

Microsoft Word - Inserting Page Numbers and Date and Time



Inserting Page Numbers and Date and Time.

1. Click on the **Insert** tab.

Insert

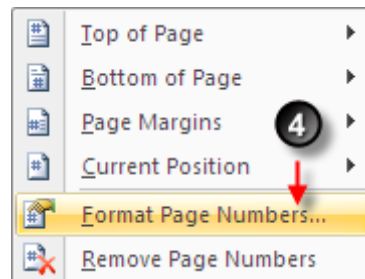
A screenshot of the Microsoft Word ribbon showing the 'Header & Footer' group. The 'Page Number' button is highlighted with a red arrow and a circled '2'. A dropdown menu is open, showing options: 'Top of Page', 'Bottom of Page', 'Page Margins', 'Current Position', 'Format Page Numbers...', and 'Remove Page Numbers'. A red arrow points to 'Bottom of Page' with a circled '3'. Below the ribbon, a task pane shows various page number styles: 'Simple', 'Plain Number 1', 'Plain Number 2', 'Plain Number 3', 'Page X', and 'Accent Bar 1'. The 'Bottom of Page' style is selected, and a button at the bottom says 'Save Selection as Page Number (Bottom)'. The main document area shows a page with the number '1' at the bottom.

2. Click on the **Page Number** button.
3. **Point** to the position you want.

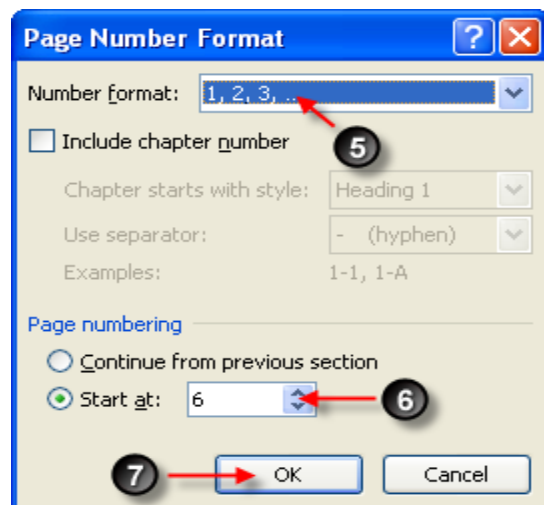
Top of Page
Bottom of Page
Page Margins
Current Position.

then **select** a position.

4. Click the **Page Number** → **Format Page Numbers**.



5. Click on the **Number Format** list arrow to select number scheme.

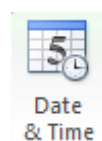
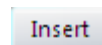


6. Select the **Start Number**.

7. Click **Ok**.

Inserting a Date or Time.

1. Select the page and location where you require to insert a date or time → **Insert** tab.
2. Click on the **Date & Time** Button.



3. If necessary select the required language.
4. Select Update automatically if you wish the date & time to **update automatically**.
5. **Select the Time** format.
6. To set the current date & time (based on you computer's clock) as the default, Click **Default**, and click **Yes** to the confirmation box that is displayed.
7. Click **Ok**.

