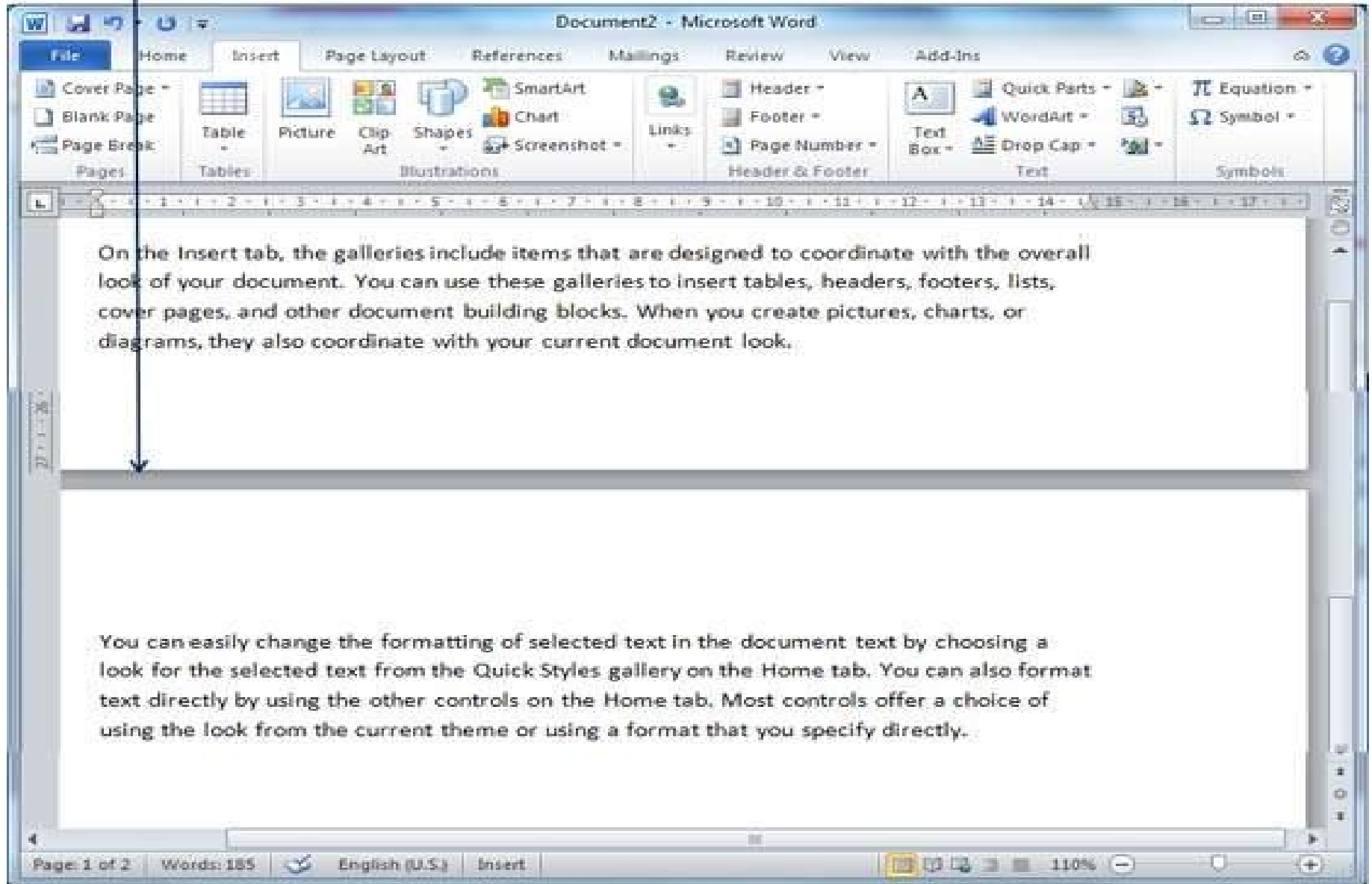- **Step 1** – Click the **Insert tab**→click the **Page Break** button→Pages group.

