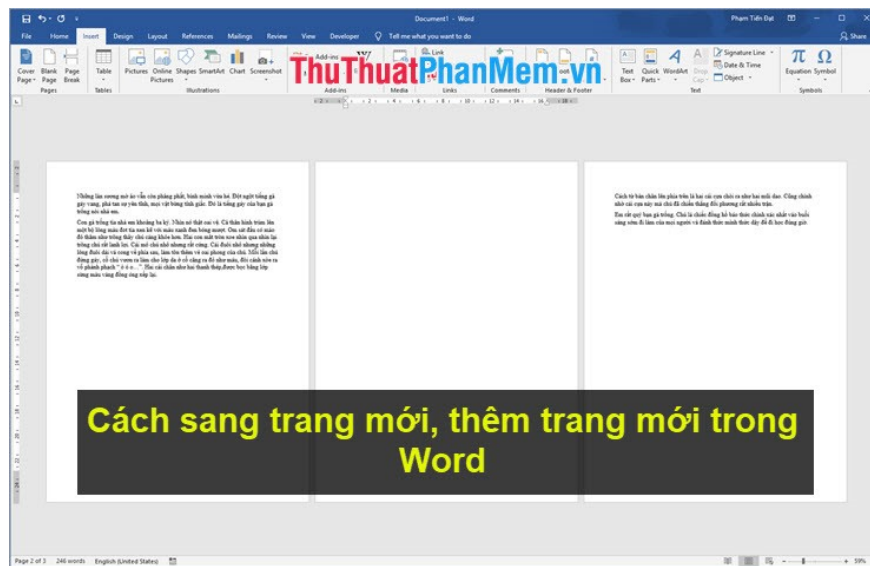


# How to turn to a new page and add a new page in Word

How to turn to a new page and add a new page in Word. For office workers, the Word software is one of their most basic tools, with Word users can create a lot of different content through the editing of typed text. Word now owns many outstanding features that support the maximum for users.

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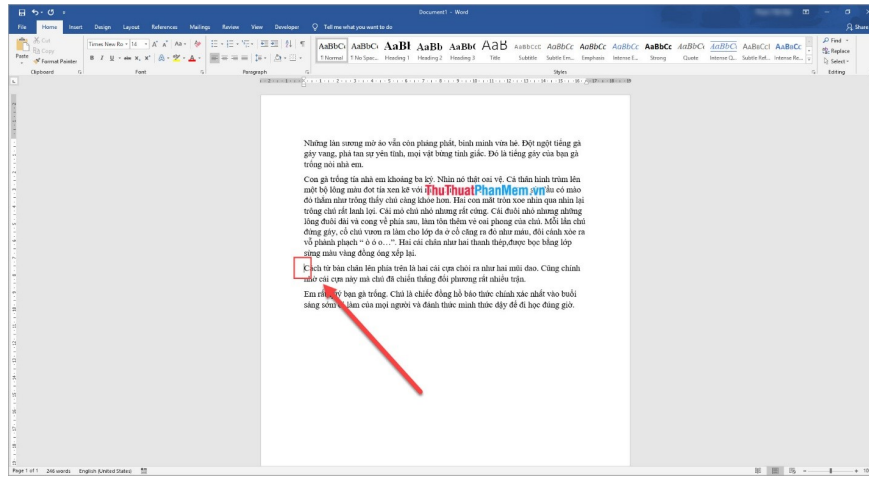


## 1. How to turn to a new page and add a new page with a shortcut

### Method 1: Add a new page with data sharing

With the new page, users will share some text content from the original page to the new page. This is a way to help you adjust the layout, presentation quickly to go print or share data.

