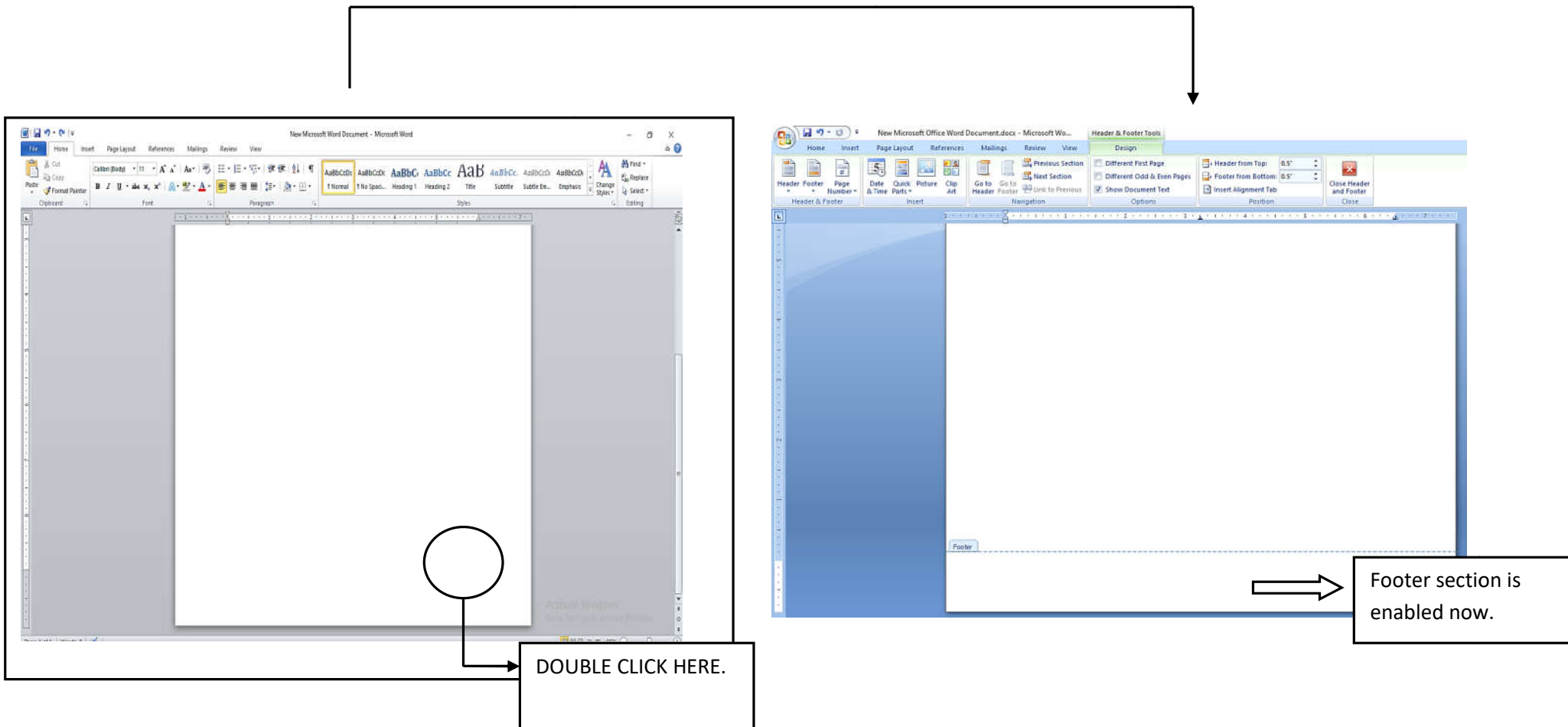


PAGE BREAK

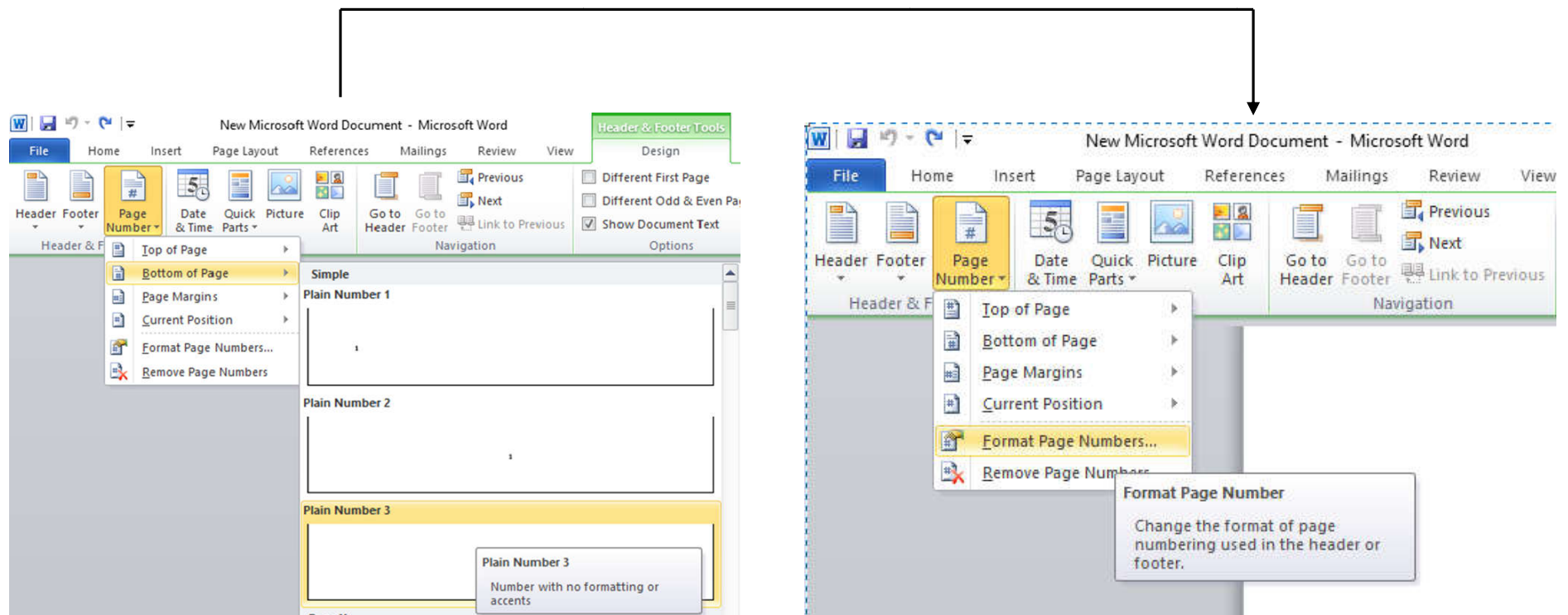
In this tutorial, we shall learn how to format the page numbering in your report so that you can maintain different page numbering styles within one word document. We shall learn how to create roman numeric page numbering for the Acknowledgement, Executive summary parts, and also techniques on how to skip page numbering on certain pages (for example, skipping page number on chapter heading page and then continuing page numbering from the following page.) Learning this will help you to create your entire report within one single word document file not having to make separate files to manage effective page numbering.

SECTION 1

In this part we will learn the basic things, how to format page number. Page number could be (Roman Form, numerical form or Alphabet)



