

Page numbering steps in Microsoft Word Microsoft

Page numbering in Microsoft Word is a basic and very simple operation when you work with documents. For those who often have to print references, manuals, and textbooks, creating page numbers will help viewers find content faster, through the table of contents in Word.

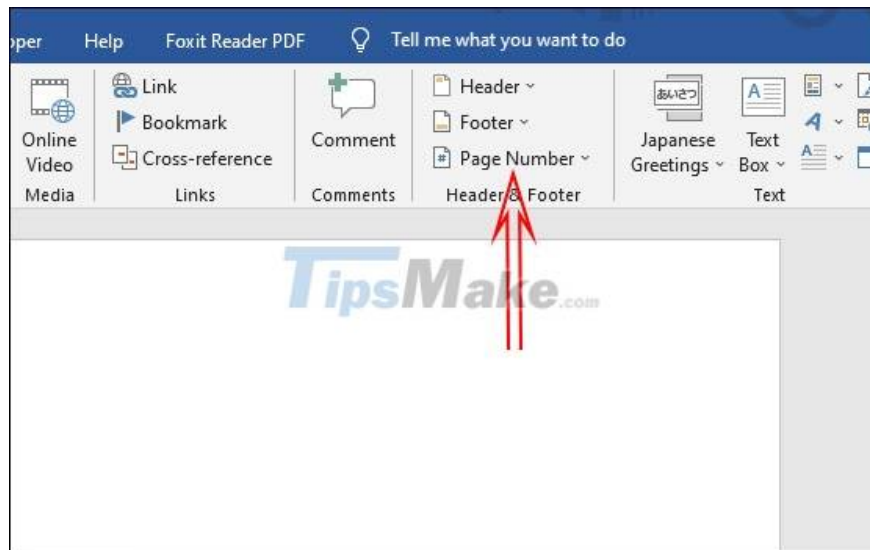
Currently there are many ways to number pages in Microsoft Word, depending on the requirements you need to do such as numbering Word pages from any page, symmetrical page numbering,. The following article will summarize for you all. all page numbering methods in Word.

1. Automatic page numbering in Word 2007, 2010, 2019

Page numbering from the first page in Word is simple, and the steps apply to all versions of Word.

Step 1:

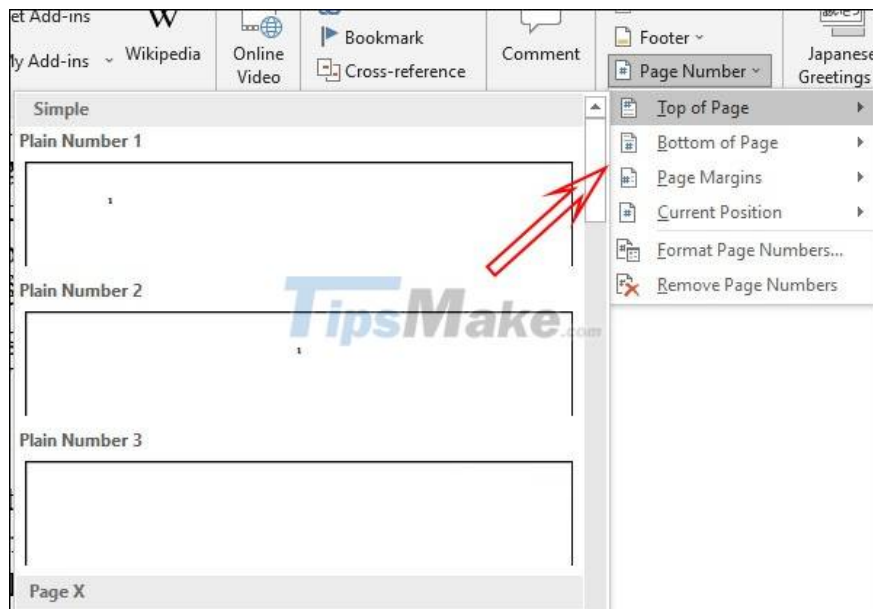
At the interface in Word, click Insert and then select Page Number.