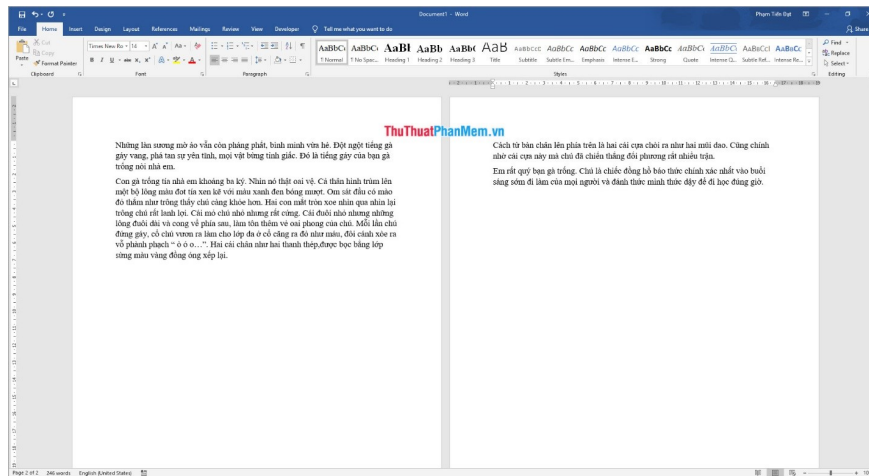
**Step 1:** You proceed to move the mouse cursor to the position you want to page.



**Step 2:** Then you press **Ctrl + Enter** .

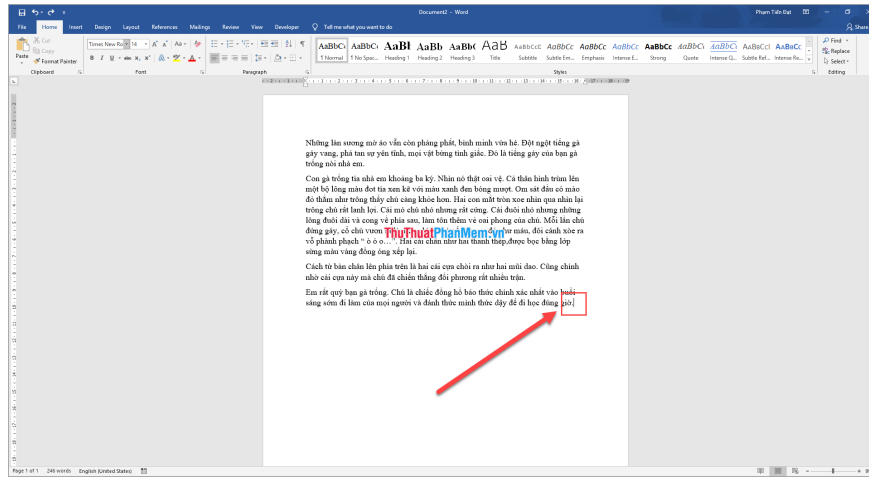


The data immediately behind your mouse cursor is shared to a new page.



## Method 2: Add a new blank page

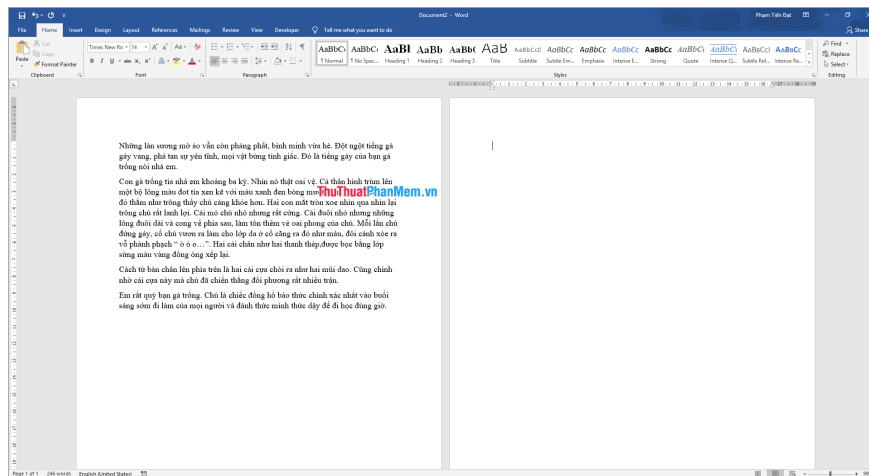
**Step 1:** You move the mouse cursor down the last position of the text.



