

# Tips and Tricks for the Teacher's Toolbox

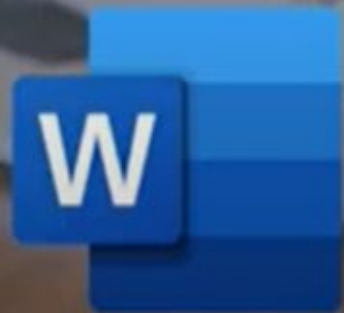
**Breaks and Page Numbers  
in MS Word**

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ON THE BLOG

# Working with breaks in Word

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# Working with Page Breaks in Microsoft Word

*This Page Breaks for Microsoft Word tutorial is suitable for users of Word 2010/2013/2016/2019 and Microsoft 365.*

## **Objective**

Insert Page Breaks in Microsoft Word and Sections Breaks into Microsoft Word to control the layout and formatting.

## **Page Breaks in Microsoft Word Explained**

If you have ever struggled to get a long Word document to look exactly as you would like, it might be that you need to brush on using breaks. Breaks allow you to split up your text into independent 'chunks' and apply formatting or layout options to just that specific chunk.

There are two types of breaks that you can use in a Word document. The first is a page break, and the second is a section break. In this tutorial, we are going to explore the usage of both.

Page Breaks in Microsoft Word



TITLE

TOC

1

2



# Ultimate Microsoft Word Page Numbering Guide



0:05 / 5:07



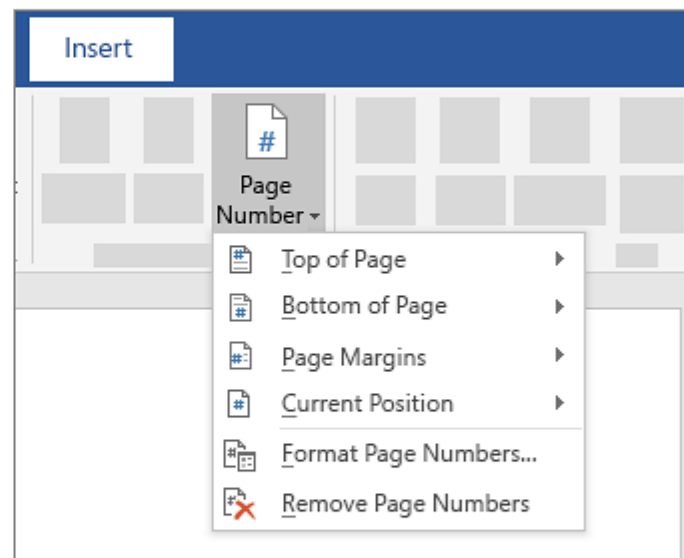


# Page numbering in Word

Word for Microsoft 365, Word for Microsoft 365 for Mac, Word 2019, Word 2019 for Mac, [More...](#)

A header or footer can contain text, information about the document, or even images. However, the most common elements in a header or footer are page numbers. Page numbers can be continuous though a document, all but the first page, or start over in each section.

**Note:** The best way to work with page numbers is in Word on a laptop or desktop computer, rather than in a web browser or mobile app.



Windows

macOS



Common tasks

Fine-tuning

Other resources



We hope this information  
was informative and useful to you!