Step 2:

Now you can choose to number the page at the top of the Top of Page or type at the bottom of the Bottom of Page. Click on that location and you will see how the page numbers are displayed in the document.

We choose the position that appears in the text page, in the middle, left or right and then click to finish.

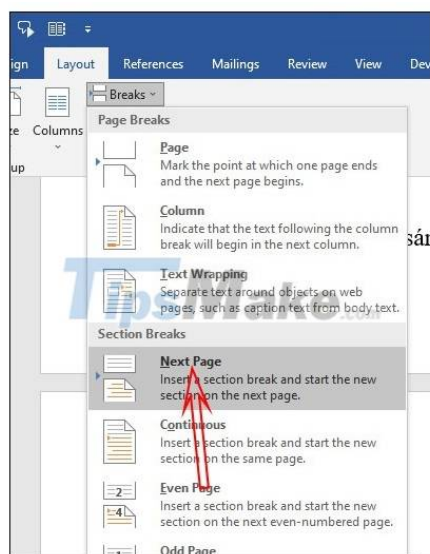


2. Pagination from any page Word 2007, 2010, 2019

In addition to numbering the page from the first page, we can remove the first page to number the page from any page.

Step 1:

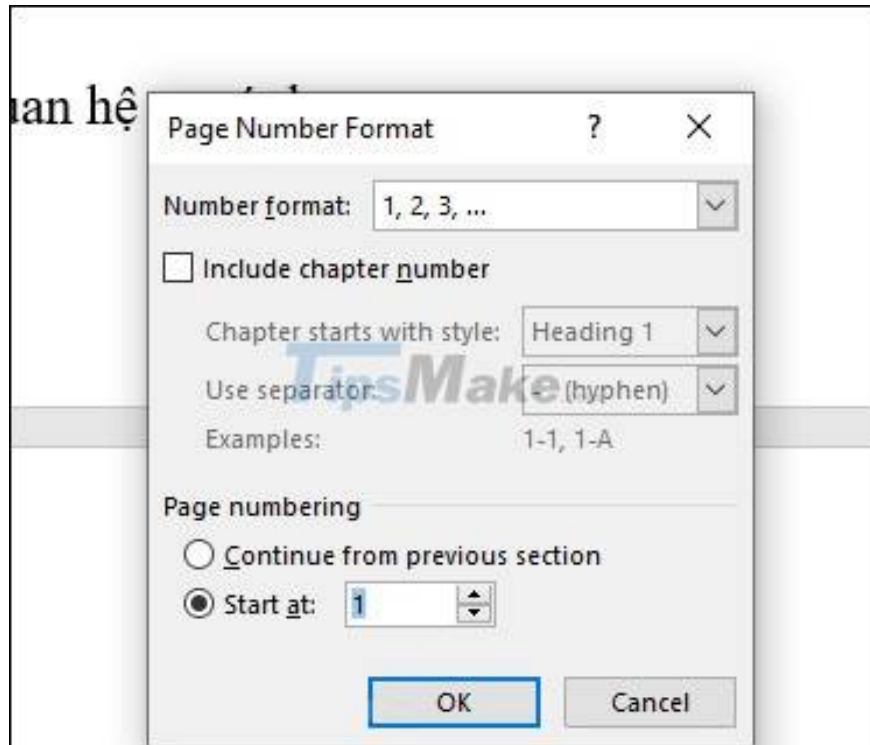
Move to the starting page position to be numbered and then place the mouse game at the top of the page. At the interface in Word we click Layout with Word 2016-2019 and Page Layout Word 2007-2010, select Breaks > Next Page to separate the text into 2 different sections as shown.



