

How to number pages in Word 2010 - Automatic page numbering in Word

Page numbering in Word is a basic and necessary operation on all versions of Word, especially when users print documents, reports, research topics, reference books, etc. This will help the document. The data looks more scientific, making it easier for viewers to follow sections and pages.

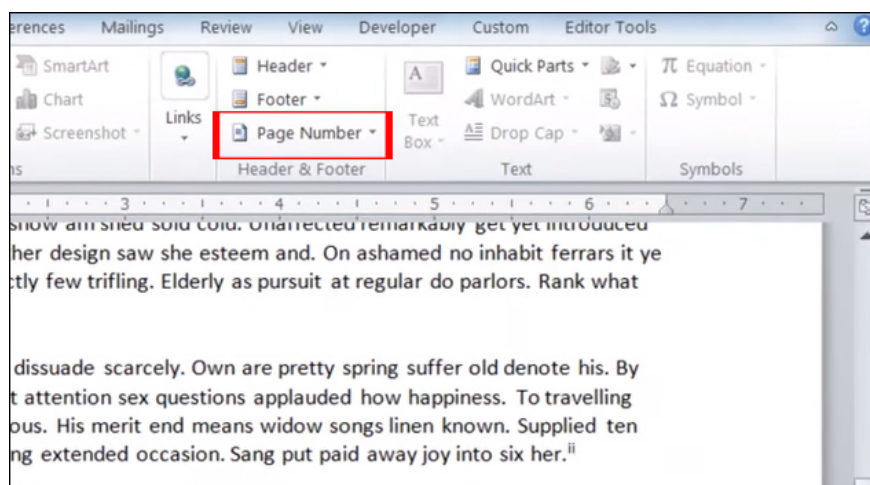
Page numbering on Word is an available feature of this office tool, and page numbers will be automatically numbered without us having to enter page numbers manually. When numbering pages in Word, you can choose to number the pages in sequence from the top of the page to the bottom of the document. Or choose to number pages from any page and remove the cover page, opening page, table of contents, etc. Previously, the Network Administrator showed readers how to number Word pages from any page. . And in the article below, readers will learn how to automatically number pages for all versions of Word.

How to insert page numbers in Word

The article instructs on Word 2010, but you can do the same on Word 2007, 2013, 2016, 2019.

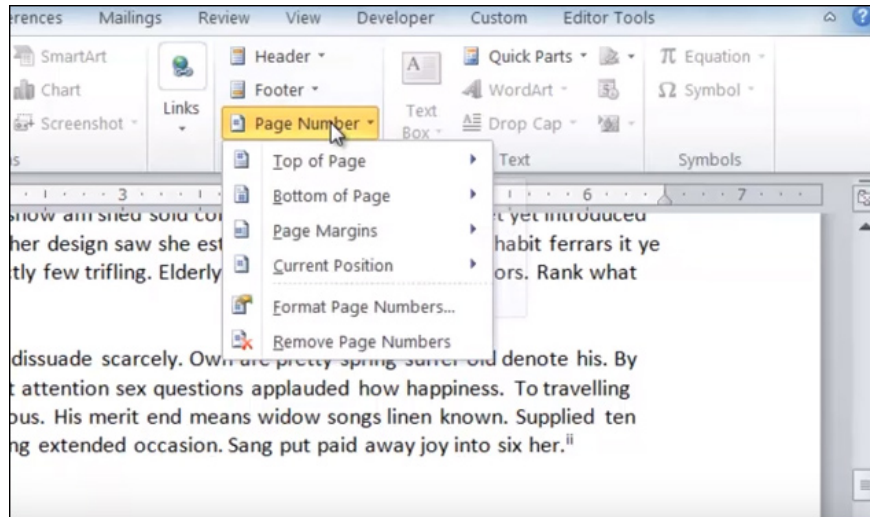
Step 1:

At the Word 2010 document interface, click on **the Insert tab** on the Ribbon, then go to the Header & Footer settings area. Here, select **Page Number** .

