

Instructions for page numbering and tab settings for paragraphs in Word

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Typing text with Word is one of the most basic skill requirements that anyone can do, but with more elaborate details, if we do not study, we may not know it as **highlighted. automatic page number** or as you like or set, delete tabs for text, etc. Let me learn some of the above through the following article:

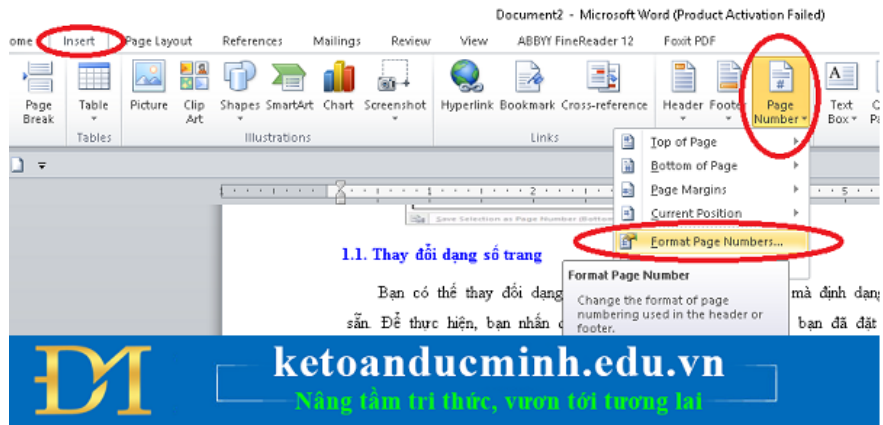


1. Number the page for the text

The number of pages will be included in the Header or Footer as you like. To do so, select the Insert tab, and in the Header & Footer group, click the Page Number button. In the menu that appears, point to Top of Page (insert the page number in the Header) or Bottom of Page (insert in Footer). Word 2007 has a number of page numbering templates in place, and you just have to choose one of them.

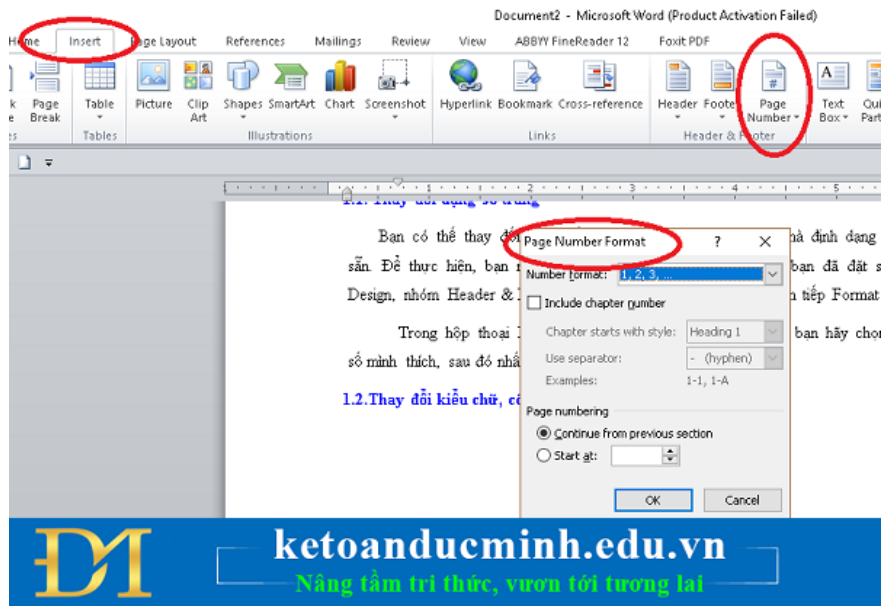
1.1.Change the page number format

You can change the number of pages to your liking but the standard format is not available. To do so, select Insert and double-click Header or Footer, where you have set the page number. In the Design tab, Header & Footer group, click Page Number button, choose Format Page Numbers.



Change the page number format

In the Page Number dialog box, in the Number format section, choose a numbering style you like, then click OK.



