Mindluster Platform

About the course Adding Page numbers in MS Word for beginners

Adding Page numbers in MS Word course, in this course we will learn about adding page numbers in MS Word, covering both basic and advanced techniques. We'll start with the fundamentals, such as inserting page numbers using the Insert tab and customizing their placement at the top or bottom of the page. Youâ€™ll also learn how to format page numbers for different sections, apply Roman numerals or other styles, and manage complex documents with different numbering formats. Weâ€™ll explore how to start page numbering from any page, exclude the first page, and adjust numbering for specific sections. The course also covers handling headers and footers in relation to page numbers, ensuring your documentâ€™s layout remains clean and professional. Youâ€™ll master the use of section breaks to customize numbering in multi-part documents, such as books or reports, where different chapters require unique numbering styles. By the end, youâ€™ll be fully equipped to handle any page numbering needs in MS Word for various document types.

Computer Softwares Category's Courses

Course Lesson(18)

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Lesson 3 :
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