

The most effective way to number pages in Word 365 as desired

Page numbering in Word 365 is an important task when you are drafting or doing a thesis on Microsoft Word tool. If you don't know how to number pages in Word 365, please follow TipsMake's instructions below!

Numbering pages in Word 365 as desired is a simple operation, but not everyone knows how to do it. And to help your document look more scientific and easier to follow, please also follow the instructions below.

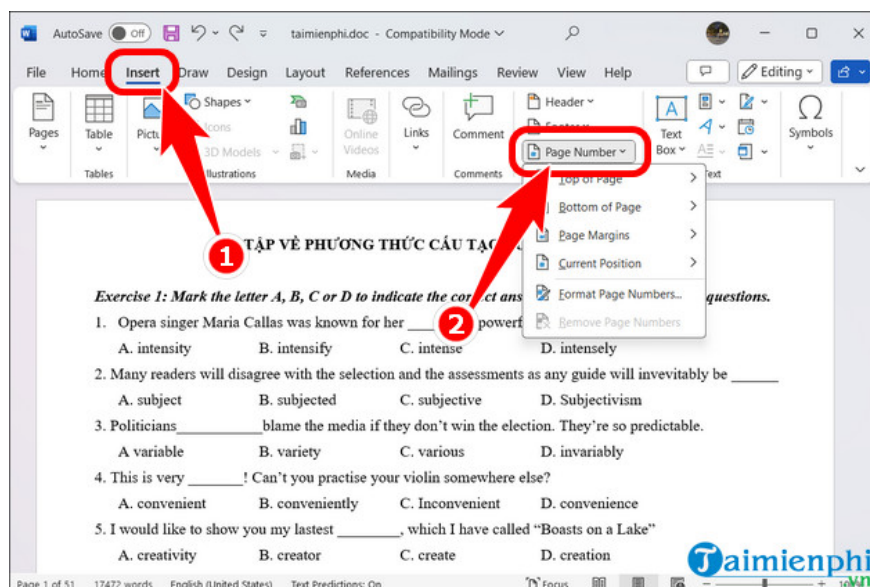
How to number pages in Word 365 as desired

Depending on needs, users can choose how to number pages in Word 365 to help essays, reports, etc. become more beautiful, easily follow the document content and make a good impression on readers. Readers.

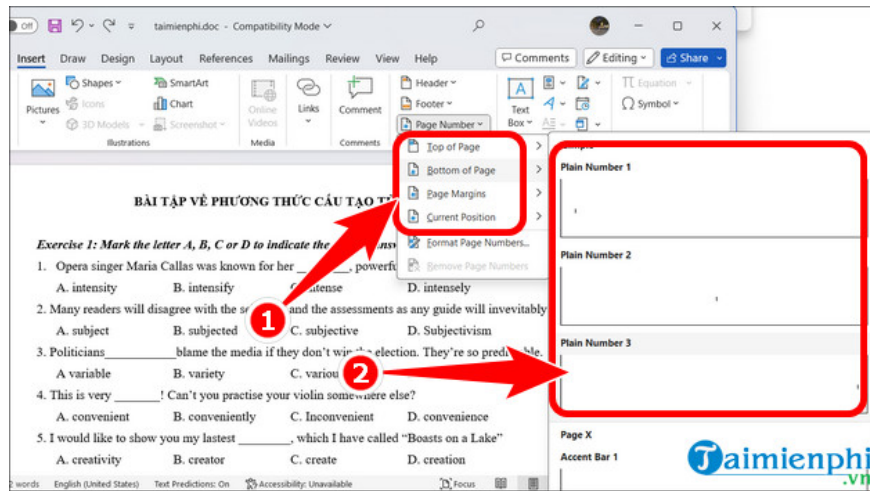
1. How to number pages in Word 365 from the first page

Immediately after completing the process of drafting your thesis, report, etc., you can start numbering pages in Word 365 to make the product more professional, while ensuring that viewers can search. easy to use.

