

Delete pages in Word - Instructions on how to delete pages in Word

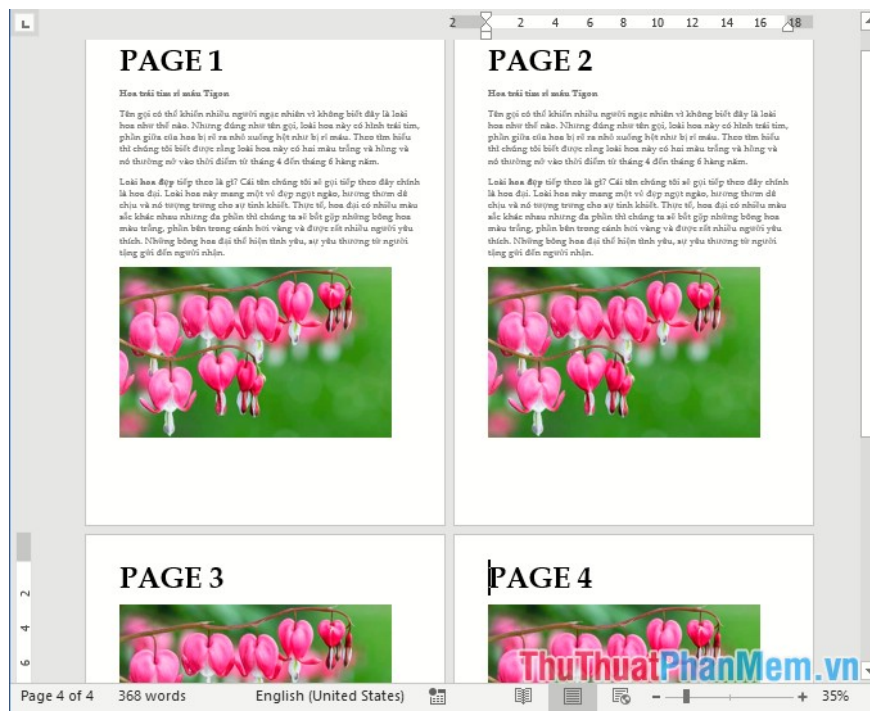
Delete pages in Word - Instructions on how to delete pages in Word. You copy the document file on a web page, there are some extra pages you need to delete, or simply copying from the web will have some white pages exist in your data file.

You copy the document file on a web page, there are some extra pages you need to delete, or simply copying from the web will have some white pages exist in your data file. The following article introduces you to Delete page in Word to help you delete any page in your document file.