Page Break Button

Insert tab

Insertion Point

- The **Ctrl + Enter** keys

Insert Blank Pages in Word 2010

- **Step**1– Click the **Insert tab**→click the **Blank Page** button available in the Pages group.
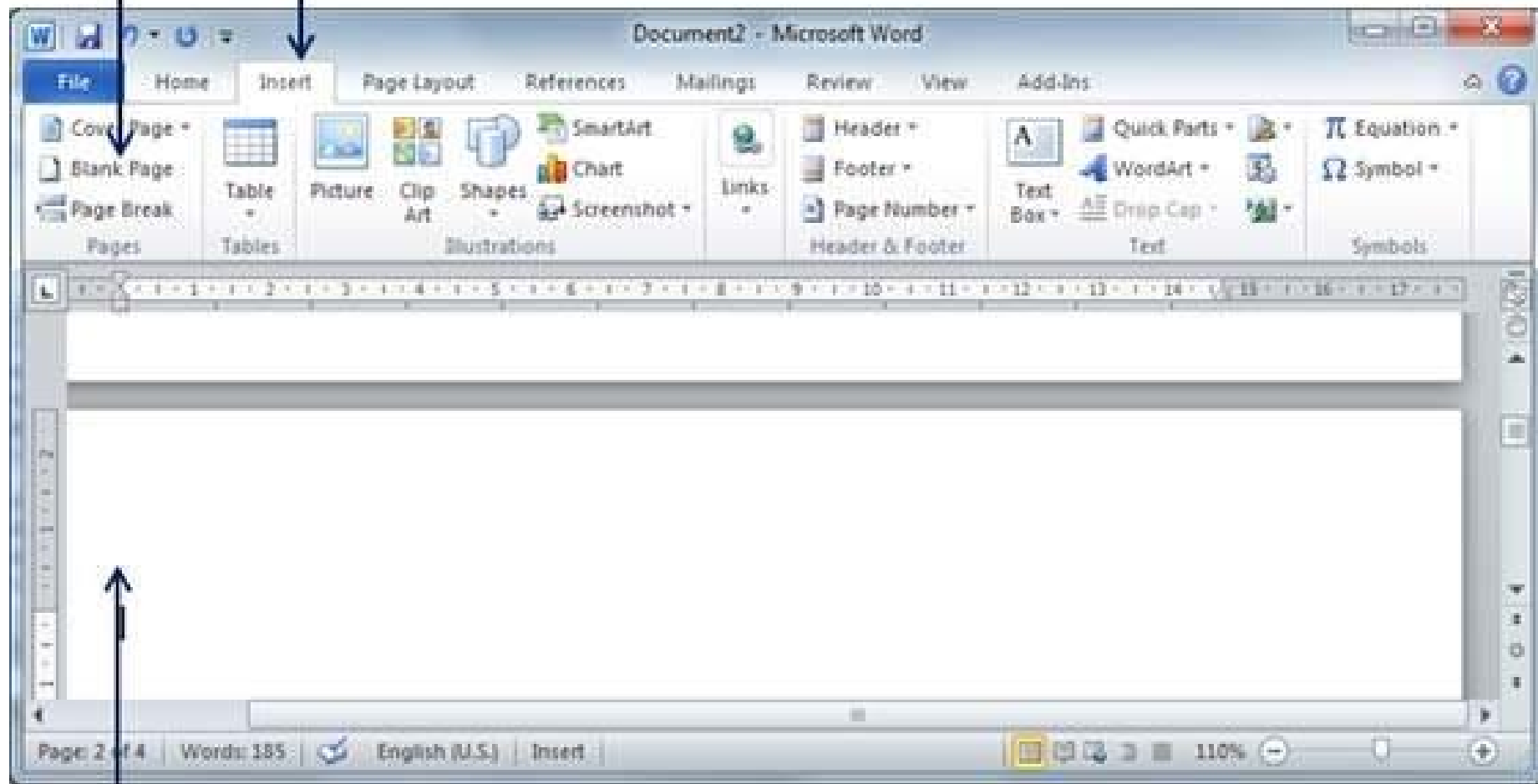
Blank Page Button

