Mindluster Platform

About the course Adding page numbers in word for beginners

Adding page numbers in word course, in this course you'll explore the essential techniques for efficiently inserting and customizing page numbers in your Microsoft Word documents. We'll guide you step-by-step through the process of adding page numbers to different sections of your document, whether at the top, bottom, or margins of the page. You'll learn how to format these numbers to fit the style and requirements of your project, including setting up different numbering schemes for sections like title pages, tables of contents, and main content. We will also cover advanced options, such as skipping the first page, alternating page number placement for odd and even pages, and adjusting page numbers in documents with multiple sections. By the end of this course, you'll be fully equipped to manage page numbering in any Word document, ensuring your work is organized, professional, and easy to navigate. Whether you're working on a report, thesis, or a lengthy book, this course provides the skills you need to handle page numbering with confidence and precision.

Computer Softwares Category's Courses

Course Lesson(10)

Lesson 1 : **Word 2016 How to Create a Fill in the Blank Form**

Lesson 2 : **Word 2016 How to Add Comments to a Document**

Lesson 3 : **Word 2016 How to Delete a Blank Page**

Lesson 4 : **Word 2016 How to Create a Watermark Image**

Lesson 5 : **Word 2016 How to Insert and Remove a Page Break**

Lesson 6 : **Word 2016 How to Set 1 Inch Margins**

Lesson 7 : **Word 2016 How to Create a Drop Down List**

Lesson 8 : **Word 2016 How to Add Page Numbers**

Lesson 9 : **Word 2016 How to Format Paper in APA Style**

Lesson 10 : **Word 2016 How to Make a Two Bullet Point Column**

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