

How to quickly number pages in Word 2010, 2013, 2016, and 2019

Page numbering in Word makes documents easier to follow and more professional. You can customize page numbers by position, display style, or starting from a specific page. This article provides detailed instructions on how to do this in Word versions from 2010 to 2019.

This guide shows you how to number pages in Word starting from the first page, any page, or beginning with a number greater than 1. It helps you format your document more easily.

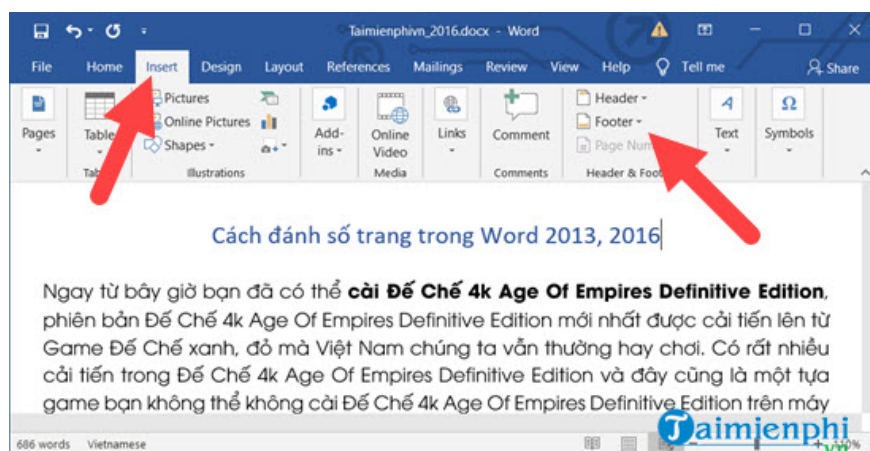
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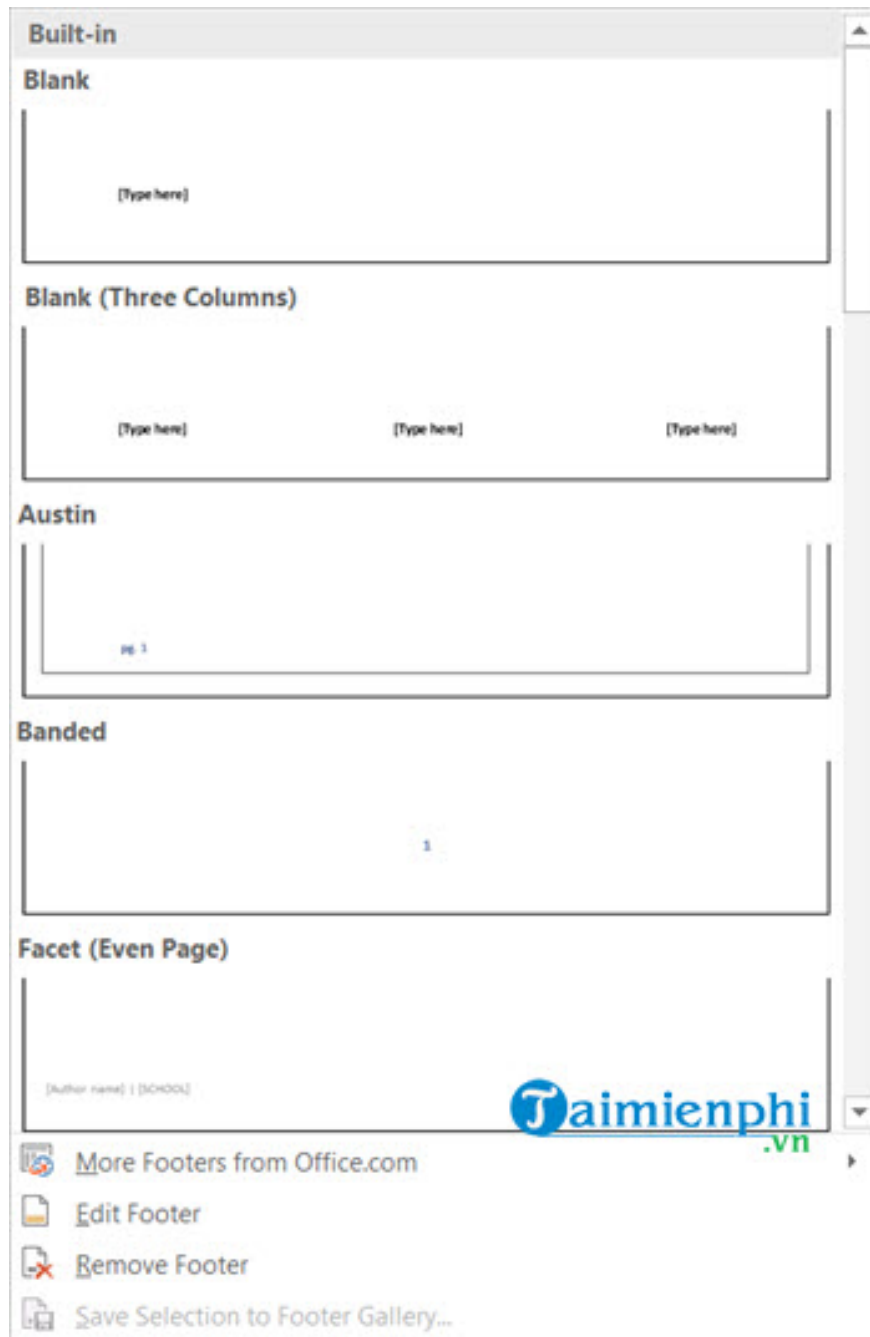
1. How to number pages in Word starting from the first page

