

Insert and remove page numbers on worksheets

If you want numbers shown on pages when you print a worksheet, you can insert page numbers in the headers or footers of the worksheet pages. Page numbers that you insert are not displayed on the worksheet in Normal view — they are shown only in Page Layout view and on the printed pages.

You can insert page numbers for a worksheet in Page Layout view, where you can see them, or you can use the **Page Setup** dialog box if you want to insert page numbers for more than one worksheet at the same time. For other sheet types, such as chart sheets, you can insert page numbers only by using the **Page Setup** dialog box.

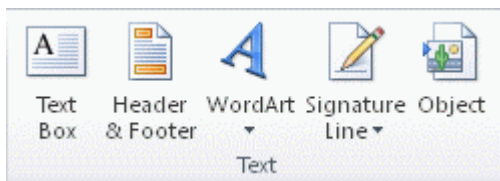
By default, pages are numbered in sequential order starting with page 1, but you can start the sequence with a different number. You can also change the order in which the pages are numbered.


Insert page numbers on a single worksheet

You can insert page numbers for a single worksheet by using Page Layout view. Page numbers are useful if your worksheet contains many rows and prints as multiple pages.

Show All +

1. Click the worksheet for which you want to insert page numbers.
2. On the **Insert** tab, in the **Text** group, click **Header & Footer**.



NOTE Microsoft Excel displays the worksheet in Page Layout view. You can also click  on the status bar to display **Page Layout** this view.

3. On the worksheet, click **Click to add header** or **Click to add footer**.

This displays the **Header & Footer Tools**, adding the **Design** tab.

4. To specify where in the header or footer you want the page number to appear, click inside the **Left section**, **Center section**, or **Right section** box of the header or footer.
5. On the **Design** tab, in the **Header & Footer Elements** group, click **Page Number**.

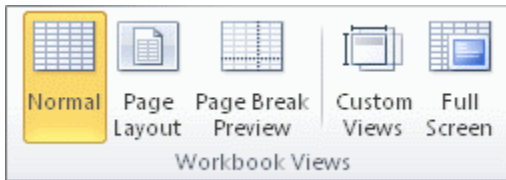


The placeholder **&[Page]** appears in the selected section.

6. To add the total number of pages, type a space after **&[Page]**, type the word **of** followed by a space and then, in the **Header & Footer Elements** group, click **Number of Pages**.

The placeholder **&[Page] of &[Pages]** appears in the selected section.

- Click anywhere outside the header or footer area to display the actual page numbers in Page Layout view.
- After you have completed working in Page Layout view, on the **View** tab, in the **Workbook Views** group, click **Normal**.



TIP You can also click **Normal** on the status bar.

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Insert page numbers in multiple worksheets

You can insert page numbers on multiple worksheets in your workbook by using the **Page Setup** dialog box. This lets you add page numbers to multiple worksheets in a workbook, but each worksheet contains its own set of page numbers. For example, if your workbook contains two worksheets that are both two pages long, the first worksheet will contain two pages numbered 1 and 2.

The second worksheet will also contain two pages numbered 1 and 2.

TIP To add page numbers to all worksheets in a workbook sequentially, you must change the number that each worksheet starts with. For more information, see [Start numbering pages by using a different number](#).

- Click the worksheets or chart sheets to which you want to add page numbers.

How to select multiple worksheets


TO SELECT	DO THIS
A single sheet	Click the sheet tab. If you don't see the tab that you want, click the tab scrolling buttons to display the tab, and then click the tab.
Two or more adjacent sheets	Click the tab for the first sheet. Then hold down SHIFT while you click the tab for the last sheet that you want to select.
Two or more nonadjacent sheets	Click the tab for the first sheet. Then hold down CTRL while you click the tabs of the other sheets that you want to select.
All sheets in a workbook	Right-click a sheet tab, and then click Select All Sheets on the shortcut menu.

- On the **Page Layout** tab, in the **Page Setup** group, click the Dialog Box Launcher next to **Page Setup**.




- In the **Page Setup** dialog box, on the **Header/Footer** tab, click **Custom Header** or **Custom Footer**.


4. To specify where in the header or footer you want the page number to appear, click inside the **Left section**, **Center section**, or **Right section** box.

5. To insert numbers, click the **Insert Page Number** button 


The placeholder **&[Page]** appears in the selected section.

6. To add the total number of pages, type a space after **&[Page]**, type the word **of** followed by a space, and then click the **Insert Number of Pages** button 

The placeholder **&[Page] of &[Pages]** appears in the selected section.

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Set a different number for the starting page


TIP To number all of the worksheet pages in a workbook sequentially, first add page numbers to all worksheets in a workbook, and then use the following procedure to begin the page number for each worksheet with the appropriate number. For example, if your workbook contains two worksheets that with both be printed as two pages, you would use this procedure to begin the page numbering for the second worksheet with the number 3.  next to **Page Setup**.

1 On the **Page Layout** tab, in the **Page Setup** group, click the Dialog Box Launcher




2 On the **Page** tab, in the **First page number** box, type the number that you want to use for the first page.

TIP To use the default numbering system, type **Auto** in the **First page number** box.

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Change the order in which pages are numbered

By default, Excel numbers and prints pages from the top down and then left to right on the worksheet, but you can change the direction to number and print pages from left to right and then from the top down.


1. Click the worksheet for which you want to change the numbering order.  next to **Page Setup**.

2. On the **Page Layout** tab, in the **Page Setup** group, click the Dialog Box Launcher




3. On the **Sheet** tab, under **Page order**, click **Down, then over** or **Over, then down**.

TIP The direction of each option is displayed in the preview box.

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Remove page numbers

1. Click the worksheets or chart sheets for which you want to remove page numbers.

 How to select multiple worksheets

TO SELECT	DO THIS
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A single sheet

Click the sheet tab.



If you don't see the tab that you want, click the tab scrolling buttons to display the tab, and then click the tab.



Two or more adjacent sheets Click the tab for the first sheet. Then hold down SHIFT while you click the tab for the last sheet that you want to select.

Two or more nonadjacent sheets

Click the tab for the first sheet. Then hold down CTRL while you click the tabs of the other sheets that you want to select.

All sheets in a workbook

Right-click a sheet tab, and then click **Select All Sheets** on the shortcut menu.

 next to **Page Setup**.

2. On the **Page Layout** tab, in the **Page Setup** group, click the Dialog Box Launcher



3. On the **Header/Footer** tab, in the **Header** or **Footer** drop-down box, click **(none)**.

NOTE You may have to scroll to the top of the list to click **(none)**.