Step 2:

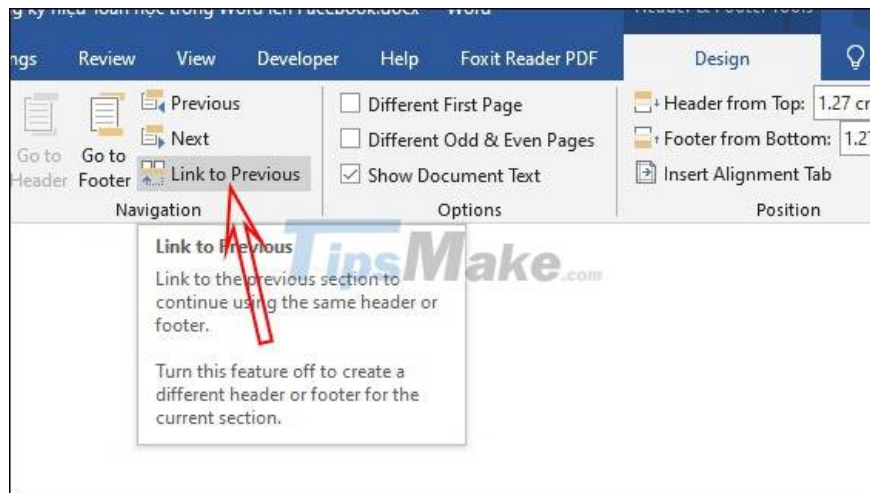
Click on Insert , click Page Number > Format Page Numbers . Now display the numbering style you like and then enter the number of page 1 you want to start typing at Start at.

Then also click Page Number to choose where to display page numbers in the document.



Step 3:

Then click on Header & Footer Tools in the Design section, then click on Link to Previous to break the link between the two sections.



3. How to number Word pages from any number

We can number the page not from 1 but choose any number we want.

Step 1:

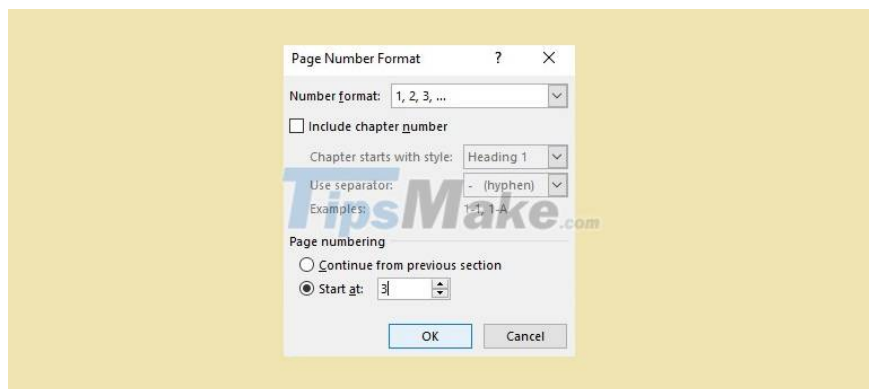
At the Word interface, click Insert > Page Number and then select Format Page Number.



Step 2:

Next choose the numbering style, Start at enter the number of pages you want as the starting page number.

Finally, we can also choose where the page numbers appear in Word.



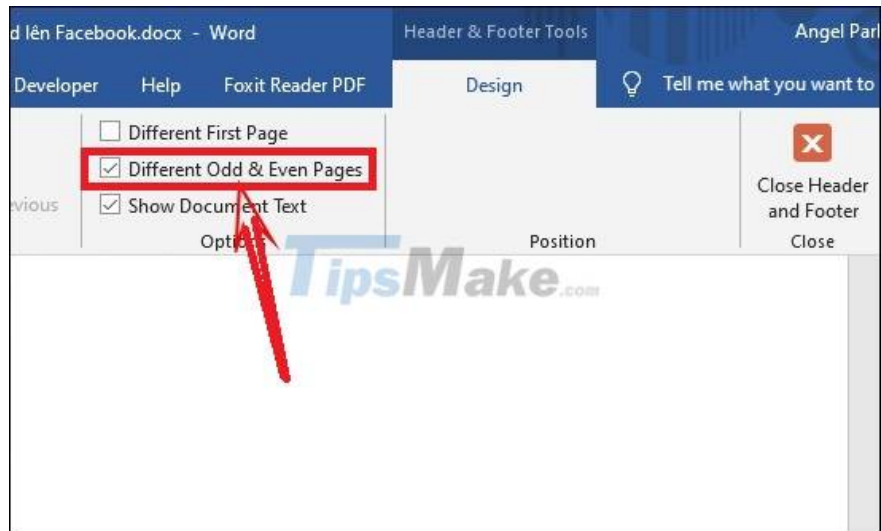
4. Symmetrical page numbering Word 2007, 2010, 2019

Symmetrical page numbering in Word is an odd page style on one side and an even page on the other, symmetrical to each other. We perform the same steps on different versions of Word.

