

INSERT PAGE BREAKS IN WORD 2010

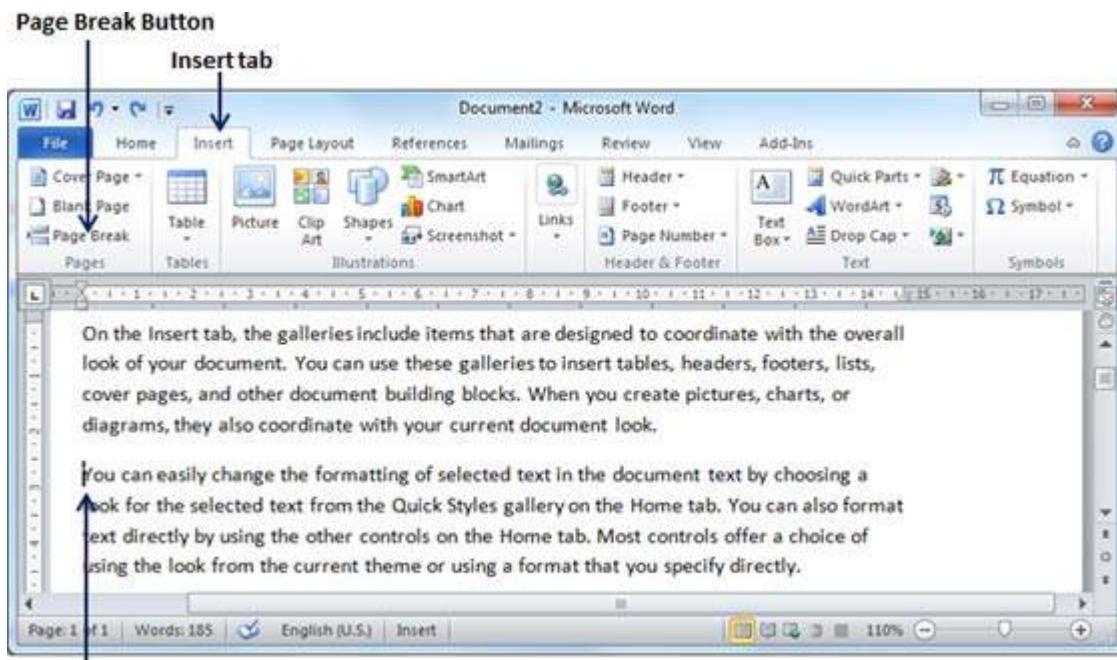
Microsoft Word automatically starts a new page when the current page becomes filled with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

Insert Page Breaks:

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

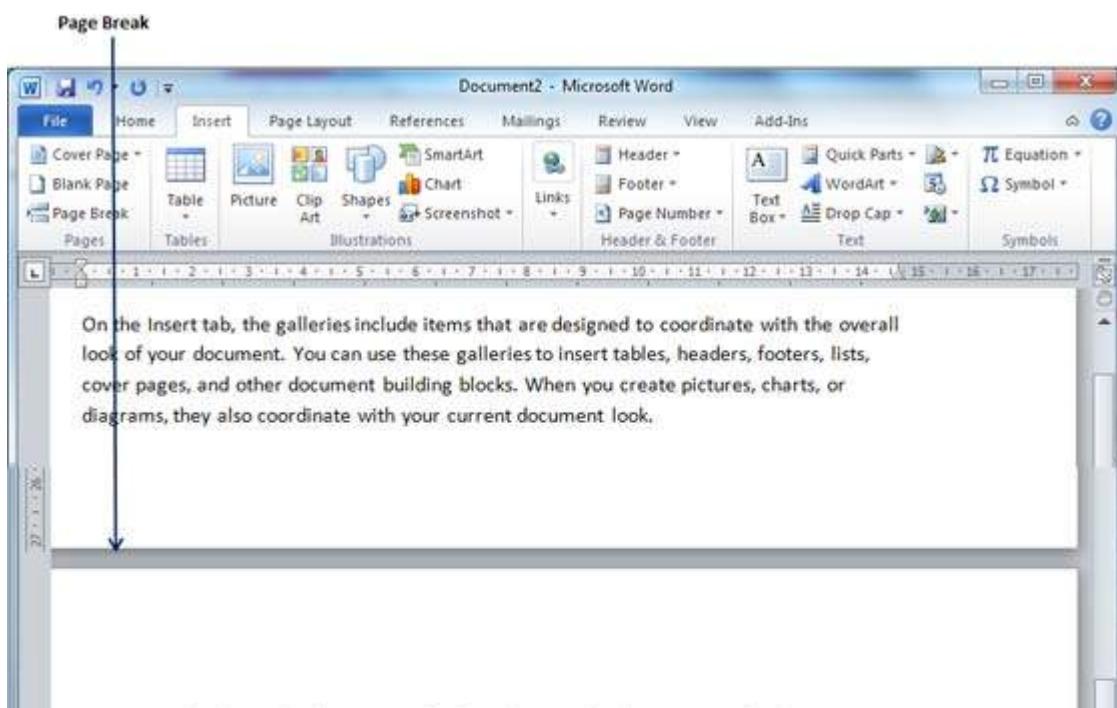
Step 1: Bring your insertion point immediately before the text that you want to appear on a new page.

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.



You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



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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