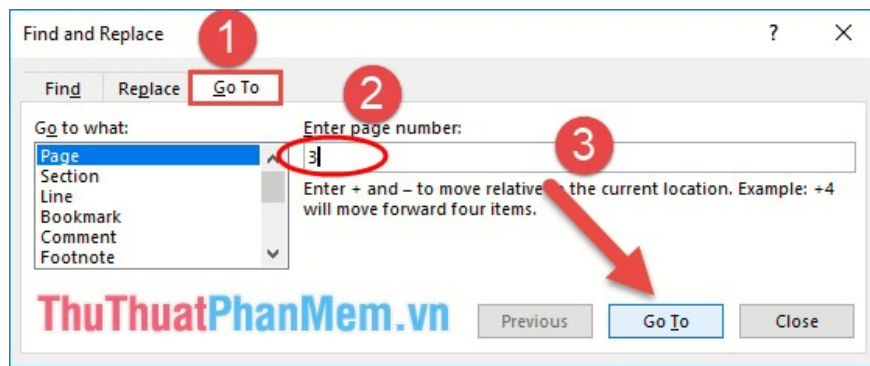


1. Delete any page

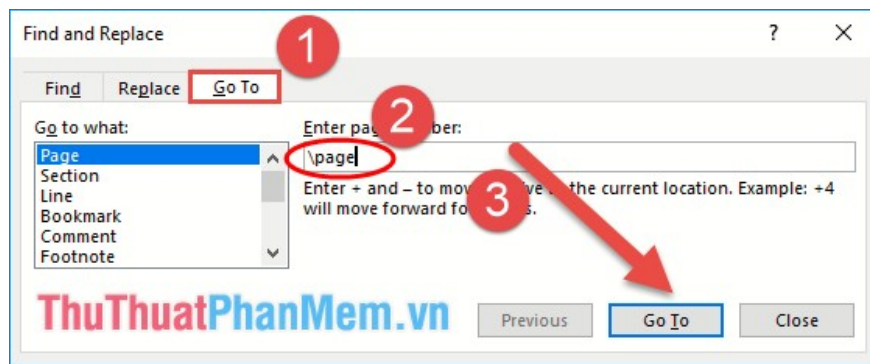
For example, for a 4-page document, delete the 3-factor page:



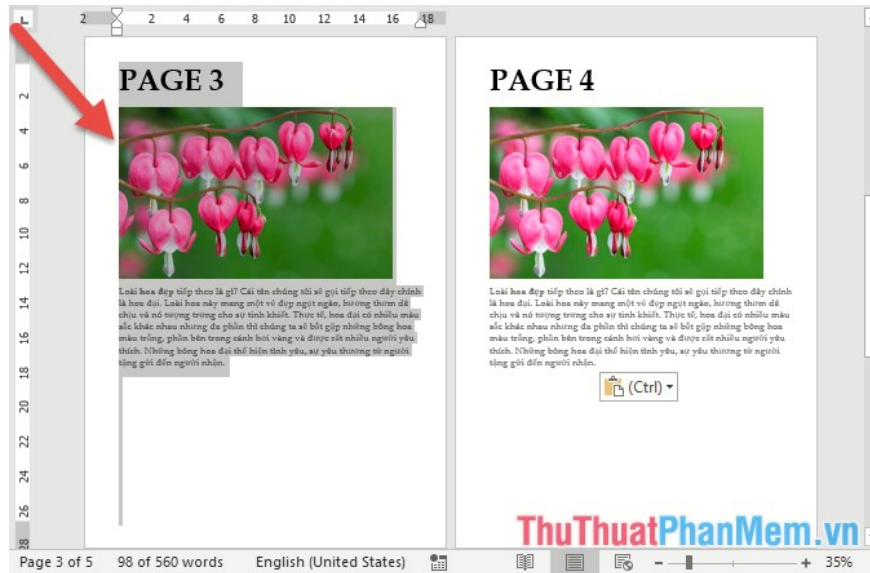
Press **Ctrl + G** -> **Find and Replace** dialog box appears, select **Goto** tab -> in the **Enter page number** section enter the page number to be deleted (here needs to delete page 3) -> press **Goto**:



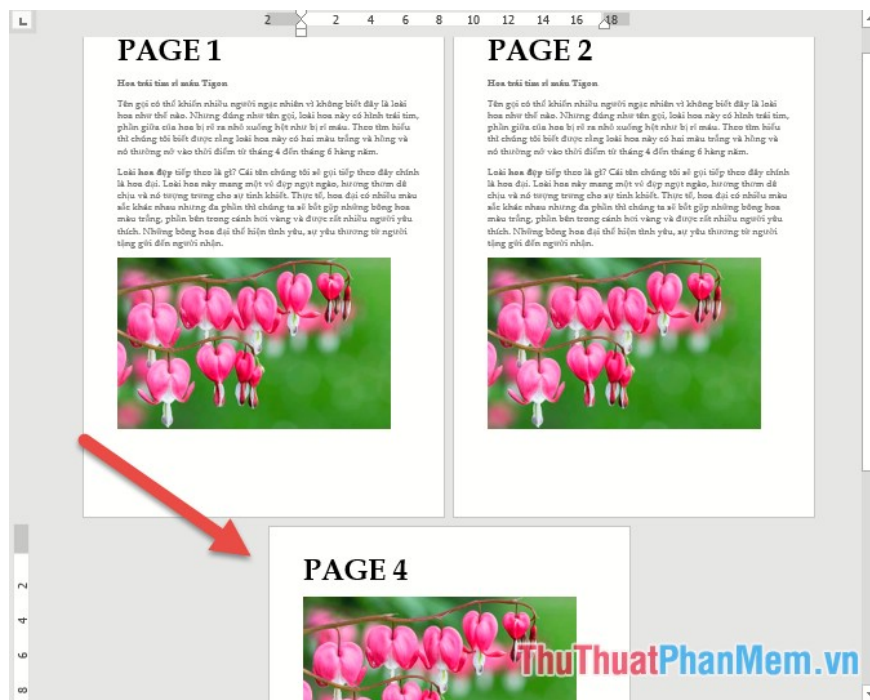
The mouse pointer moves to the top of page 3 -> you continue to enter 'page' in the **Enter page number** -> click **Goto**:



After clicking **Goto** -> all contents in page 3 are highlighted -> click **Close** and close the **Find and Replace** dialog box -> Press **Delete** key on the keyboard to delete page 3:



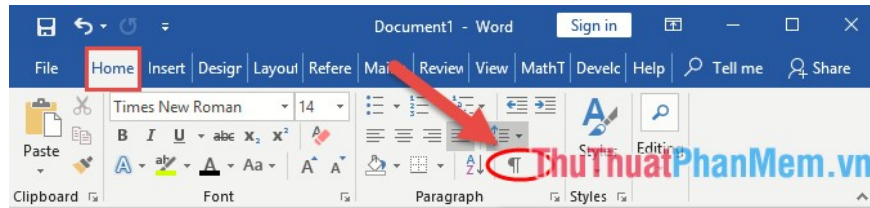
As a result, the whole page 3 will be deleted and page 4 will automatically be pushed to the new page:



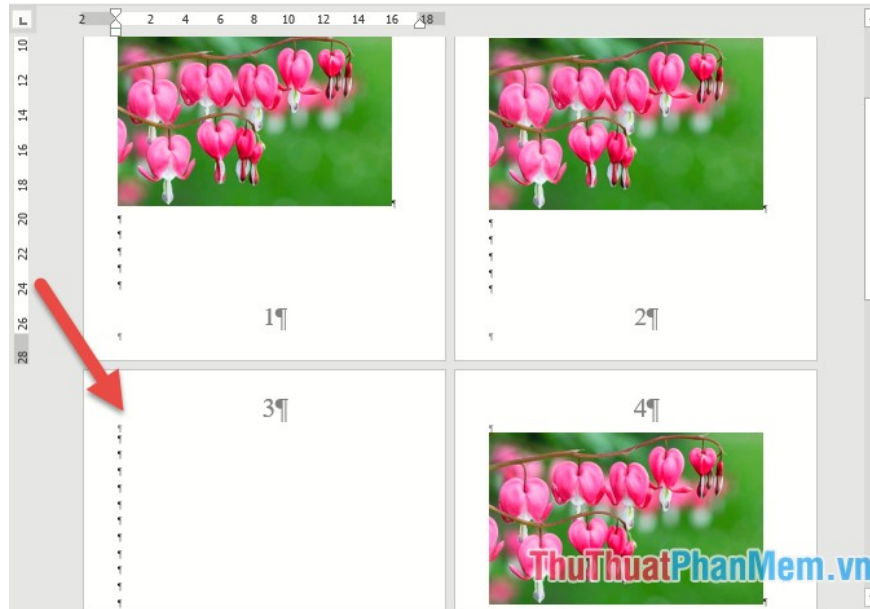
2. Delete blank pages in the text

If your text file has some blank pages in the middle of the text, you don't want the usual way of deleting to change the position and layout of the page after the white pages. Do the following to make sure not to change the pages after it.