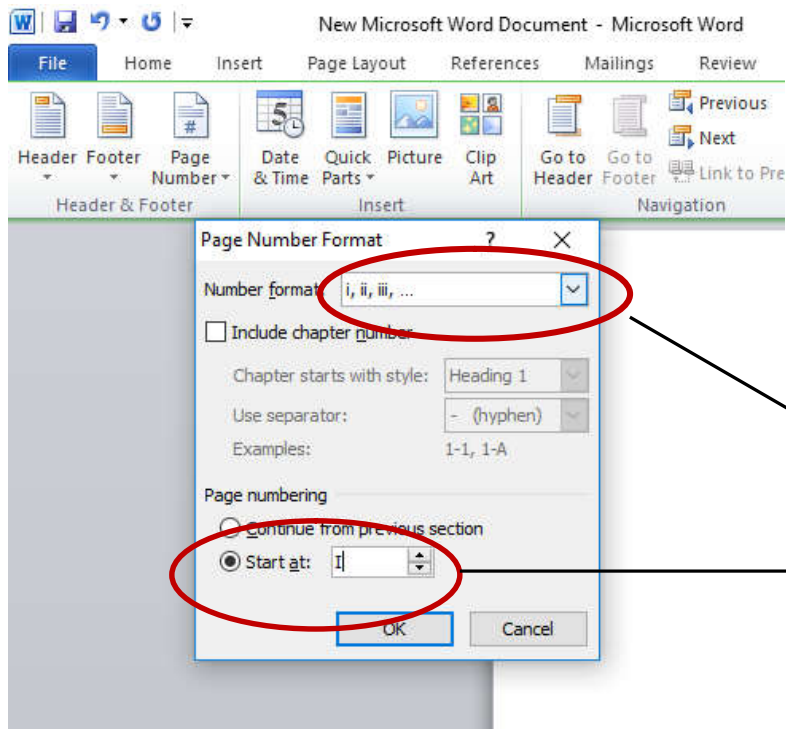
STEP 1: NORMAL SCREEN



STEP 2: PAGE NUMBER → BOTTOM OF PAGE → PLAIN NUMBER 3

STEP 3: PAGE NUMBER → FORMAT PAGE NUMBERS

****This document was developed by Teaching Assistants Rasel Md Nurul Alam and Ashiquzzaman in accordance with the internship guidelines meant for the interns to understand the page numbering techniques in MS Word and is not an official document from AIUB****



STEP 4:A POP UP DIALOG BOX WILL BE APPEAR ON YOUR SCREEN. SELECT YOUR OPTION (E.G. Roman from I, II or Numerical number 1, 2, 3)

*Select the number format. Base on your requirement.
*Start at (You can give your starting number manually by keyboard or you can use upward or download arrow from dialog box.

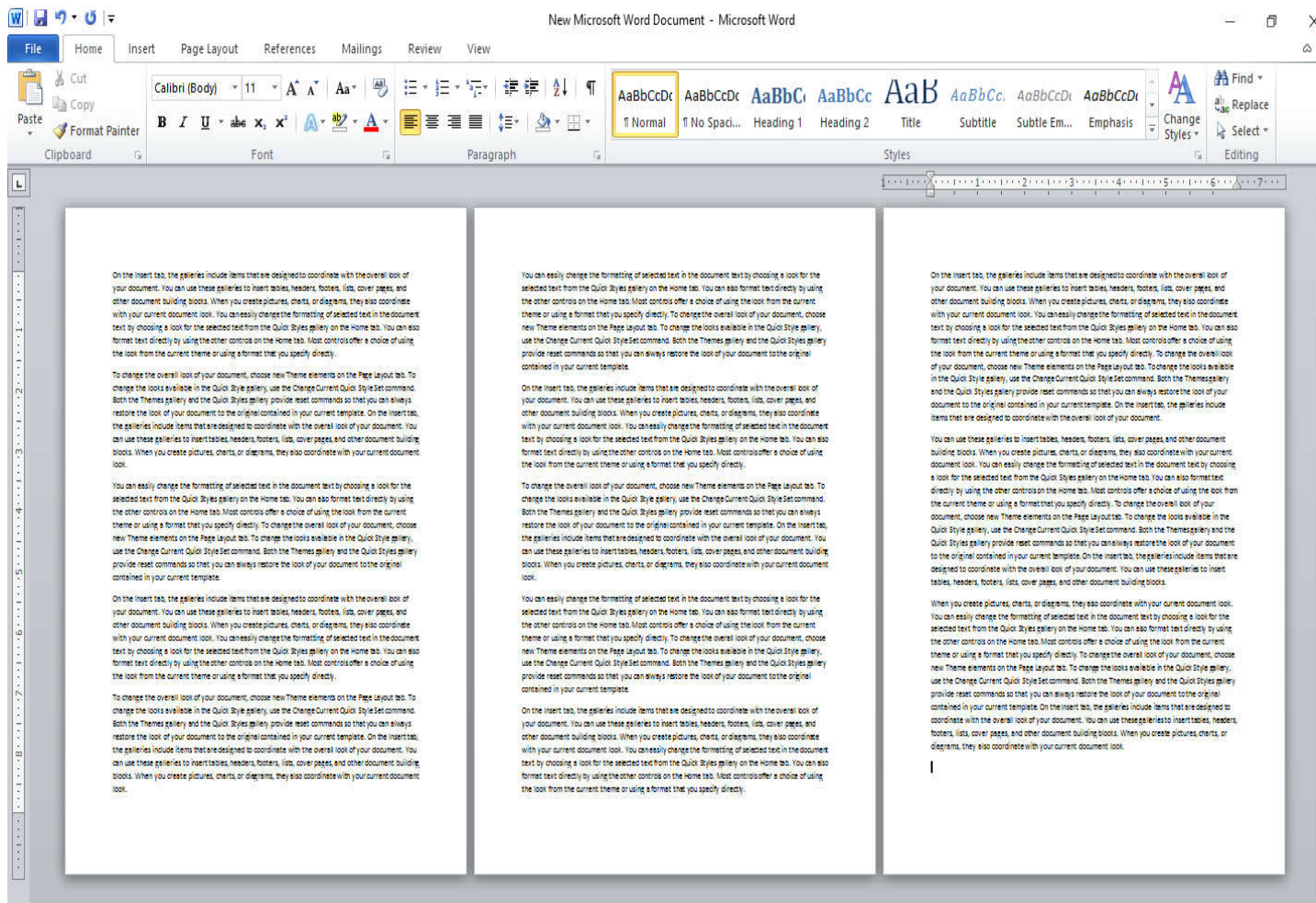
Lesson learns from this section:

How to create Roman form page number (I, II)or Numeric number

(1, 2, 3)

SECTION 2

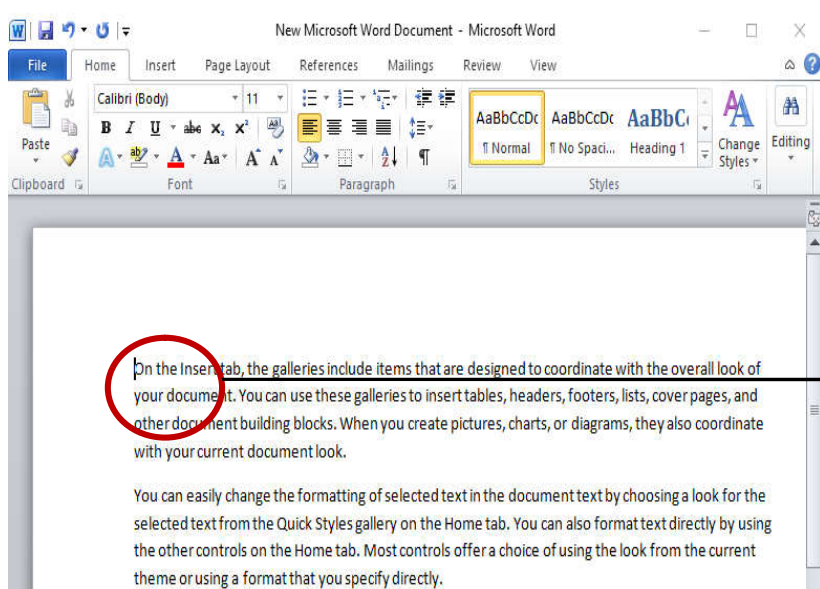
In this section, we will learn. How to page break or put different pagenumber.



Let's take a word file of 3 page.