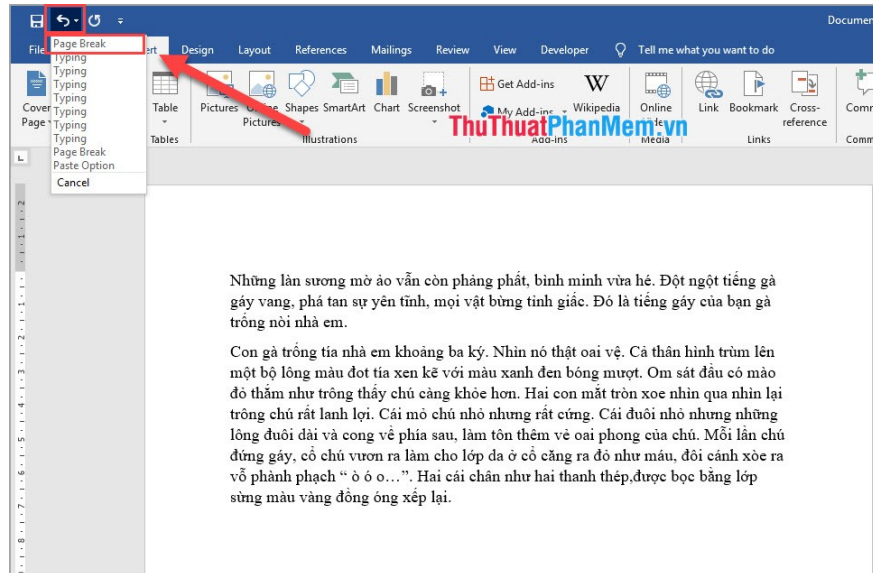
**Step 2:** You press **Ctrl + Enter** .



Immediately a new blank page appears right next to.



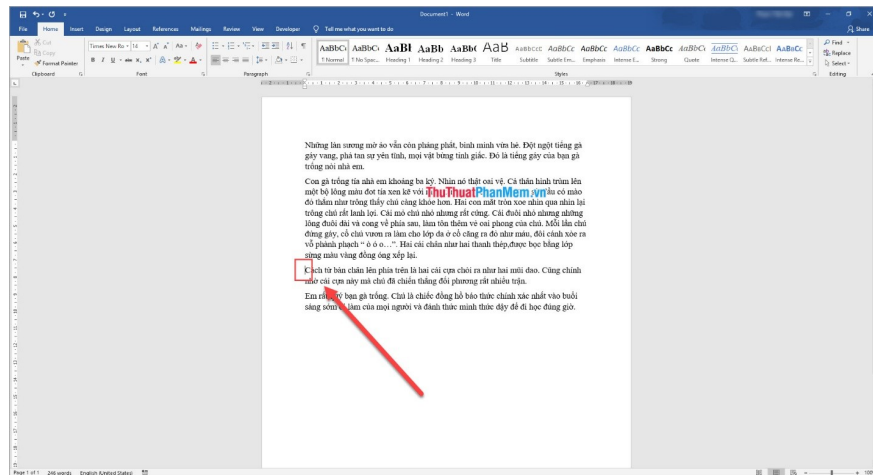
**Note:** If you want to cancel the page transfer, then press **Ctrl + Z** or select the **Back** shortcut.



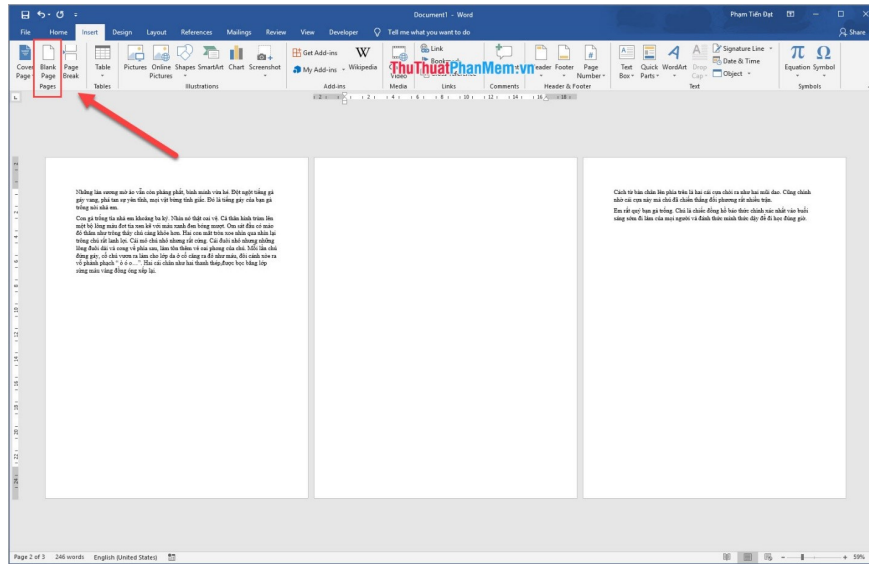
## 2. Add a new blank page to any position

