

**Page Break, Page Number, Date and Time, Line Break in MS Word**

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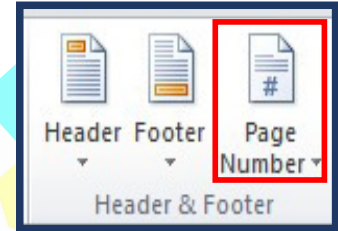
**Microsoft Word**

**Module 17 - Page Break, Page Number, Date and Time, Line Break in MS Word**

**Header Footer Group (Insert Menu)**

**Page Number**

A page number is a sequential number assigned to each page of a document to help organize and navigate through it. Page numbers are commonly used in printed documents, reports, books, and digital files to indicate the order of pages and to help readers easily locate specific sections or content.

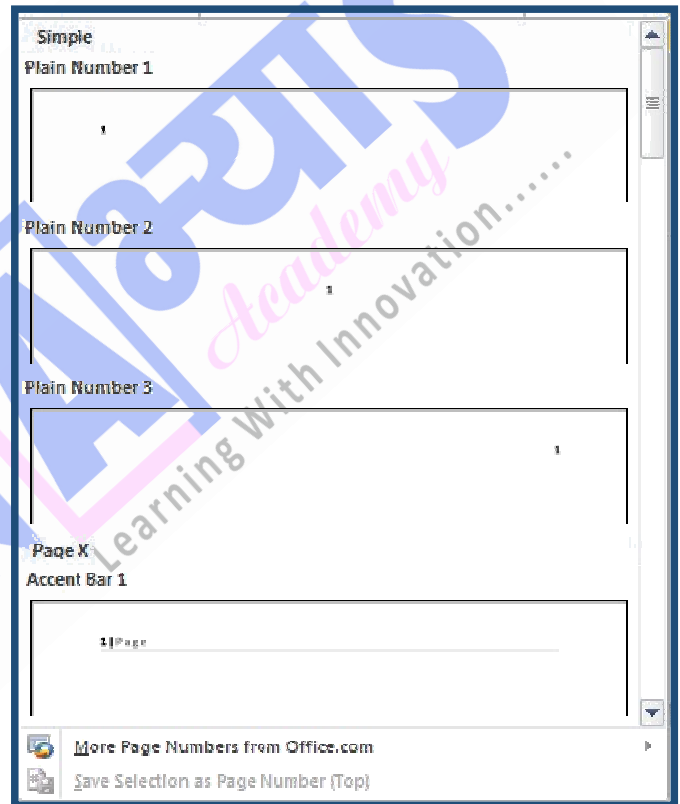


**Key Points About Page Numbers:**

**Sequential Numbering:** Page numbers are typically assigned in sequential order (1, 2, 3, etc.) throughout the document.

**Placement:** Page numbers can be placed in different locations within the document:

- **Header:** At the top of the page.
- **Footer:** At the bottom of the page.
- **Margin:** On the side or edge of the page.



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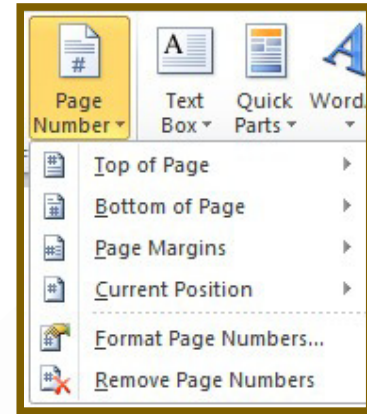
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**Insert Page Number**

In Microsoft Word, page numbers are sequential numbers assigned to each page in a document to help organize and navigate through it. They are typically placed in the header or footer of each page and can be customized in various formats, such as Arabic numerals (1, 2, 3), Roman numerals (i, ii, iii), or letters (a, b, c).

**To insert page numbers in Word:**

- Go to the Insert tab in the Ribbon.
- Click on Page Number in the Header & Footer group.
- Choose the desired location and style for the page number.



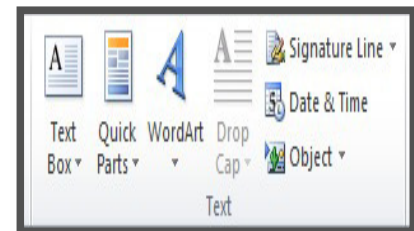
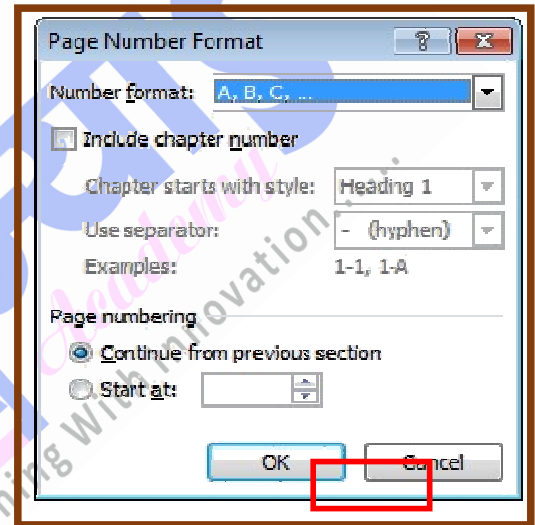
**Format Page Number**

The "Format Page Number" feature in MS Word allows you to customize the appearance, style, and starting point of page numbers in a document.