Step 1:

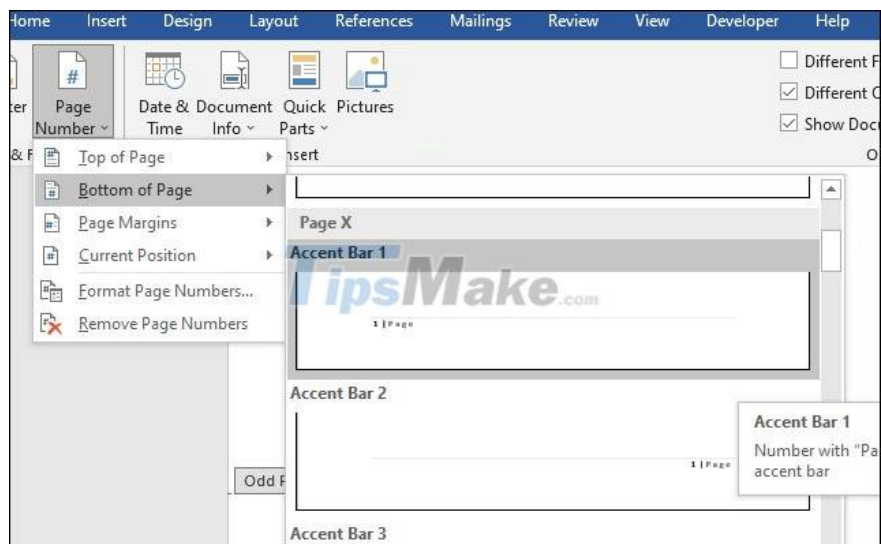
First of all at the bottom of the page, we double click to display the Header & Footer insertion interface in Word.

Then look up at the Ribbon Design tab, in the Options group, select Different Odd & Even Pages to number the parity pages symmetrically.



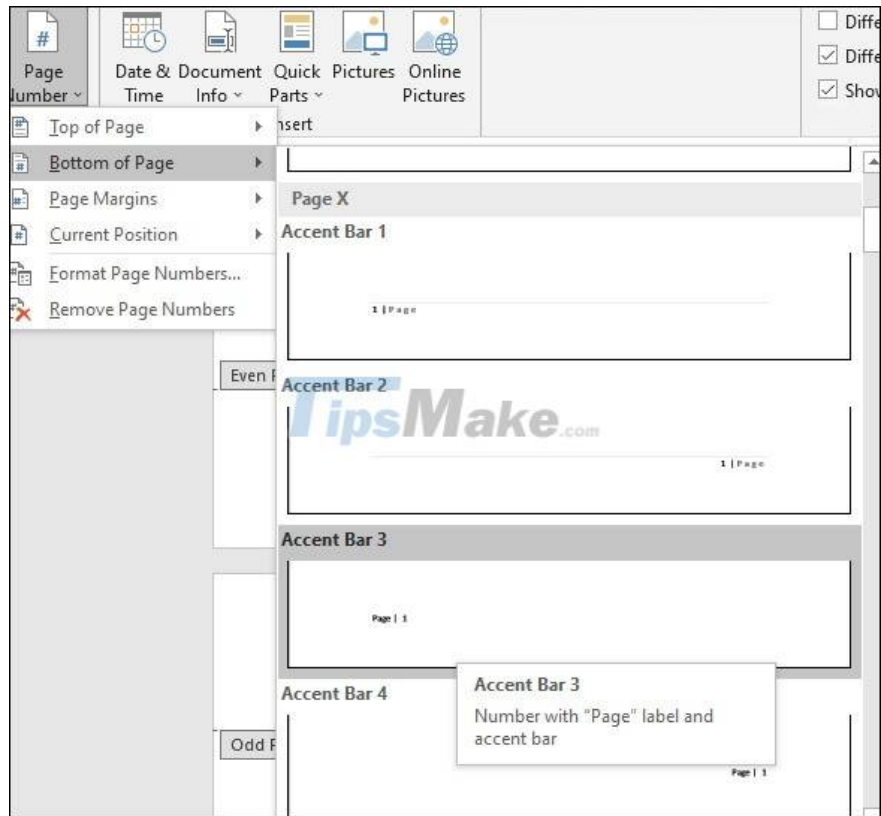
Step 2:

Next, look to the left of the screen, at Page Number > Bottom of Page you choose the position and type of page you want to type for the first page. At this time, the odd page will be on one side.