1.1. Word 2016, 2019, 2021

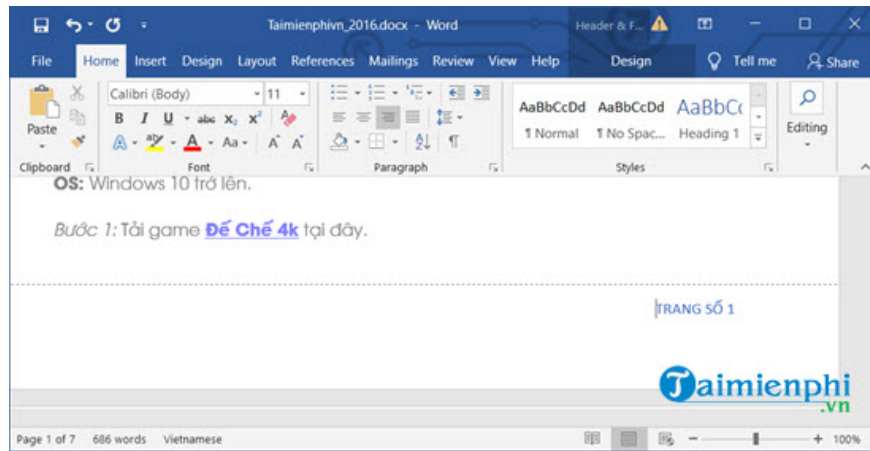
Step 1: Open the Word file, then click **Insert** => select **Footer** .



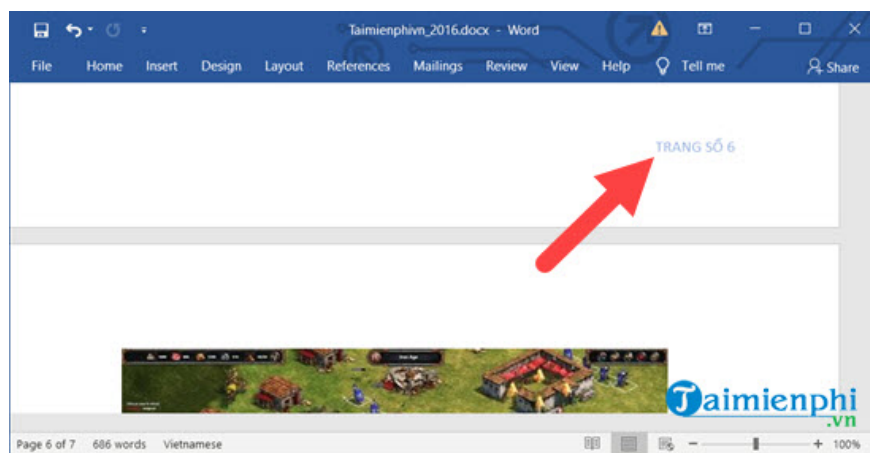
Step 2: In **the Footer section** , you will see many different templates; these are what help you insert page numbers in Word.



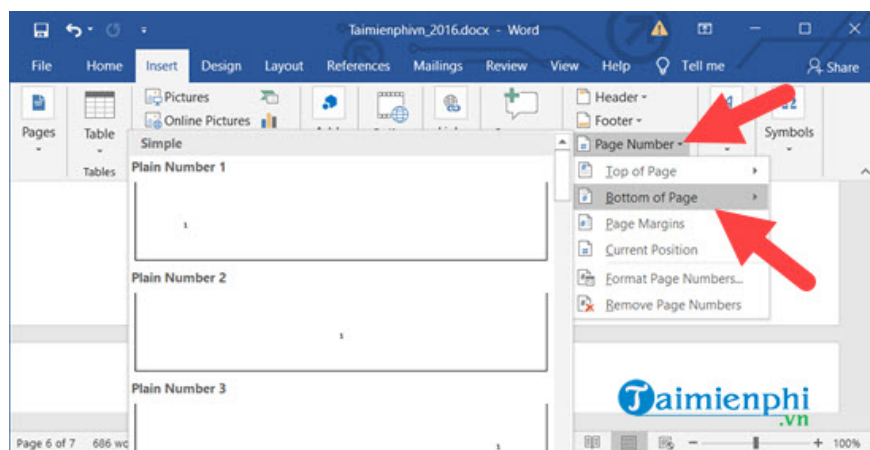
Step 3: After making your selection, you will see that the last line of each page will have a default page number; you can adjust this to your liking.