Change the page number format

1.2 Change the font style, font size, color of page numbers

Double click on Header or Footer, where you have put the page number there.

Use the mouse to select the page number. In the mini toolbar that appears above, you can select the font, font size, format bold, italic, or choose the color you like. When finished editing, double-click the main content area of the document

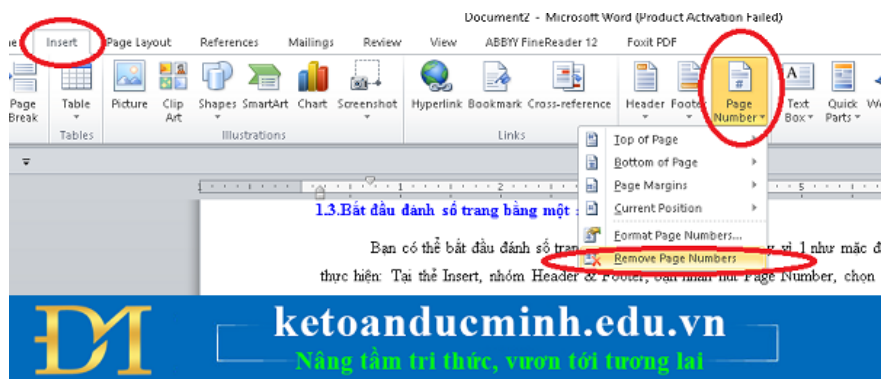
1.3. Start page numbering with another number

You can start page numbers with a different number, instead of 1 as the default. How to: At the Insert tab, Header & Footer group, click Page Number button, select Format Page Numbers. In the dialog that appears, select Start at and enter the starting number when page numbering. Click OK.

Note: If your document has a cover page and you want the first page to start with 1 then, at the Start at box, type 0.

1.4.Delete the page number

On the Insert tab, Header & Footer group, click the Page Number button, then select Remove Page Numbers at the bottom of the menu.



Delete the page number

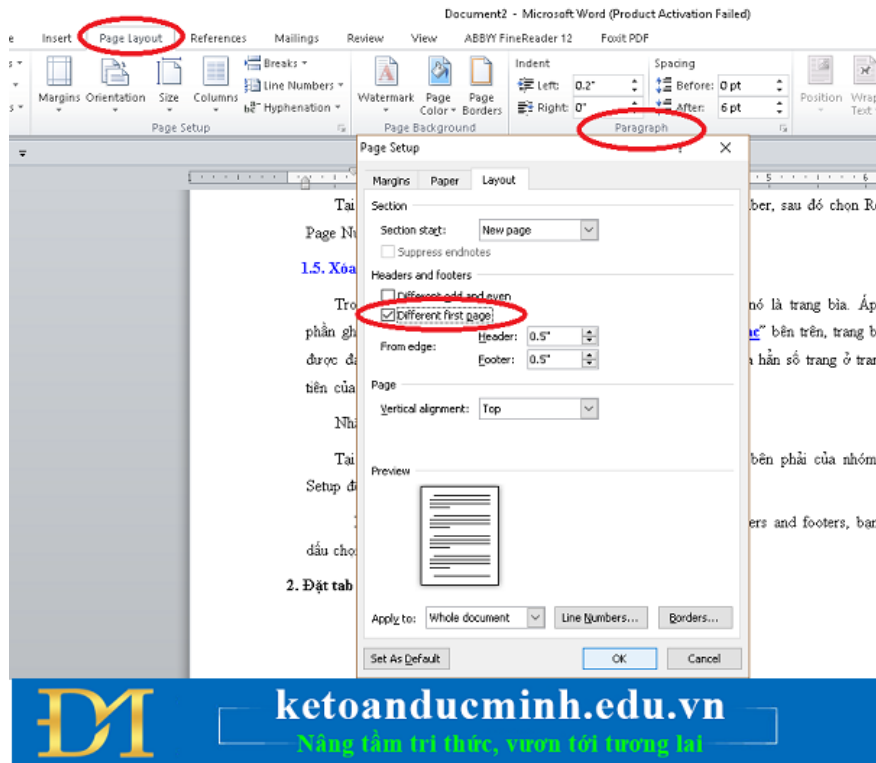
1.5.Delete the page number on the first page of the document

In a document, usually the first page is not numbered because it is the cover. Applying the caption in the 'Start page numbering with another number' trick above, the cover is still numbered 0. So follow these steps to delete the page number on the first page of document.