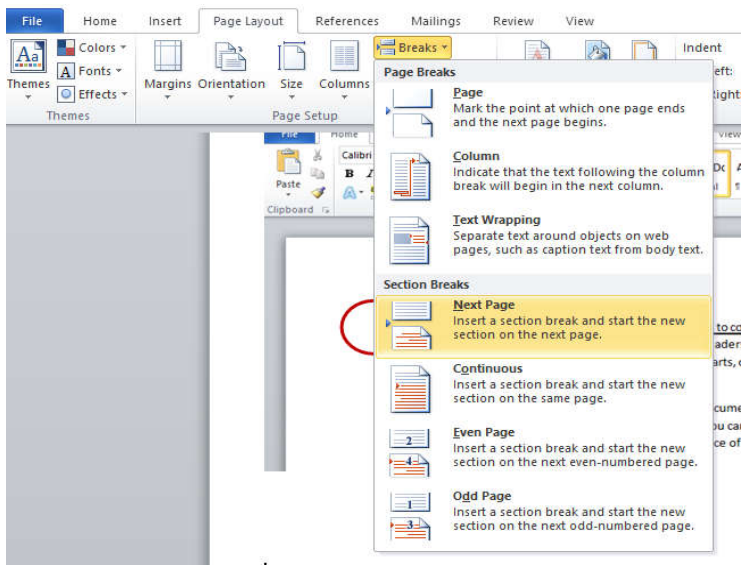
Suppose we need to give

- 1st page will be Roman form .
- 2nd page will be blank.
- 3rd page will be numerical form (1,2,3)

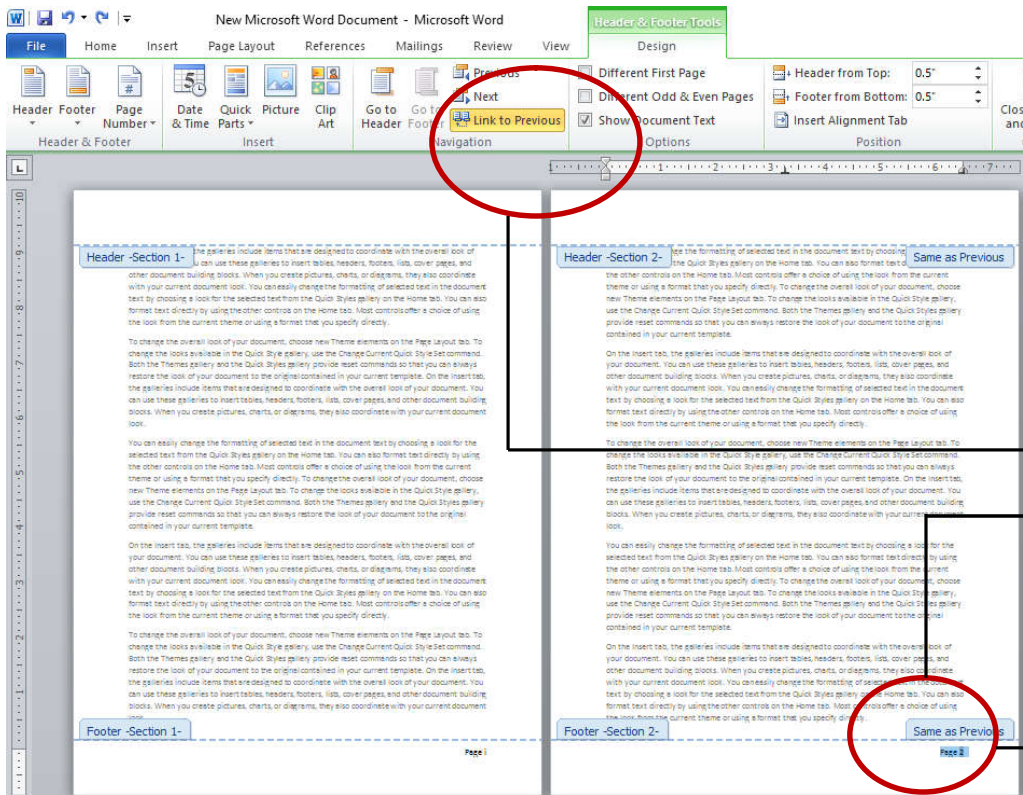


Step: 1st page Roman form, we can do it like Section 1.

Step 2 : Put the cursor on the top of left as like the picture .



Step 3 : Go to page layout → Page Break → Next Page.



Step 4 : Double click the below like [Section 1 (step 1)]

Step 5 : unlink to (Link to previous)

Step 6 : Now we can delete the page number . Because this 2nd page has been break into new section.

Step 7: Put the cursor in 3rdPage top of the left side as like earlier section 2 (step 2) .

Step 8 : Go to page layout → Page Break → Next Page.

Step 9 : Go to Insert → page number , Then change the bottom of the page & format page numbers .