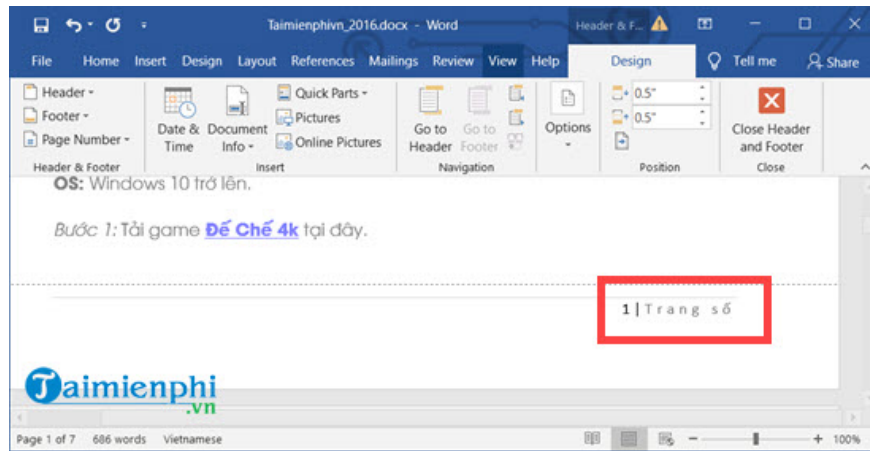
You can see that at the bottom of each page, Word's system automatically adds page numbers.



Step 4: Additionally, you can go to **Page Number** to further customize the page numbering. Here, simply select **Bottom of Page** and choose a style that suits you.



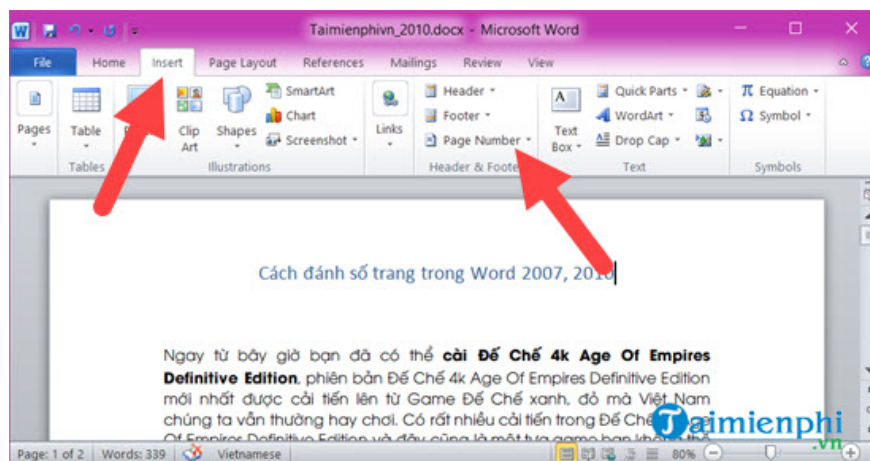
Result:



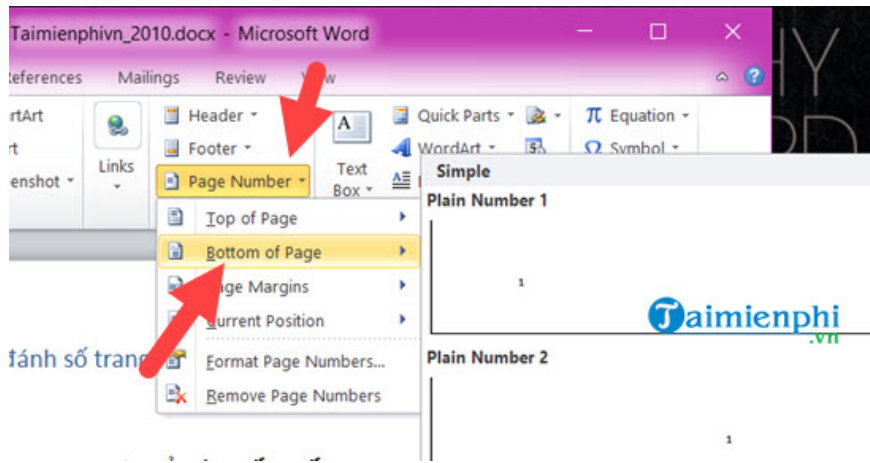
1.2. Word 2013, 2010

Since the interfaces of Word 2013 and 2010 (the latest update) are relatively similar, the numbering method in these two versions is also very simple. You just need to follow the steps below to apply it to both versions.

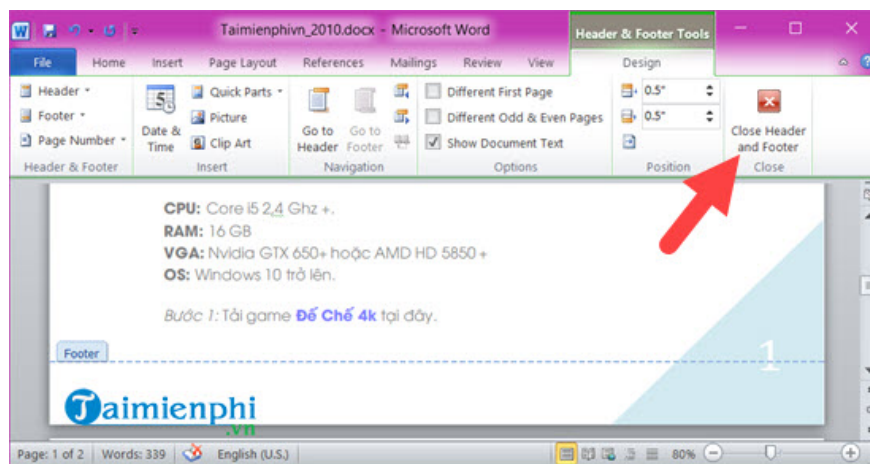
Step 1: On the Word 2010 document interface, click **Insert** and select **Page Number** .