**Text Group (Insert Menu)**

In the Insert tab of Word 2010, the Text group contains a variety of options to insert and manage text elements in the document. These options include:

- **Text Box** - Allows you to insert a preformatted text box or draw your own.
- **Quick Parts** - Offers options like building blocks, document properties, and reusable text.
- **WordArt** - Provides artistic text styles for decorative headings or titles.
- **Drop Cap** - Adds a large, decorative first letter to a paragraph.
- **Date & Time** - Inserts the current date and time in various formats.
- **Signature Line** - Inserts a place for digital signatures in the document.
- **Object** - Lets you insert files or objects from other programs into the document.



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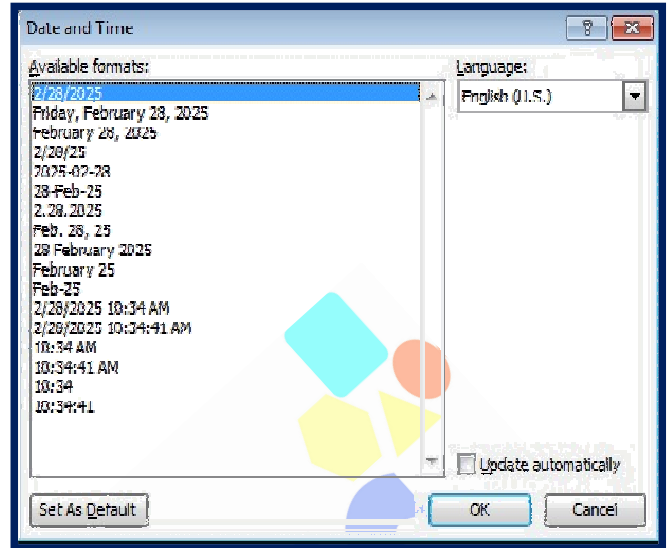
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**Date and Time**

The "Date and Time" feature in Word allows you to insert the current date and time into your document in various formats. You can choose from a list of predefined formats or customize the display to suit your needs.

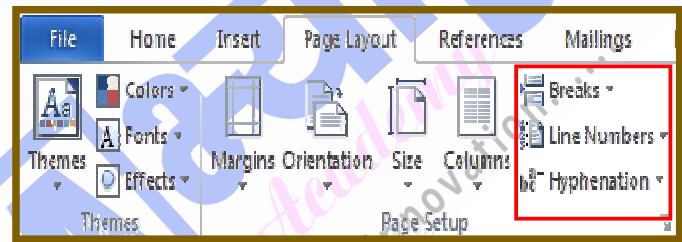


**Default Date and Time in MS Word**

The default date and time format in Word is typically based on the system's regional settings, often displayed in the format Month Day, Year (e.g., February 28, 2025). However, it can vary depending on the language and region settings of your computer.

**Page Set Up Group (Page Layout)**

In MS Word, the Page Layout tab contains various tools for adjusting the overall appearance and formatting of the document's layout.



The Page Setup group within this tab includes several key options:

- **Margins** - Allows you to set the margins of the document (e.g., Normal, Narrow, Custom).
- **Orientation** - Lets you choose between Portrait or Landscape page orientation.
- **Size** - Enables you to select the page size, such as Letter, A4, or custom sizes.
- **Columns** - Allows you to create and adjust columns for your document's content.
- **Breaks** - Inserts page, section, or column breaks for better document organization.
- **Line Numbers** - Adds line numbers to your document, useful for legal or technical documents.
- **Hyphenation** - Controls automatic word hyphenation to improve text flow.

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**Breaks in MS Word**

In Microsoft Word, the term "break" refers to several types of breaks that you can insert to control how text and content are formatted or organized within a document. These include:

**Page Break:**

- A page break forces content to move to the next page. This is useful when you want to start a new section, chapter, or other distinct portion of content on a new page without adding extra blank space.

- To insert a page break, you can press Ctrl + Enter or go to the Insert tab and click on Page Break.

**Section Break:**

- Section breaks allow you to divide a document into sections that can have different formatting settings. This is useful if you need to apply different page orientations, margins, headers, footers, or column layouts to different parts of the document.

- To insert a section break, go to the Layout tab, click on Breaks, and choose from different types of section breaks (Next Page, Continuous, Even Page, Odd Page).