Click on any area of the document

On the Page Layout tab, click the box in the lower right corner of the Page Setup group to open the Page Setup dialog box.

Click the Layout tab in the dialog box, under Headers and footers, select the Different first page checkbox. Click OK.



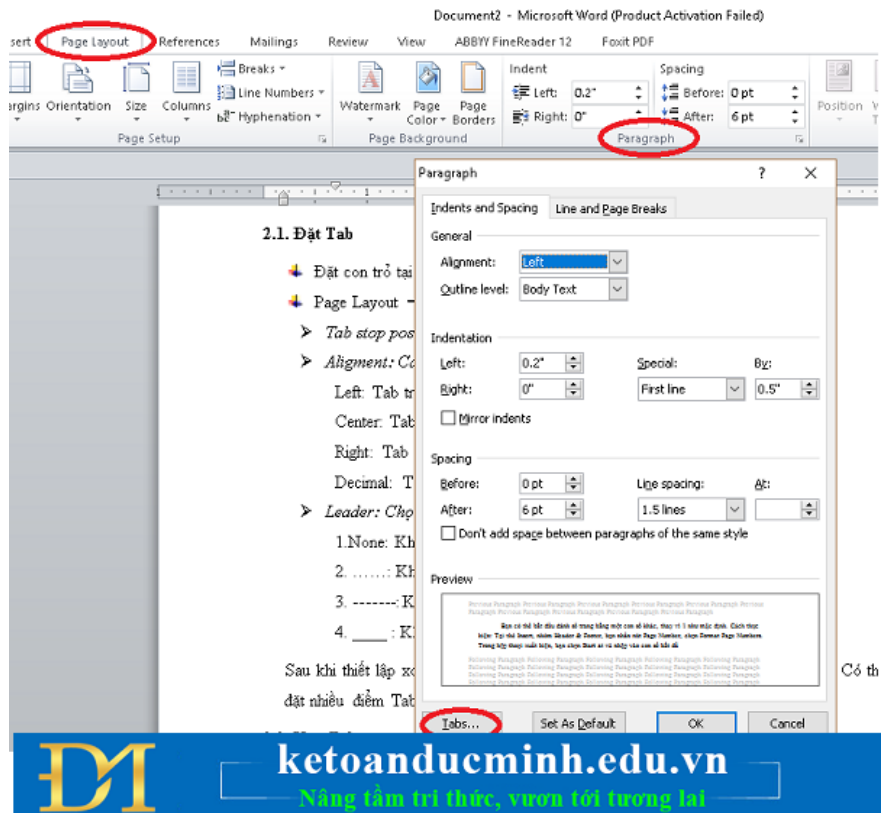
Delete the page number on the first page of the document

2. Set tabs for paragraphs

When you press the Tab key on the keyboard, the cursor will jump a segment called the Tab range. The default is the Tab range set by Word. We can actively set up arbitrary Tab intervals.

2.1. Set Tab

Place the cursor at the line where Tab should be placed or select the text to put Tab. Page Layout select Paragraph and then click on the Tabs box, . . . Tabs dialog box appears.



Set Tab

Tab stop position : Tab stops.

Alignment : Aligning Tab.