Step 2: Here, simply select **Page Number** > then select **Bottom of page** , and finally choose the display style you want.



Step 3: Click on **Close Header** to close it.

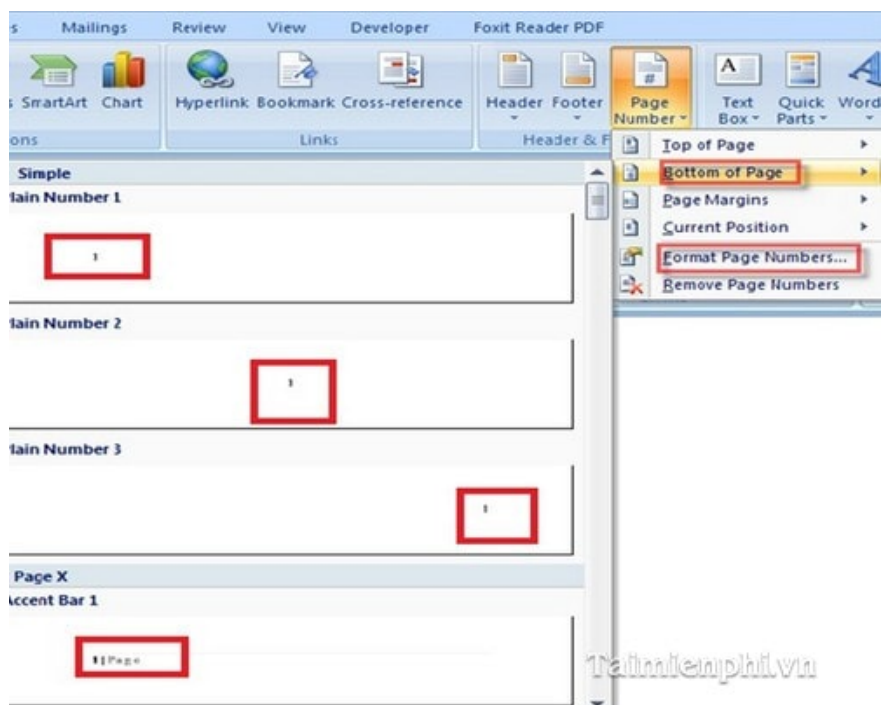


1.3. Word 2007

Go to the **Insert** tab and select **Page Number** in the Header and Footer group.



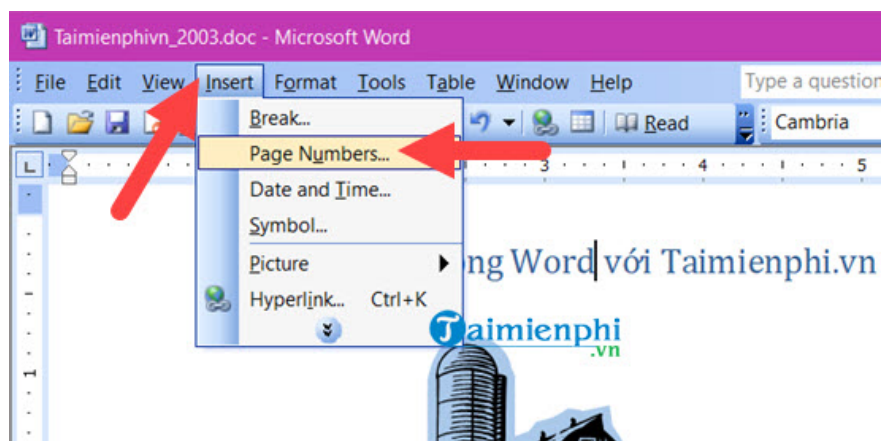
Choose where to insert the page numbers; the following is an illustration showing how to place page numbers at the bottom of each page:



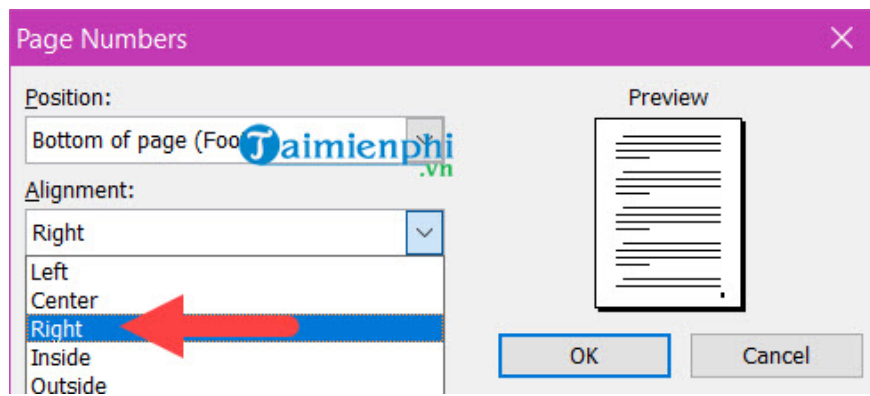
Click on **Format Page Numbers...** to set the desired options, just like in Word 2003. Click **Remove Page Numbers** to delete the inserted page numbers.

