

Microsoft Word - Numbering Lines



Numbering Lines.

Word can automatically number each line of a document, making it easier for discussions and reviewing.

It is possible to show or hide line numbers to only selected text by selecting the text you require.

Preview Numbering Lines:

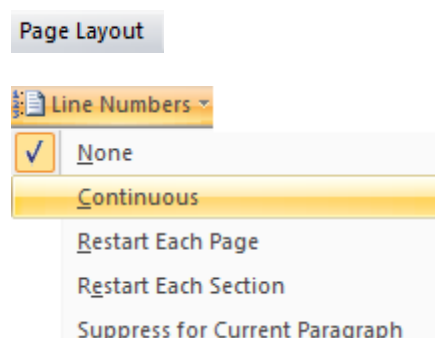
- 1 ABC COMPANY TRAINING CENTRES LTD
- 2 ABC COMPANY were founded in 1981, and has successfully expanded its
- 3 operations over the last 20 years to become one of the major independent
- 4 providers of quality training services in the field of Information Technology
- 5 and Personal Development Skills.

- 6 It is widely recognised that people are the most important asset to any
- 7 organisation and we believe that effective training provides a powerful
- 8 advantage for every individual to achieve their full potential in the workplace.

- 9 ABC COMPANY has always maintained a commitment to excellence and we
- 10 are continually striving to enhance our reputation for providing quality courses
- 11 at an affordable price. We have a flexible approach to training, which enables
- 12 us to satisfy almost any training requirement within the scope of our
- 13 extensive portfolio, and we guarantee to deliver training which is effective,
- 14 stimulating and enjoyable so that every delegate achieves optimum business
- 15 benefits.

1. **Click** on the **Page Layout** tab.

2. **Click** the **Line Numbers** button and select from the following options.



None: Removes line numbers from the document.

Continuous: Add line numbers starting from line one.

Restart Each Page: Restarts line numbering on each page of the document.

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Restart Each Section: Restarts line numbering at each section of the document.

Suppress for Current Paragraph: Removes line numbering for selected text.