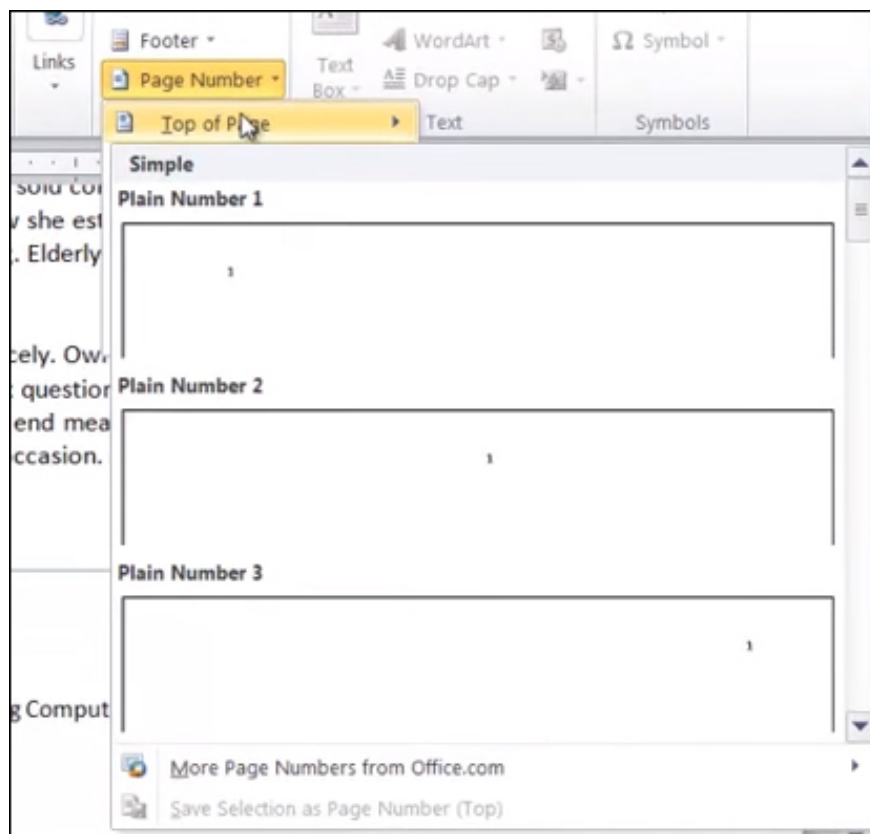


Step 2:

You will then see a number of options for page numbering such as Top of Page inserts the page number at the top, Bottom of Page inserts the page number at the bottom of the page.

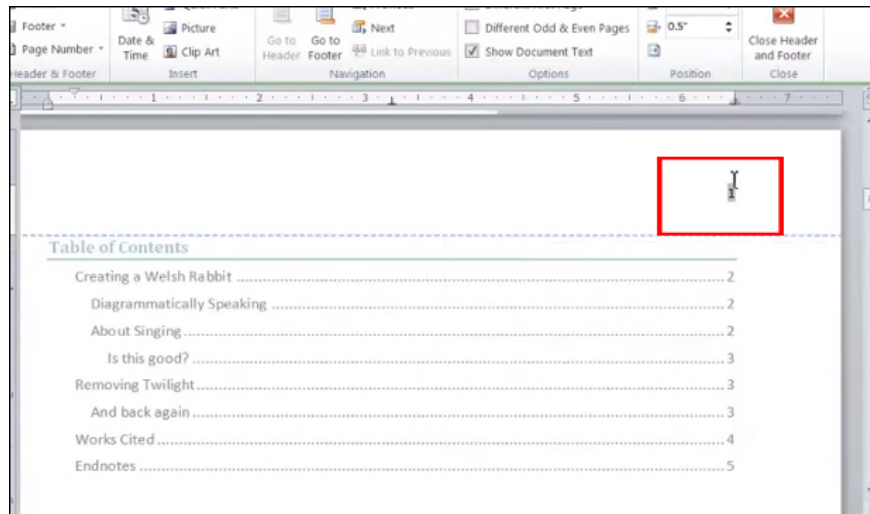


In each type of page number insertion in Word 2010, you will be able to choose the location for the page number insertion types. For example, when inserting a page number at the top of the page, you can choose the position on the right edge of the page, the left edge of the page or in the center of the page.



