

INSERT PAGE BREAKS IN WORD 2010

http://www.tutorialspoint.com/word/word_insert_page_breaks.htm

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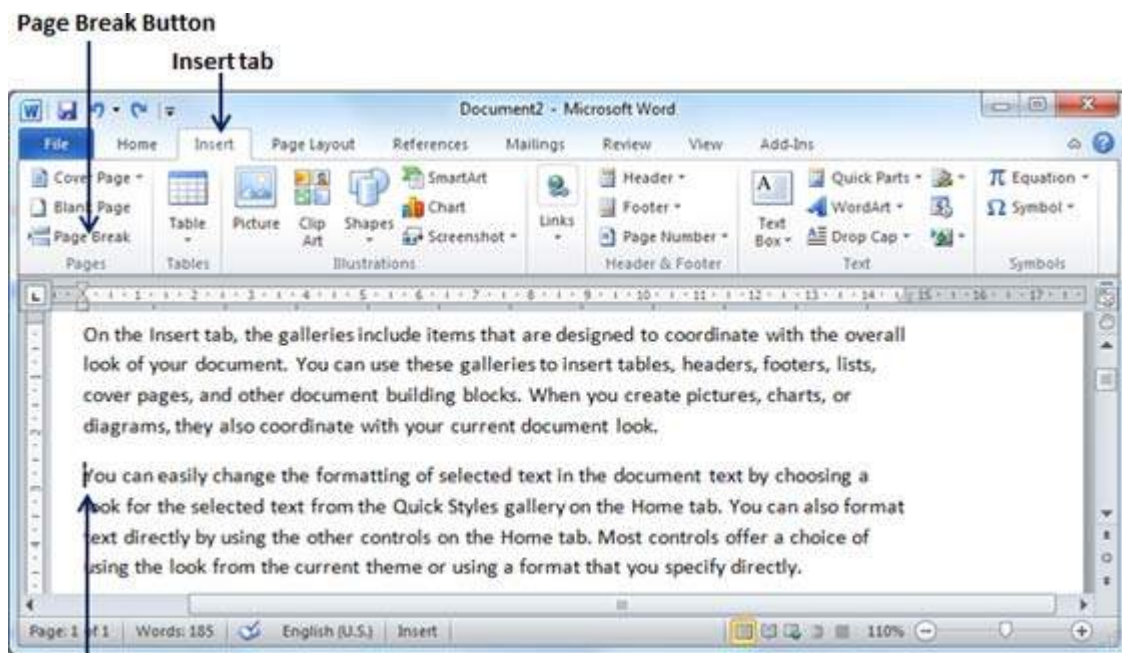
Microsoft Word automatically starts a new page when the current page becomes filled with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

Insert Page Breaks:

Following are the simple steps to insert page breaks in a word document.

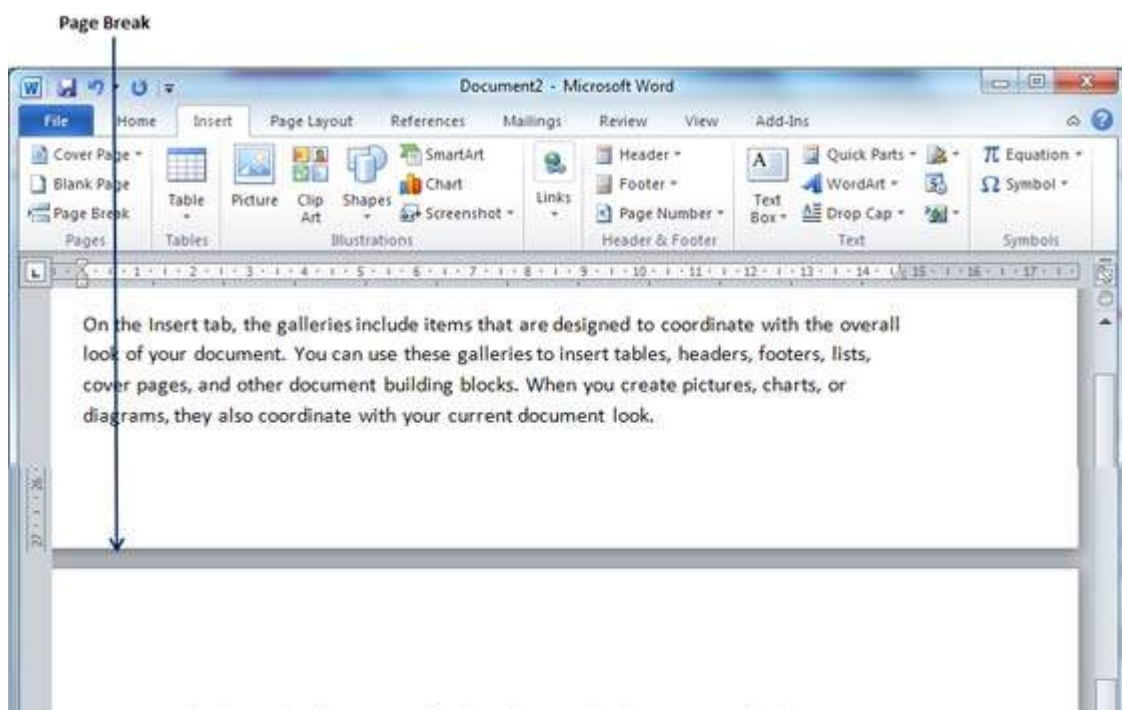
Step 1: Bring your insertion point immediately before the text that you want to appear on a new page.

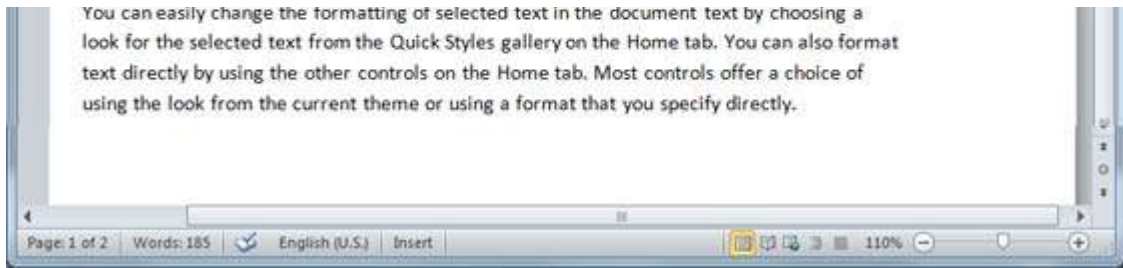
Step 2: Click the **Insert tab**, and click **Page Break** button available in the Pages group.



Insertion Point

Word inserts a page break and moves all text after the page break onto a new page. You can also use **Ctrl + Enter** keys to create a page break at the pointed location.





Delete a Page Break

Just put insertion point on previous page of the page break you want to delete. Press **Delete** key multiple times until both the pages get merged.

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