1.4. Word 2003

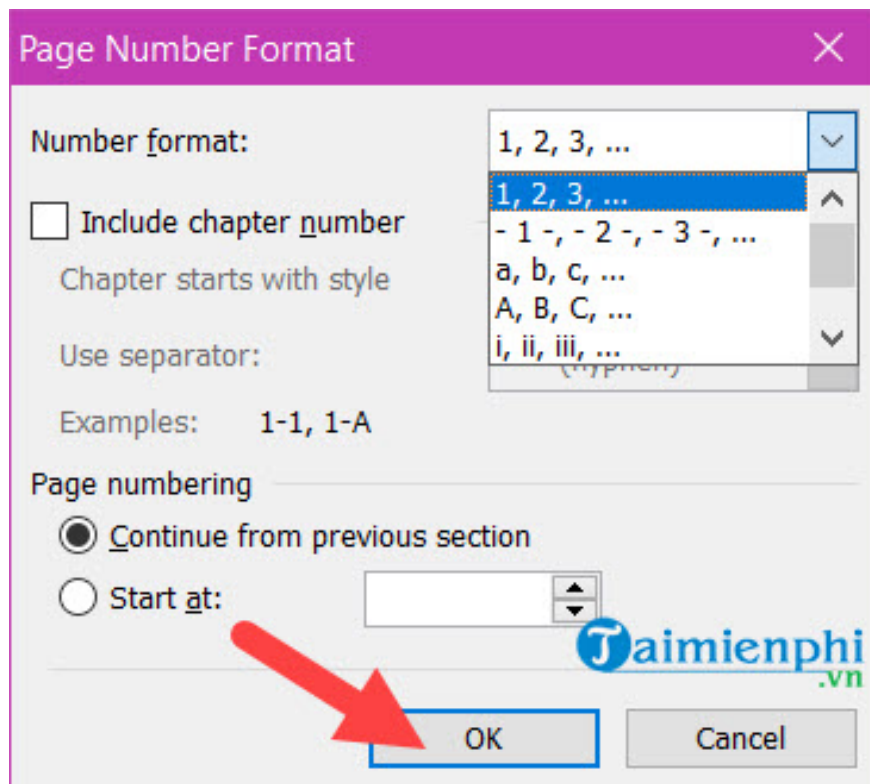
Step 1: Open the Word file and select **Insert > Page Numbers** .



Step 2: Here, the interface is quite simple, as you can only choose the position: top, bottom, left, right, or center.



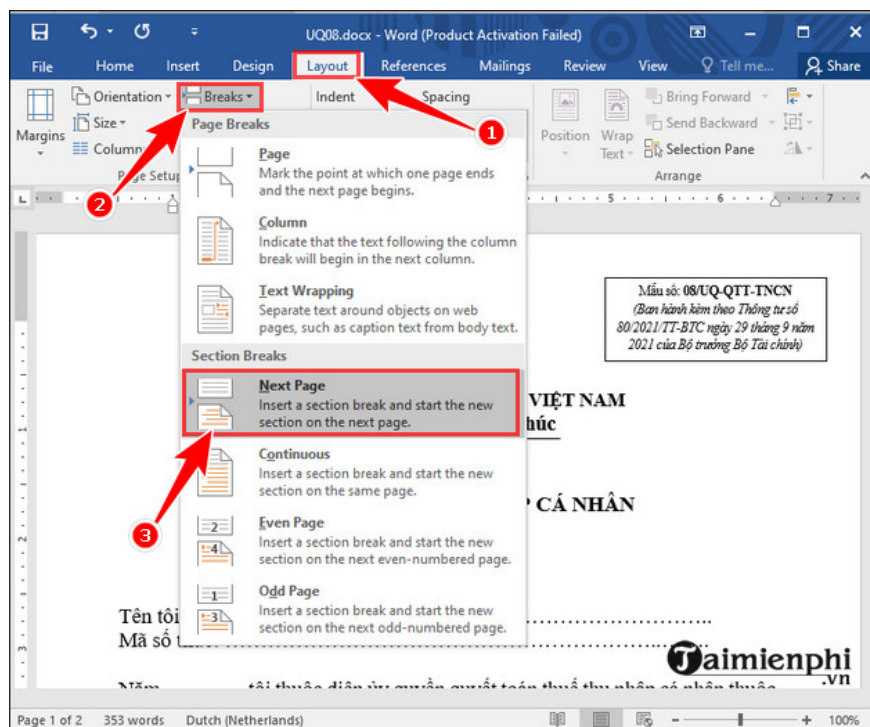
Step 3: Alternatively, you can go to the **Format section** and choose the page numbering style you want.