Insertion Point

Word inserts a new blank page and moves all the text after the page break onto a new page.
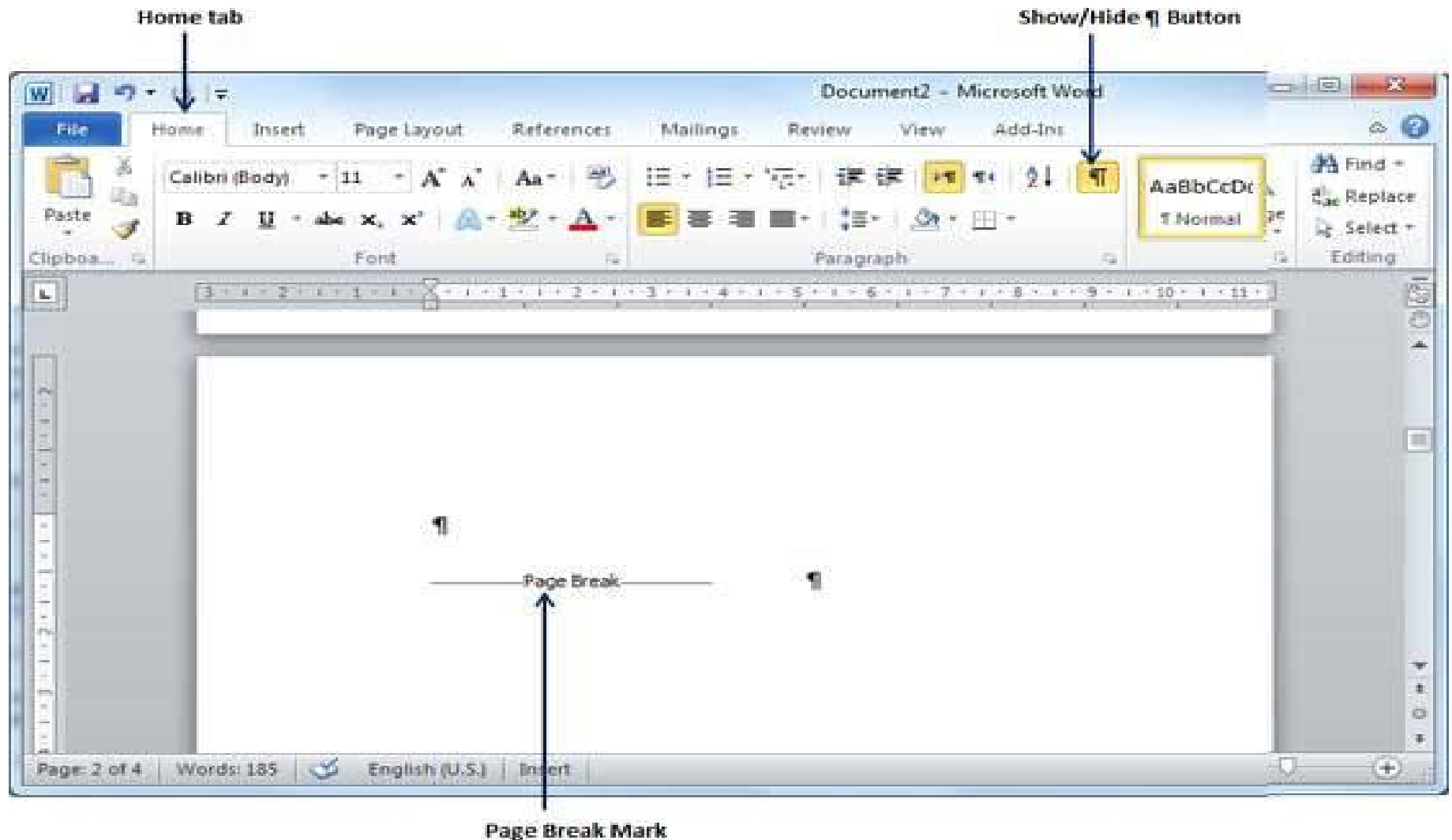
