Creating Page Numbers in Landscape Orientation

- In this tutorial, you will learn how to create page numbers in landscape orientation within your Microsoft Word 2010 document.
- The ORIENTATION button on the PAGE LAYOUT tab may be used to change the page orientation.
- The PAGE NUMBER button on the INSERT tab can be used to create a page number.

Locating the Orientation Button

Locating the Page Number Button

To locate the ORIENTATION button, click the PAGE LAYOUT tab. The ORIENTATION button can be found on the PAGE SETUP group.

To locate the PAGE NUMBER button, click the INSERT tab. The PAGE NUMBER button can be found on the HEADER & FOOTER group.
Changing the Page Orientation

Step 1: Open your Microsoft Word document and locate the PAGE LAYOUT tab. In this example, we will assume you would like to change the page layout of your document to landscape orientation.

Step 2: Click the PAGE LAYOUT tab to display the groups and buttons on the tab. Then click the ORIENTATION button on the PAGE SETUP group to open the ORIENTATION menu.

Step 3: Select LANDSCAPE on the ORIENTATION menu to change the page layout to LANDSCAPE orientation.

Introduction

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities...
Inserting a Page Number in Landscape Orientation

Step 4: Click the INSERT tab to display the groups and buttons on the tab. Then click the PAGE NUMBER button on the HEADER & FOOTER group to open the PAGE NUMBER menu.

Step 5: In this example, we will assume you would like to insert page numbers in the center of the footer section on the page. Click the BOTTOM OF PAGE option on the menu to display the page number options.
Step 6: Select **PLAIN NUMBER 2** to insert a page number in the center of the footer section.

Finish: By following the steps above, you can create page numbers in landscape orientation within your document.

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