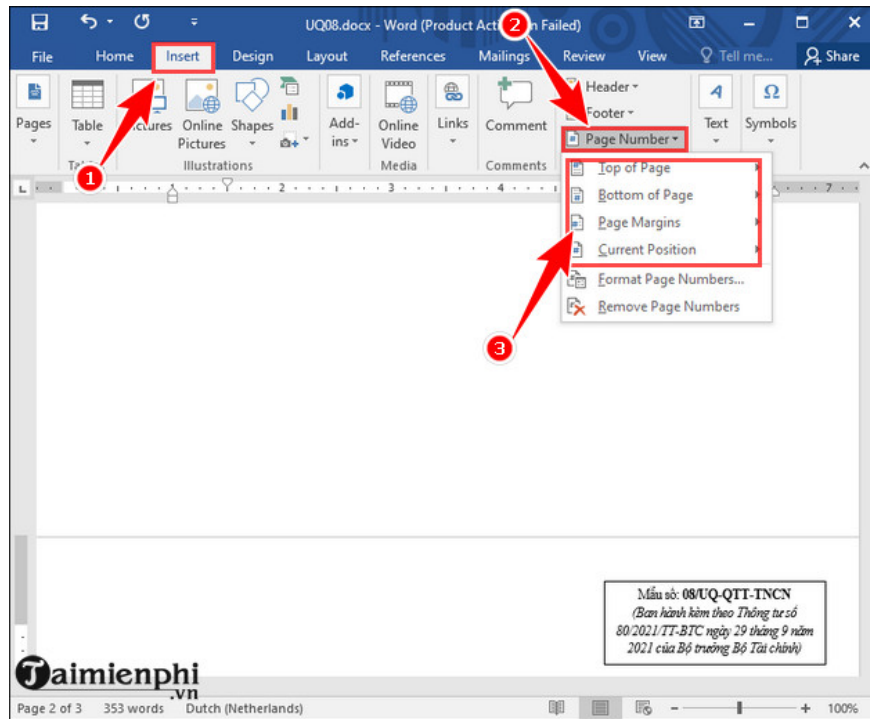
The result is shown in the image below.



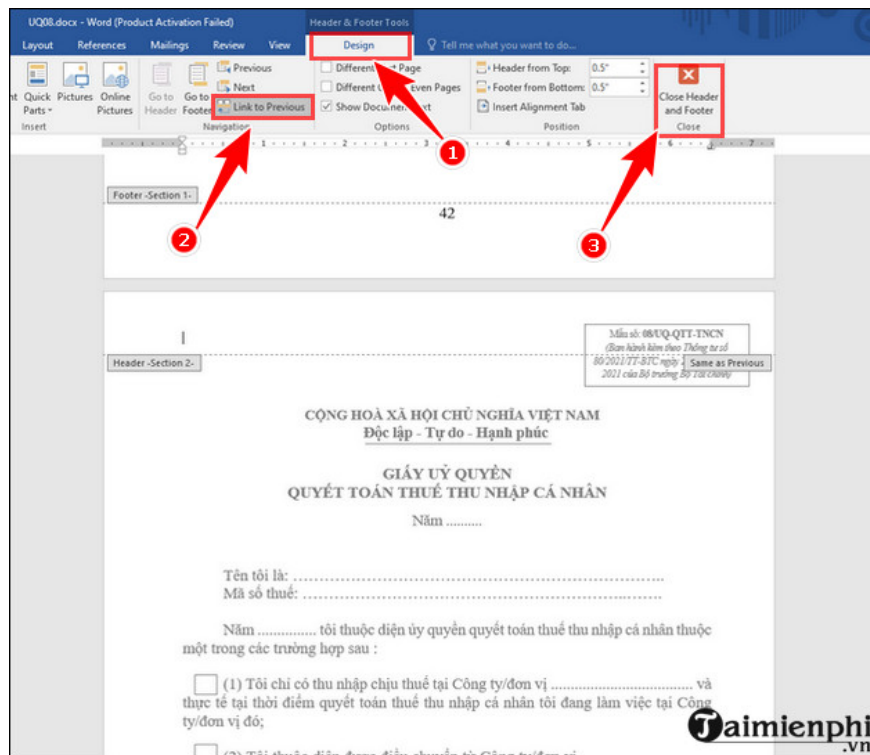
Step 1: Place the mouse cursor on the page you want to number => Select **Layout** => Select **Breaks** => Select **Next Page** .