Blank Page Button
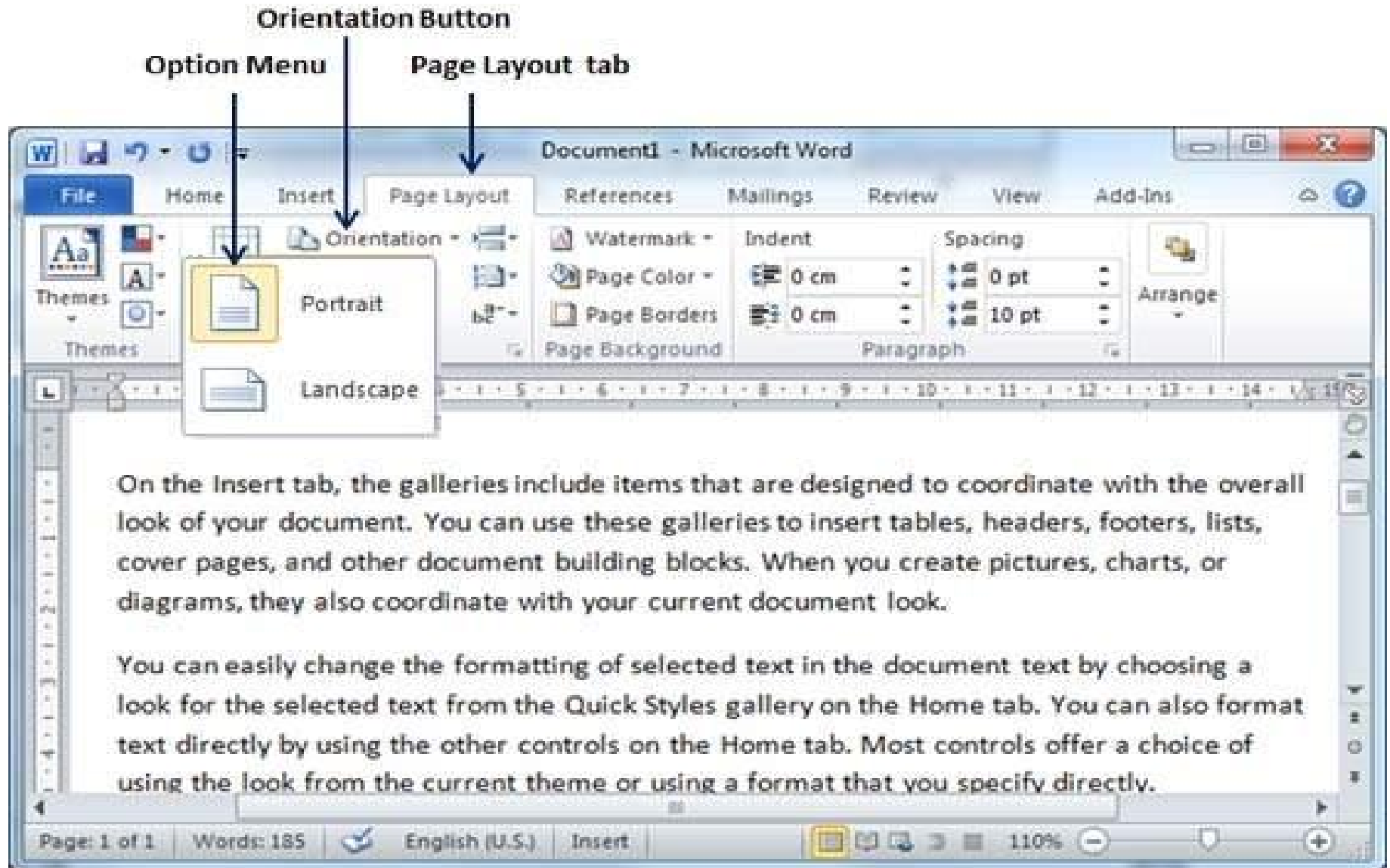
Insert tab

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