**Column Break:**

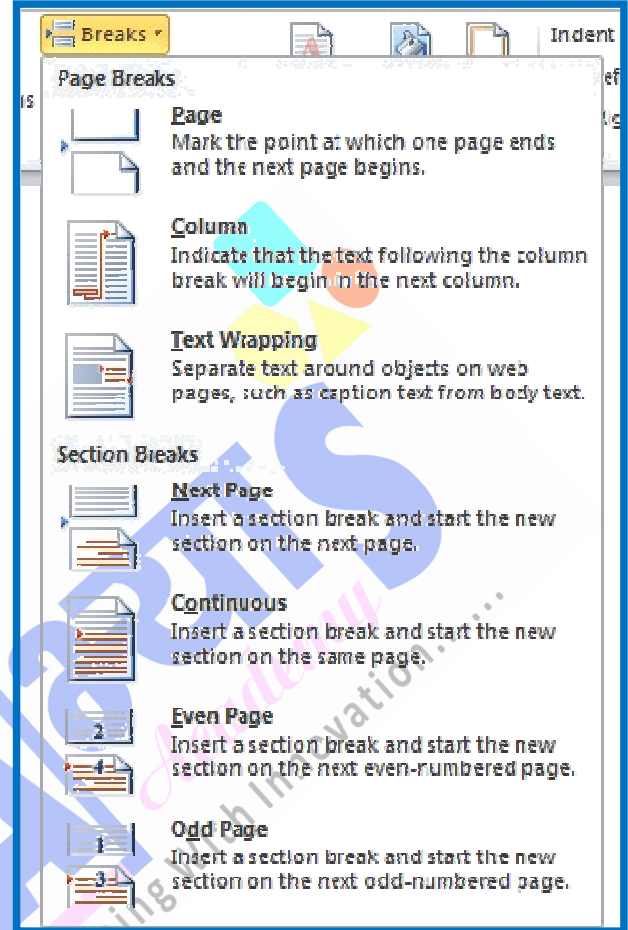
- A column break forces text to move to the next column in a multi-column layout, typically used in newsletters or brochures.

- To insert a column break, go to the Insert tab, then select Break, and choose Column.

**Line Break (Shift + Enter):**

- A line break moves the cursor to the next line without creating a new paragraph. It is useful when you want to start a new line within the same paragraph.

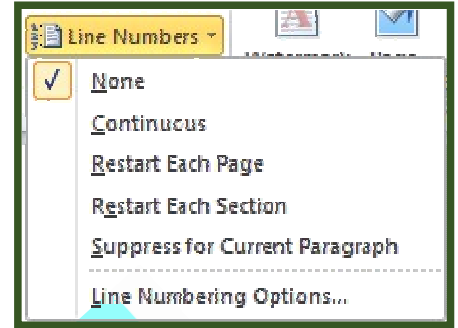
- To insert a line break, hold Shift and press Enter.



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**Line Number**

In Microsoft Word, line numbers are used to number each line of text in a document. This feature is particularly helpful in legal, academic, and technical documents where referencing specific lines of text is necessary. Line numbers allow you to quickly identify and refer to particular lines, especially in large documents.



**Types of Line Numbering in Word:**

**Continuous Line Numbering:**

- This type numbers the lines sequentially from the start of the document to the end, without resetting after each page or section.
- It is often used in legal and academic contexts, where referencing a specific line in the entire document is important.

**Restart Each Page:**

- Line numbering starts from 1 at the beginning of each page. This is useful when you need to reference lines within a specific page.
- This format is often used in legal documents to keep numbering separate for each page.