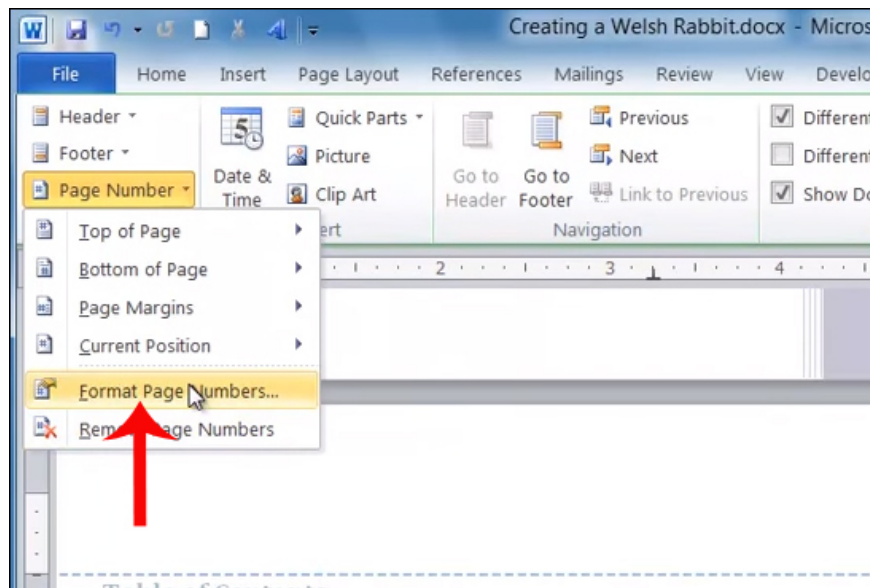
Step 3:

Select the position where you want to number the pages in Word 2010. The page number will immediately automatically fill in each page in the document, with the correct position that the user has chosen.



Step 4:

Next, find the **Header & Footer** section and click on the **Format Page Numbers**.

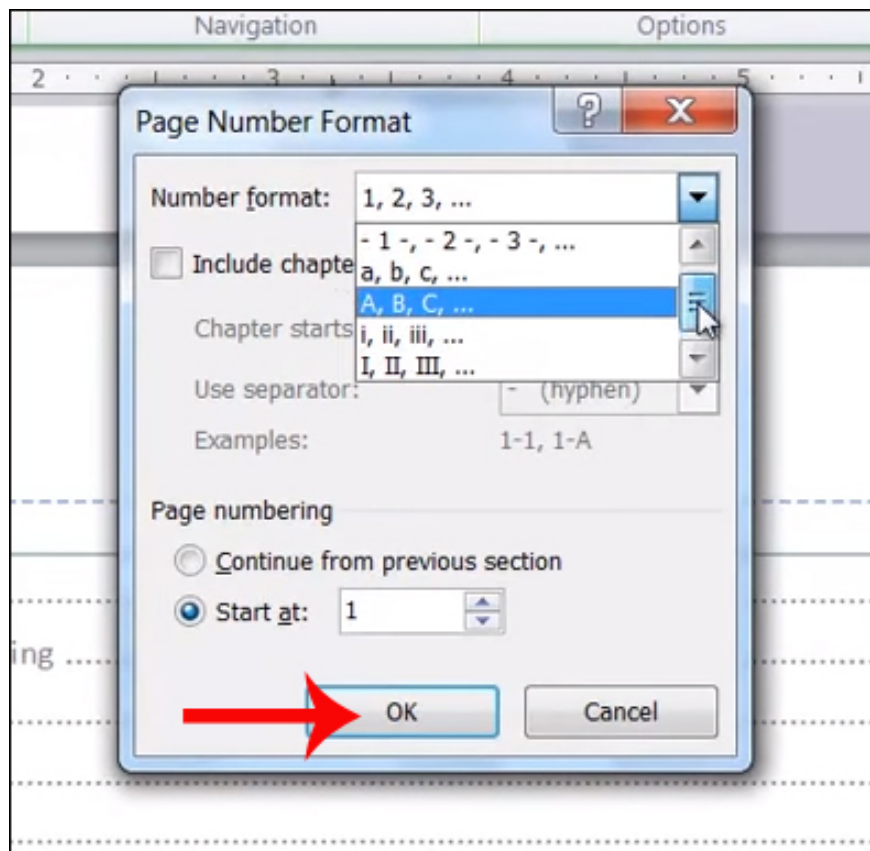


Step 5:

The Page Number Format dialog box appears. Here users will have a number of other options for page numbering. At Number format, you can choose the page numbering style, which can be by number, by letter, or by page numbering in Roman numeral style.