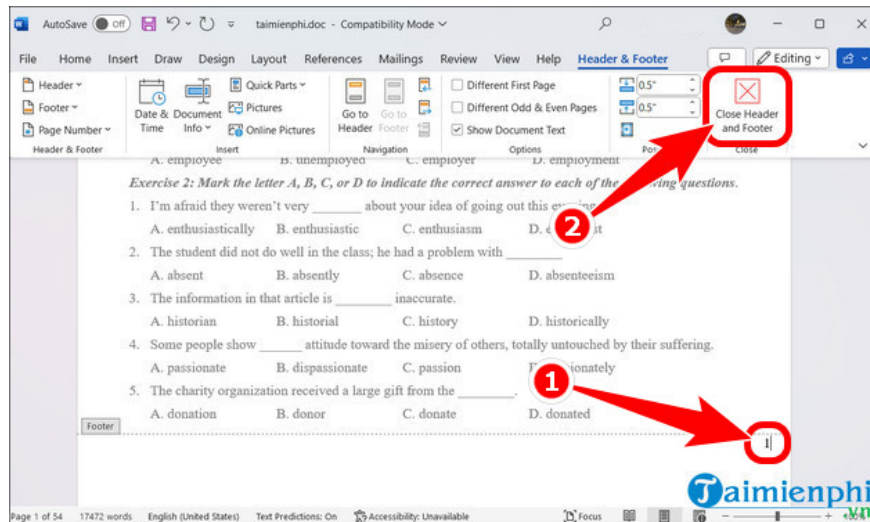
Step 1: Open the Word document , in the main interface click **Insert** => press **Page Number** .



- Choose the page numbering position in Word 365 as desired.



Step 2: After completing, **the page number** will automatically fill in as shown below. Click **Close Header and Footer** to finish the process.