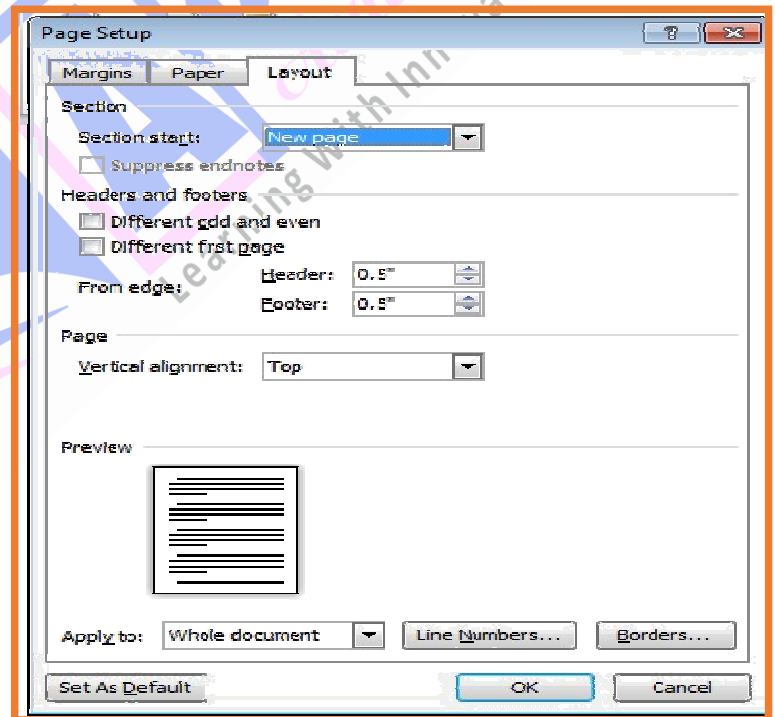
**Restart Each Section:**

- This type of numbering restarts from 1 at the beginning of each section in the document. Sections are typically defined using section breaks.
- It is often used for documents with multiple parts or chapters, where the line numbering needs to be reset at the start of each section.

• This option allows you to suppress (or hide) line numbers for a specific paragraph while keeping them active for the rest of the document.

**Suppress for Current Paragraph:**

- This is helpful if you have a heading, title, or other content that you don't want to be numbered.



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**Line Number Option**

The Line Number option in Microsoft Word allows you to add numbers to the lines of text in your document. This is particularly useful in legal, academic, or technical documents where referring to specific lines is necessary. The line numbering helps you quickly identify and reference specific parts of your document, especially in large texts.

**Hyphenation in MS Word**

**Hyphenation** in Microsoft Word refers to the process of splitting words at the end of a line to make text fit more neatly within the margins of the page. Instead of leaving large gaps or uneven spaces between words, Word automatically divides long words at appropriate places, improving the overall appearance of the text and making it easier to read.

**How Hyphenation Works?**

When a word is too long to fit at the end of a line, Word will break it at an appropriate syllable (usually where there is a natural break in pronunciation or spelling), inserting a hyphen (-) at the end of the first line and continuing the word on the next line.

For example:

Instead of: "The quick brown fox jumps over the lazy dog."

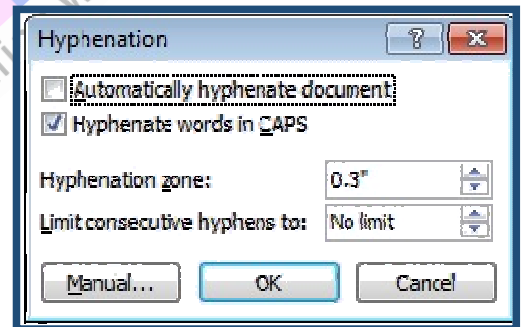
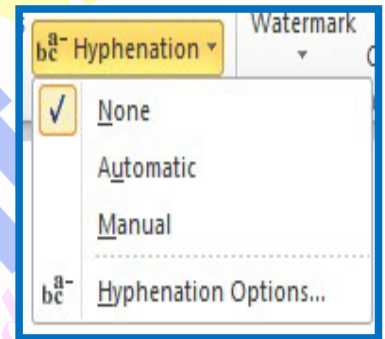
You might get: "The quick brown fox jumps over the lazy dog."

If the line ends and there's not enough space for "jumps," Word might break it into:

"The quick brown fox jumps over the lazy dog."

**Hyphenation Option**

The Hyphenation option in Microsoft Word allows you to control how Word handles the breaking of words at the end of lines to improve text alignment and readability. You can choose whether to automatically or manually apply hyphenation, or disable it entirely, depending on your needs.



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Make this Assignment in MS Word

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Seattle, WA 98144 | (555) 555-5555 | example@example.com

April 27, 2023

Charlotte Williams, Hiring Manager  
Commercial Interior Design  
Seattle, WA 98109  
555-555-5555  
example@example.com

Dear Charlotte Williams,

I write in response to your advertisement seeking a receptionist at **Commercial Interior Design**. As highly competent receptionist, I bring a professional, friendly and enthusiastic attitude to this role.

In my most recent position, I maintained an exceedingly functional workspace while managing the reception area at **New Sentinel**. I have a knack for problem-solving and work well independently and with little oversight. I respond to requests from colleagues and clients in a timely manner and am adept at prioritizing multiple ongoing projects.

Additionally, I am proficient in:

- Writing correspondence and developing reports from dictation, handwritten notes and documents.
- Presenting a neat, organized and professional entrance area to clients and vendors
- Maintaining security procedures for over 80 visitors per day and 100 employees
- Managing written, in-person and email correspondence.

I am a self-starter and excel at managing visitors, multiline phone systems and business correspondence. I am also deeply familiar with Microsoft Office software and adapt quickly to new programs. As a part of the team at **Commercial Interior Design**, I hope to provide you with reliable and efficient reception services that support your business and client goals.

My resume and references are attached. I look forward to speaking with you soon and will call this week to set up an appointment. Thank you for your time and consideration.

Sincerely,  
Madison Garcia