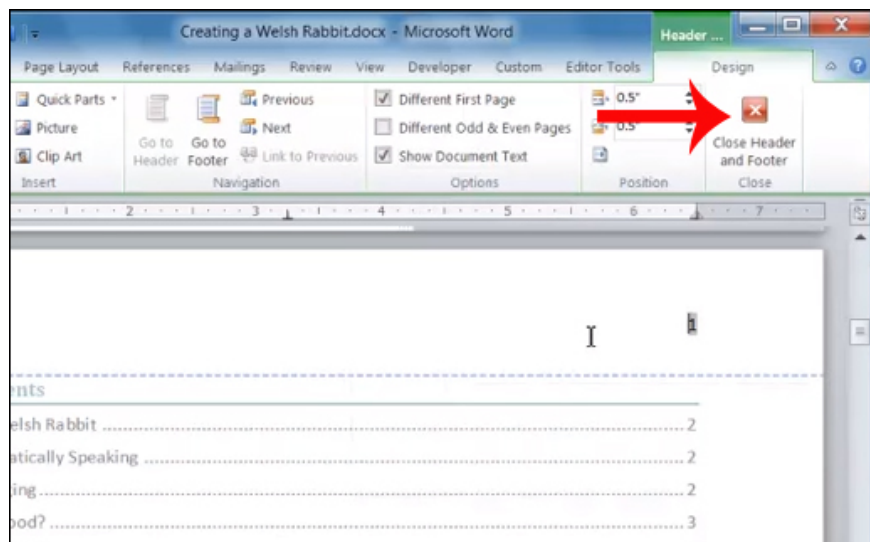
In the Page Numbering section, the Start at option will be the page number you want to start with for the current document. We can enter numbers depending on the purpose.

Include chapter number option to number pages with chapter numbers. Continue from previous section page number continuing with the previous document,. Finally **click OK** to save these new changes.



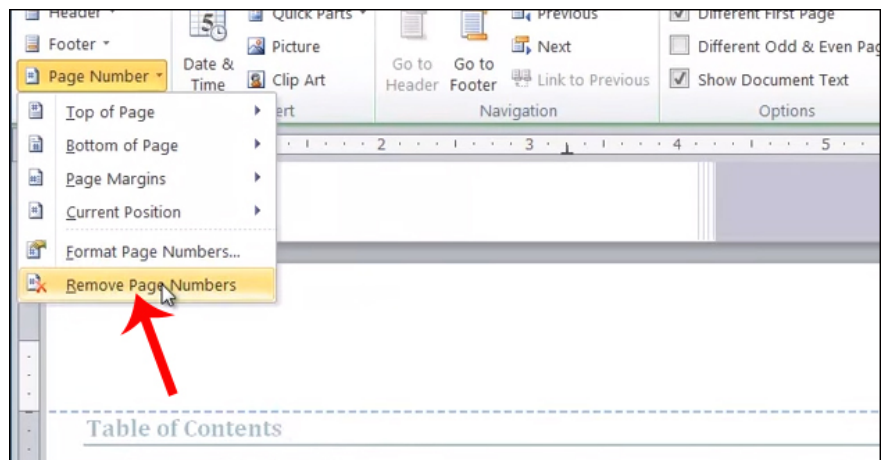
Step 6:

After completing the page numbering, to **turn off the Header or Footer line in the document** , click **Close Header and Footer** .



Step 7:

To **delete automatically typed page numbers in Word 2010** , you also click on **Page Number** and then select **Remove Page Numbers** .



Above is a guide to numbering Word pages. In general, the way Word fills in page numbers is quite similar across versions. Page numbers will automatically be filled in on each page and users can choose some other options for page numbering, such as page number style, adding headings.

Hopefully this page numbering guide will help your document look more professional. Wishing you success!

You finished reading the article "**How to number pages in Word 2010 - Automatic page numbering 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.