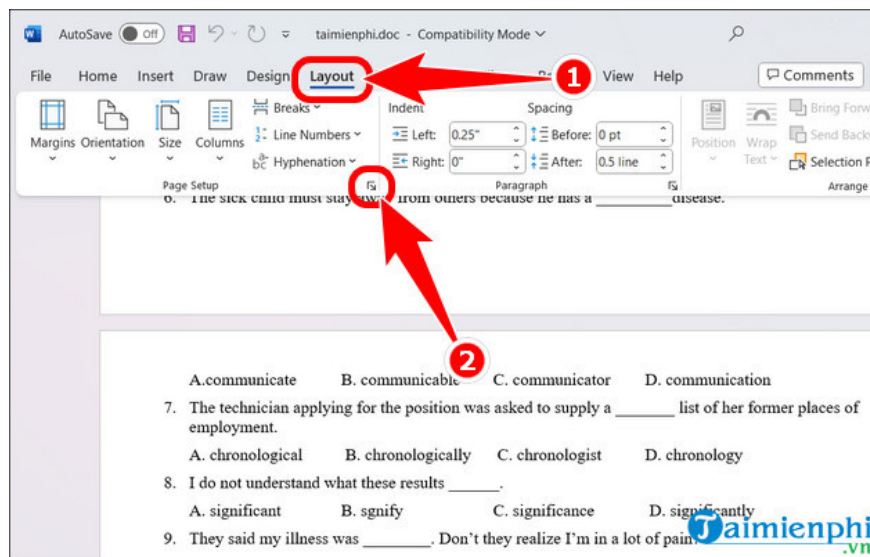


2. How to number pages in Word 365 without the first page

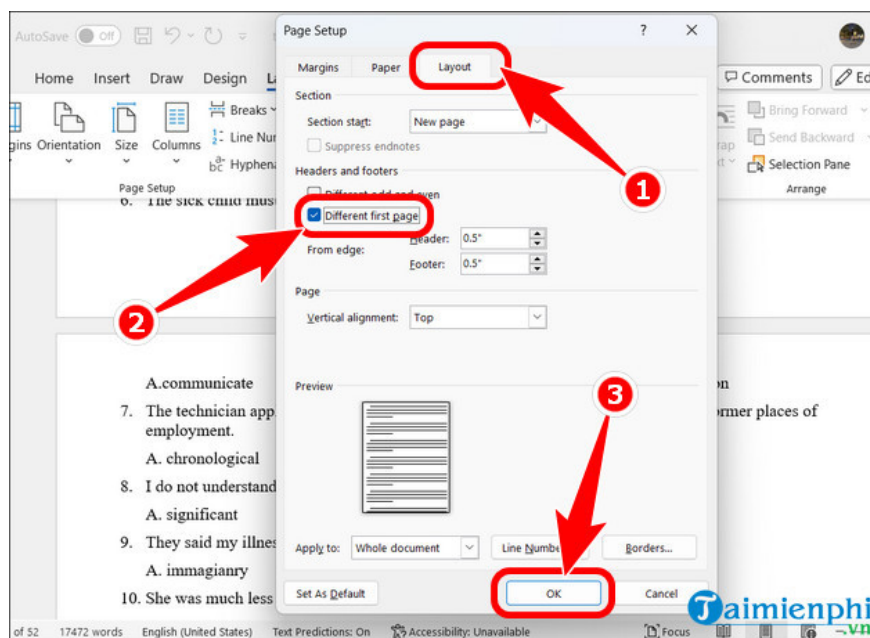
During the implementation process, if you do not want to display page numbers on the cover or table of contents, you can number the pages in Word 365 from page 2 through the instructions below.

Step 1: Perform **page numbering in Word 365 from the first page** according to the instructions above.

Step 2: Click **Layout** => click **the expand icon** .



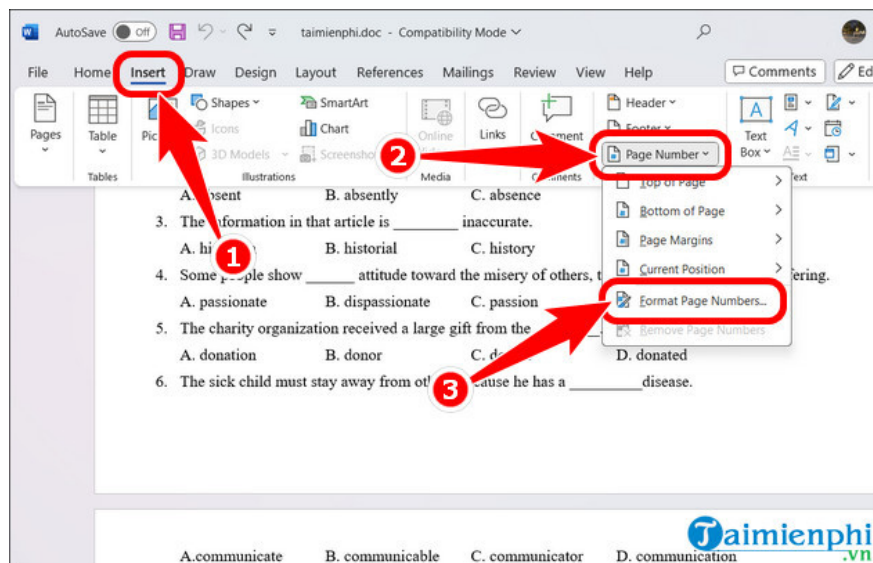
Step 3: Select **Layout** => check the **Different first page** box => press **OK** .