Step 3:

Next, go down to the 2nd page and also press Page Number, then select Bottom of Page and then choose a symmetrical position with page number 1. Note that Different Odd & Even Pages is still on.

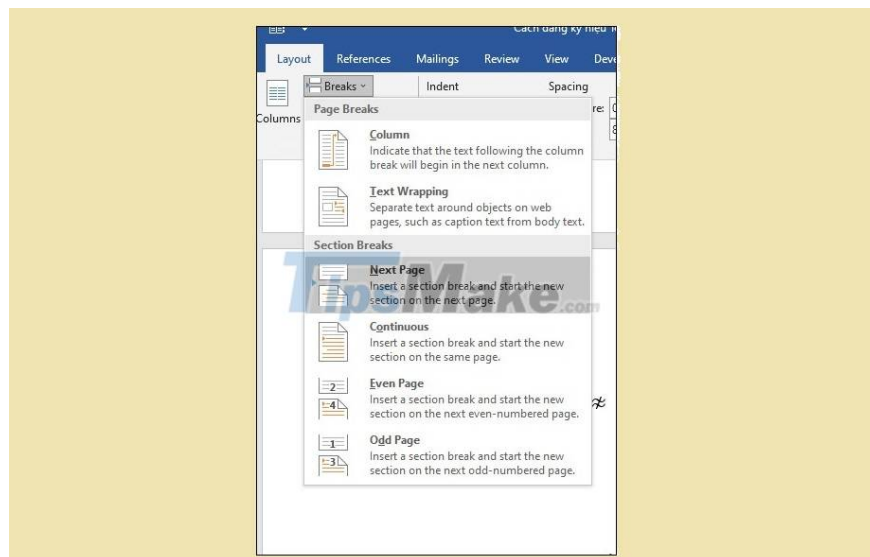


5. Alternate alphanumeric page numbering Word 2007, 2010, 2019

Step 1:

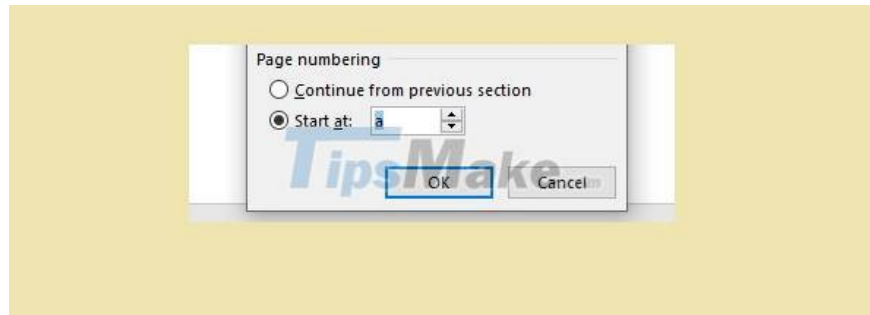
Set the position at the bottom of the page where you want to separate letters and numbers when numbering pages.

At the interface in Word, click Layout and then in the Breaks section, find the Sections Breaks section and select Next Page to separate the section.



