

When you no longer want to bookmark something, you can delete the Bookmark. You follow these instructions:

Step 1: On the toolbar, select the **Insert** tab , then select **Bookmark**.

Step 2: Select the bookmark name you want to delete and press **Delete** .

Above are instructions for creating Bookmarks as well as how to create bookmarks in Word and delete bookmarks. We invite you to read and apply. Good luck.

You finished reading the article "**The secret to creating bookmarks in Word is extremely fast and simple, anyone can do it**" 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.