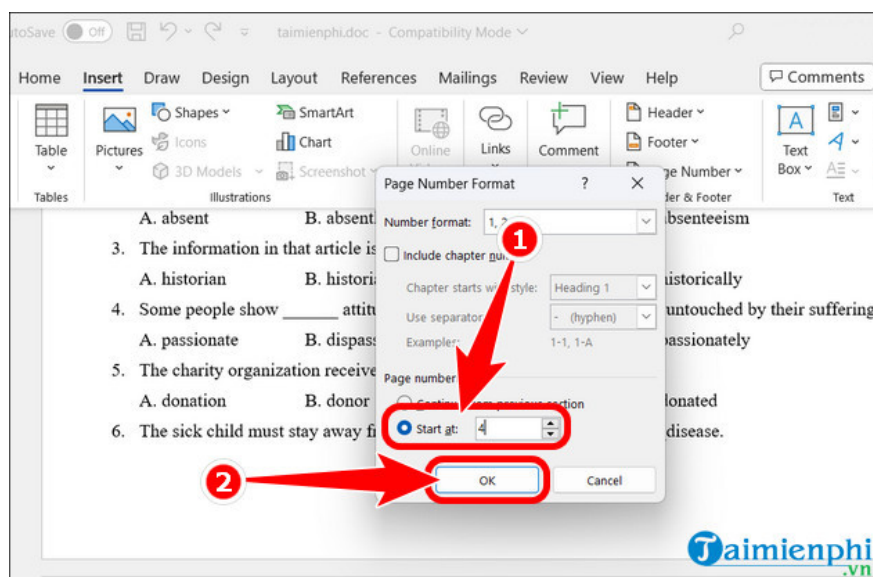
3. How to number pages in Word 365 from page numbers greater than 1

Besides the above methods, you can also number pages in Word 365 from page numbers greater than 1 to track and search for specific information without any difficulty.

Step 1: Press **Insert** => press **Page Number** => select **Format Page Numbers** .



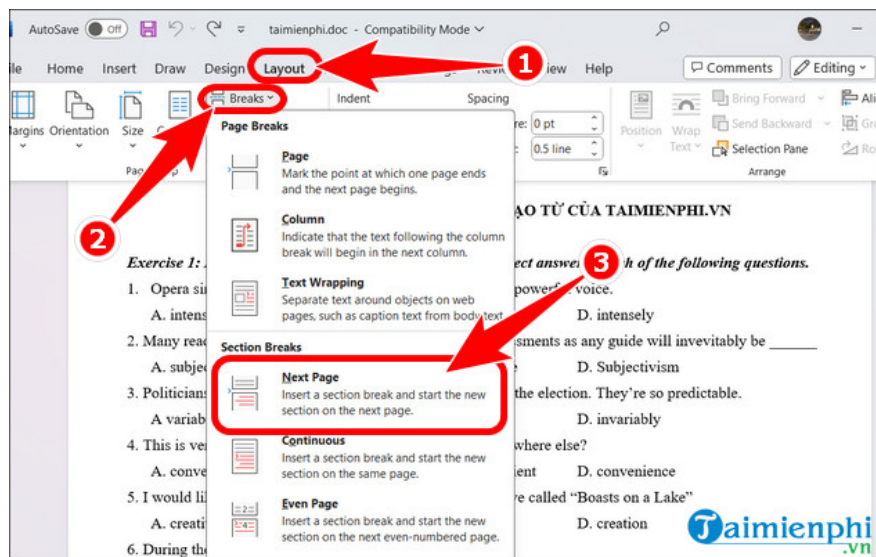
Step 2: Check the **Start at** box and enter the page number greater than 1 => **OK**.