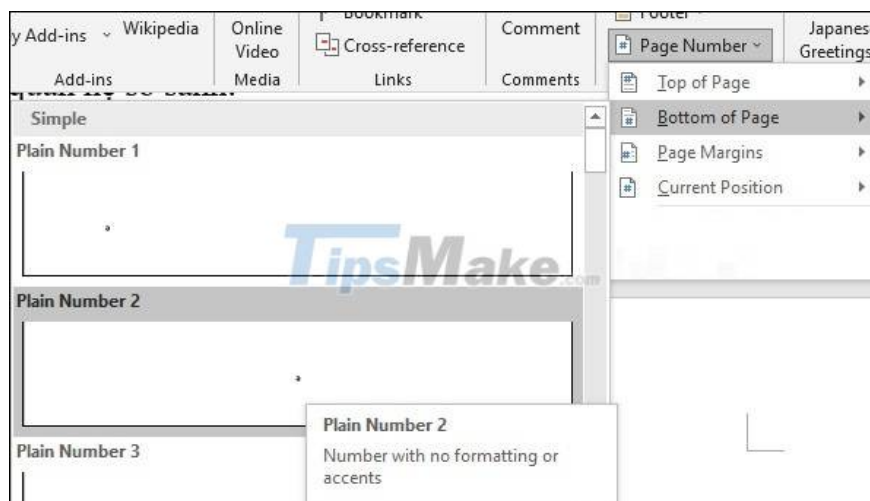
Step 2:

Click on Insert > Page Number > Format Page Number... We will choose the type of page type in text format, the Page numbering section select Start at as a. Click OK.



Step 3:

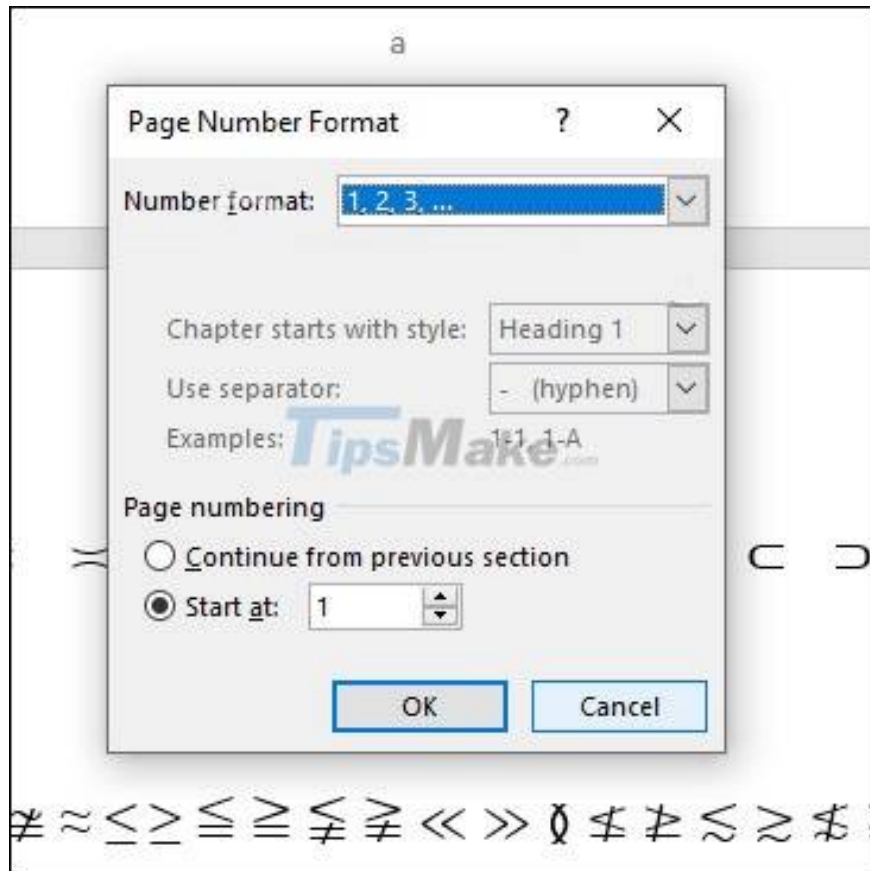
Click Page Number and then select the position to insert the page number you want. The pages will then begin to type the pages in alphabetical order.



Step 4:

Drag the mouse to the position where the section has been split, which is the position where you want to number the page number. Click at the top of the page and then select Insert > Page Number > Format Page Numbers...

In the Number format section, select the number format of pages 1, 2, 3. In the Start at section, enter 1 to number the pages in numerical form.



The resulting page number has been interlaced between numbers and letters.

Good luck.

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