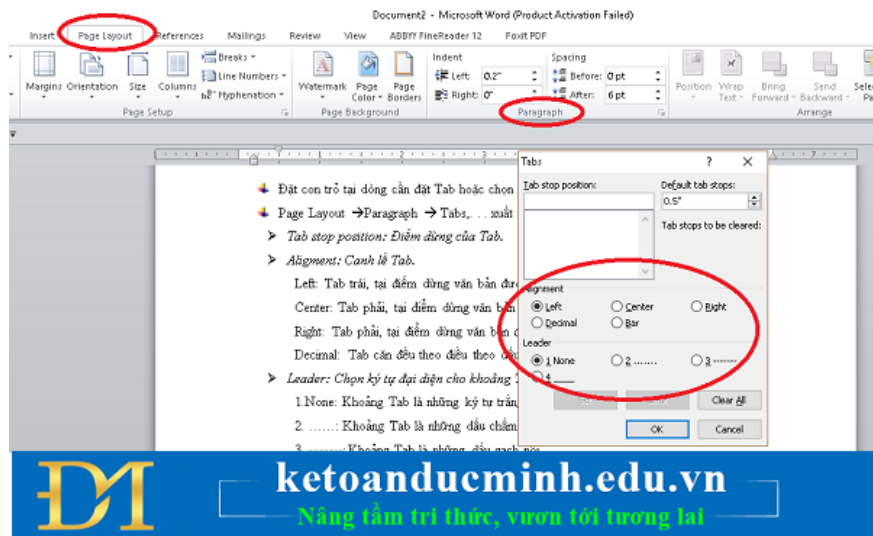
Left: Left tab, at which point the text is aligned to the left.

Center: Right tab, at the point where the text is centered

Right : Tab right, at the right end of the text.

Decimal : The tab aligns according to the decimal point.

Leader: Choose a wildcard for the Tab range



Set tab

1. None: Around Tab are blank characters
2.: About Tab are dots
3. -----: Around Tabs are hyphens
4. ____: Around Tab are the underlines

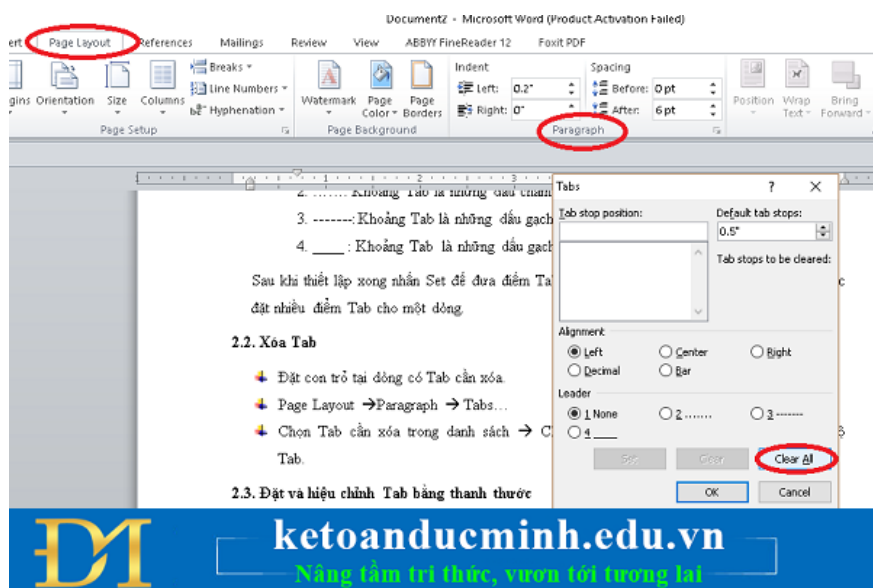
After setup is complete, click Set to add the Tab points to the Tab list of the line. Can continue to set multiple Tab points for a line.

2.2.Delete Tab

Place the cursor at the line where the Tab should be deleted.

Page Layout and choose Paragraph then select Tabs .

Select the Tab to delete in the list and select Clear, if Clear All will delete the entire Tab.



Delete Tab

2.3.Set and edit the Tab using the ruler

Place the cursor at the line where Tab should be placed.

Click on the horizontal ruler to select a stop point for Tab.

Click and drag the Tab point on the ruler to change the position of the Tab point.

Click the Tab point out of the ruler bar to delete the Tab

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