

LESSON 111

FANCY PAGE NUMBERS IN MS WORD

Page numbers on Microsoft Word documents are easy to create and boring to look at. What if you could create page numbers that said "Page 1 of 5"? What if each time you added more pages to your document Word added them to the page count. It does, and you can.

Here's how:

In your Word document click on View and then on Header and Footer. You will see a box created with broken lines. The box is labeled Header. The Header box will place your new page number at the top of your document.

You will also see the Header and Footer Toolbar. Find and click on the Switch Between Header and Footer button to move between header and footer locations for the page numbers.

The mouse cursor will be inside that box. You can click on the alignment buttons (left, center or right) on the Word format toolbar. (if you want the placement somewhere else you can do it using your space bar or tab keys).

Type the word "Page" (without the quotes) and press the Space bar. Click on the Insert Page Number button on the Header and Footer Toolbar. Now press the Space bar once again and type "of" (again without the quotes). Press the Space bar again and then click on the Insert Number of Pages button. Click on Close to finish.

You can make the new page numbers bold, underlined and in italics by highlighting your work and clicking on the Bold, Italic or Underline buttons on the Word format tool bar. You can also just press Ctrl + B for bold, Ctrl + I for italic and Ctrl + U to underline.

As you add new pages to that document Word will automatically update the number of pages.