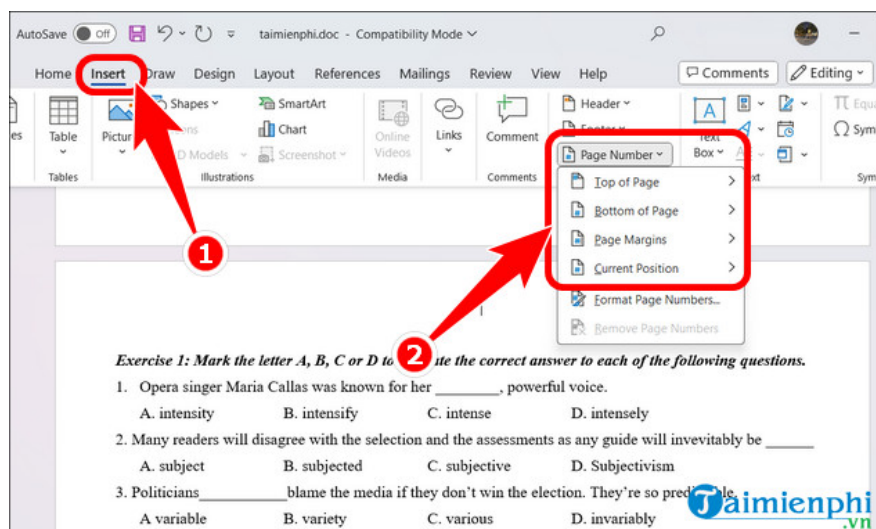
4. How to number pages in Word 365 from any page

In case you want to number pages in Word 365 on any page, you can refer to our steps below.

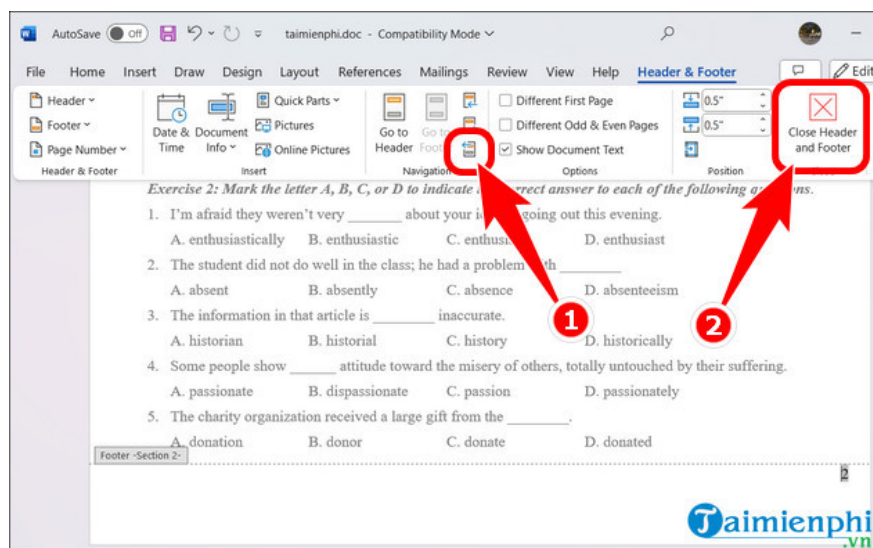
Step 1: Click **Layout** => press **Break** => select **Next Page**.



Step 2: Continue pressing **Insert** => press **Page Number** and choose any page numbering position .



Step 3: Remove **Link to Previous** => **Close Header and Footer** .



Frequently asked questions about page numbering in Word 365

1. Is page numbering in Word 365 necessary?

Page numbering in Word 365 is essential depending on the purpose and nature of the document you are working with. Here are some reasons that page numbering can be useful:

- **Easily track content:** Page numbers help you and your readers easily locate sections in the document, from the cover page to the appendices.
- **Document management:** Page numbers help you organize and manage documents more effectively, especially for long documents.
- **References and citations:** When you need to cite or refer to documents, page numbers are important information to help accurately locate content.

2. Does page numbering in Word 365 apply to other versions?

The page numbering feature in Word 365 is applicable to other versions including Microsoft Word 2019 and 2016. Although some features are slightly different, it does not affect page numbering much.

So, above are all instructions on how to number pages in Word 365 that readers can apply instead of having to waste time inserting numbers. Hopefully these useful tips will bring favorable results in your document editing process.

In addition, for convenience in printing documents as well as uploading to the Internet, readers can **convert Word to PDF** to avoid font errors and at the same time protect their information.

You finished reading the article "**The most effective way to number pages in Word 365 as desired**" 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.