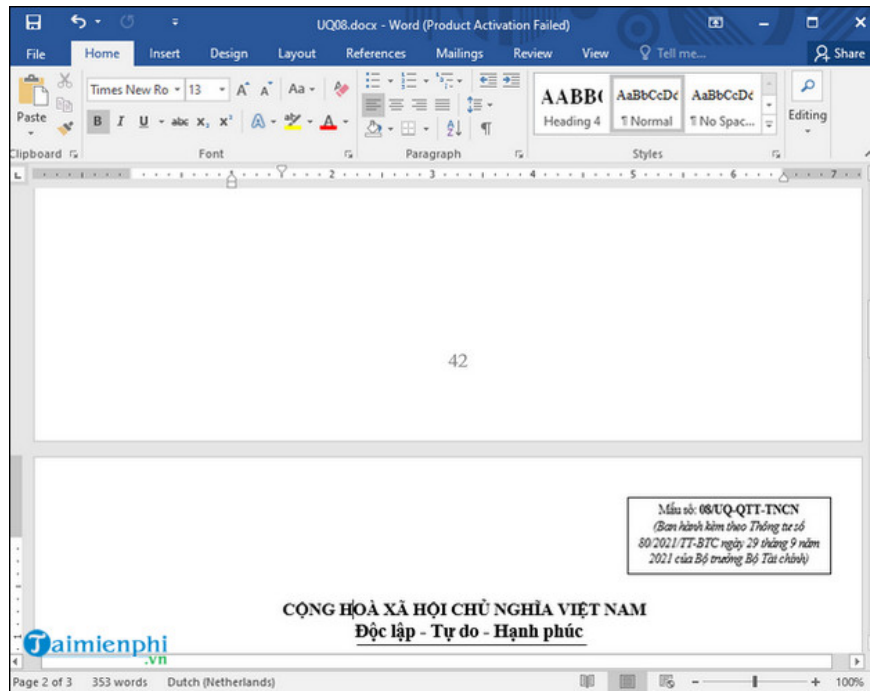
Step 2: Select **Insert** => Select **Page Number** => Choose location and style.



Step 3: Select **Design** => Uncheck **Link to Previous** => Select **Close Header and Footer** to remove the page numbers for section 1.

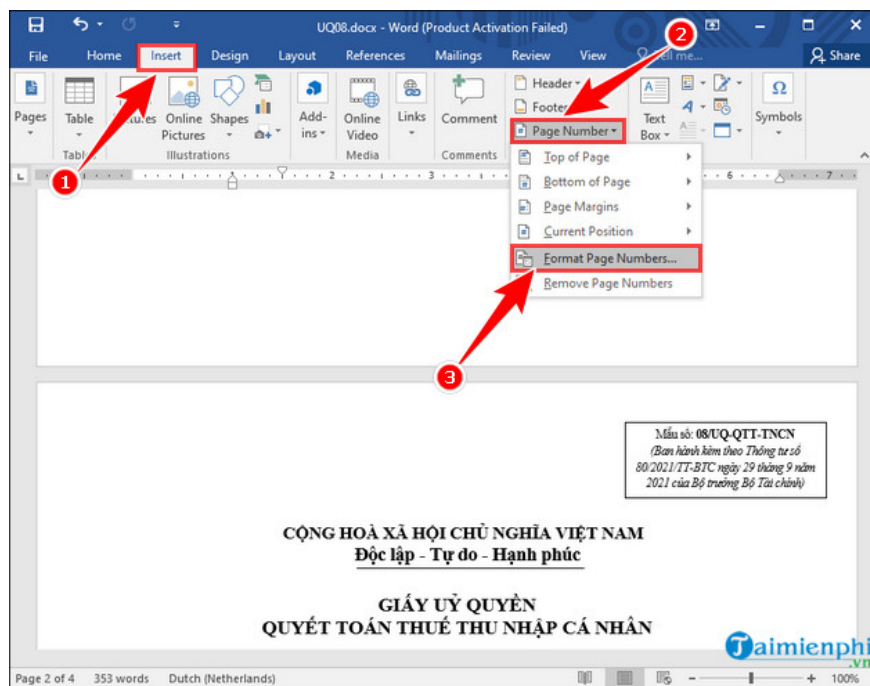


- Result:

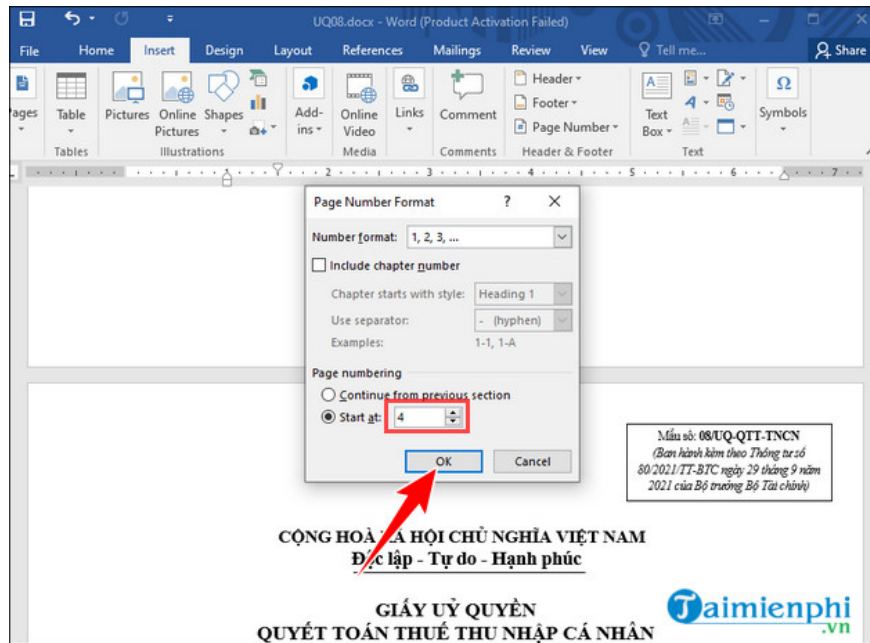


3. Numbering method starting with a number greater than 1.

Step 1: Open the Word file where you want to add page numbers => Select **Insert** => Select **Page Number** => Select **Format Page Numbers**.