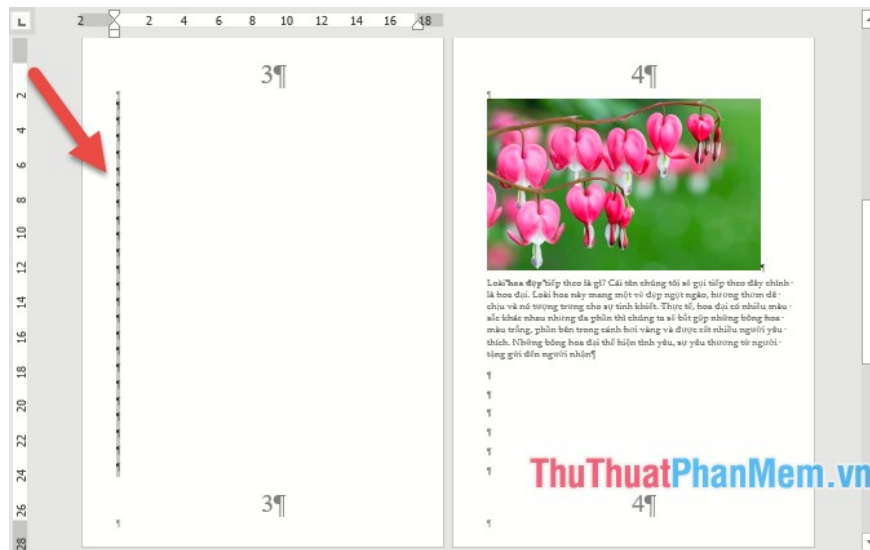
Go to the **Home** tab -> click the Show / Hide icon pi to display some characters that Word does not display, such as spaces, tab keys .



After selecting all non-displayed characters, it is marked by the pi character:



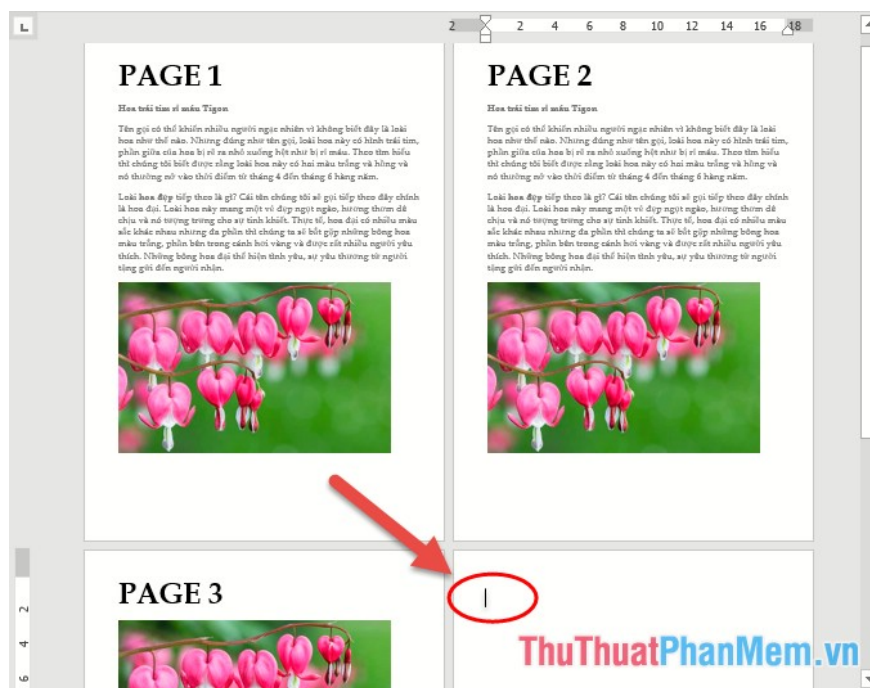
The remaining you just need to black out the entire white page in the data file thanks to pi -> press **Delete** to delete the entire white page:



After deleting the blank page, click the **Show / Hide** icon to hide the characters that Word defaults to.

3. Delete the last blank page of the text

With the blank page at the bottom of the text, you can quickly delete it without using the pi icon to highlight a blank page. Position the mouse pointer at the top of the last blank page in the text:



All you have to do is press and hold the **Delete** key on the keyboard, so you have removed the blank page at the end of the text.

Above is how to delete any page in the document, including the white page and the page already exists content hoping to benefit you. Good luck!

You finished reading the article "**Delete pages in Word - Instructions on how to delete pages in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.