If in **Part 1** , we only add white pages to the last position of the paragraph. Can not insert between the paragraphs, then with **Part 2** This software wizard will guide you how to add a new blank page in any position.

**Step 1:** Move the mouse cursor to the position where we need to insert the blank page.



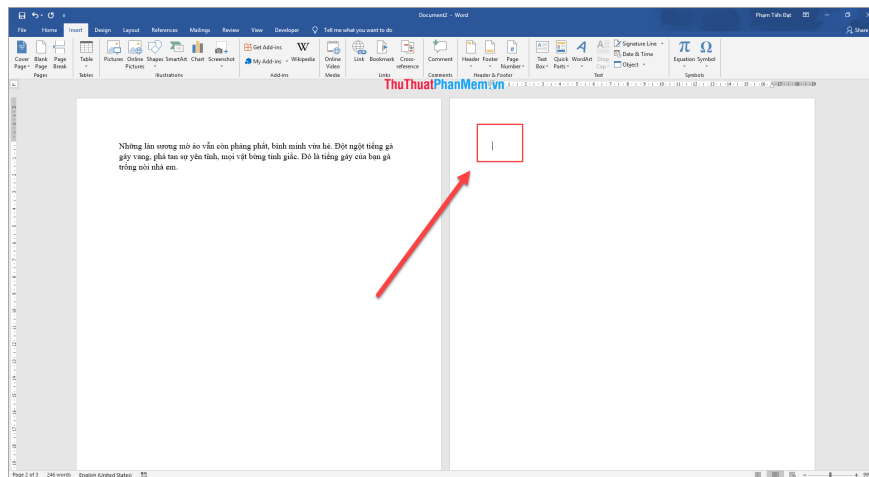
**Step 2:** Choose the **Blank Page** icon .



Immediately, there will be a new blank page inserted in the middle and separating content between the cursor position.

### 3. How to delete blank pages

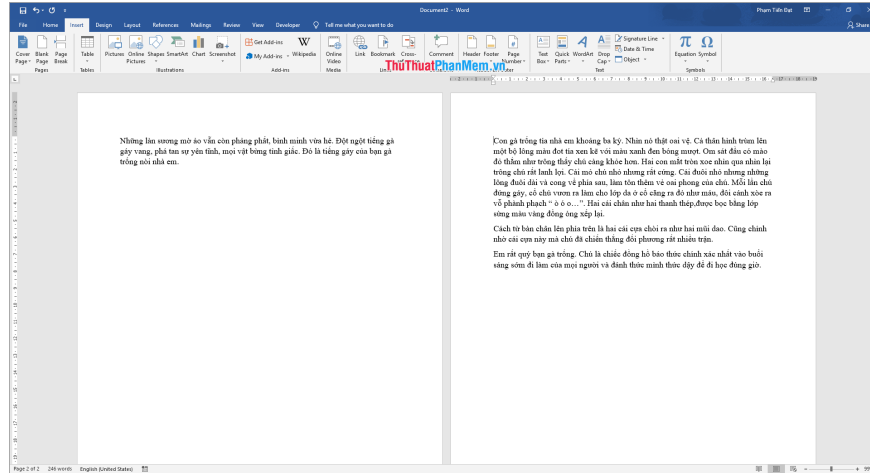
To delete the white pages, you proceed to move the mouse pointer to the top of the new white pages.



Then, you press **Ctrl + Delete**.



The system will delete your blank page.



Thus, Software Tips guide you how to add new pages in Word quickly and with how to delete pages, cancel adding pages. Good luck!

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