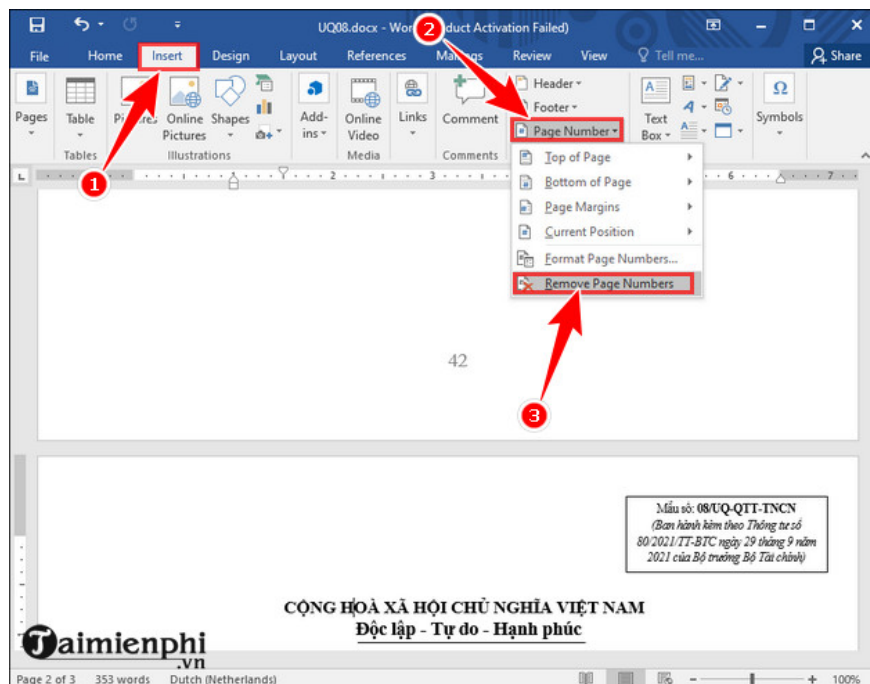


Step 2: In the **Page Number Format** dialog box, under **Start at**, select the starting number and then click **OK**.
Step 3: Proceed to number the pages as usual.

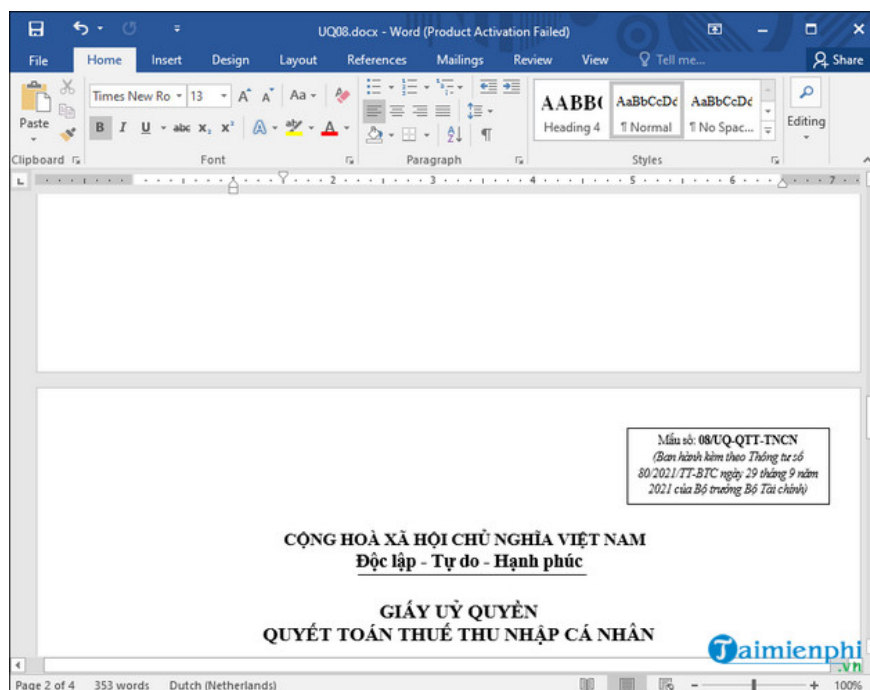


4. How to delete page numbers in Word

Open the Word file with page numbers => Select **Insert** => Select **Page Number** => Select **Remove Page Numbers**.



- Result:



Page numbering in Word makes documents more professional and easier to follow. If you want to start numbering from any page, you can use the Section Breaks feature for flexible customization. Additionally, choosing the right page number format will help make your text clearer and more consistent.

You finished reading the article "**How to quickly number pages in Word 2010, 2013, 2016, and 2019**" 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.