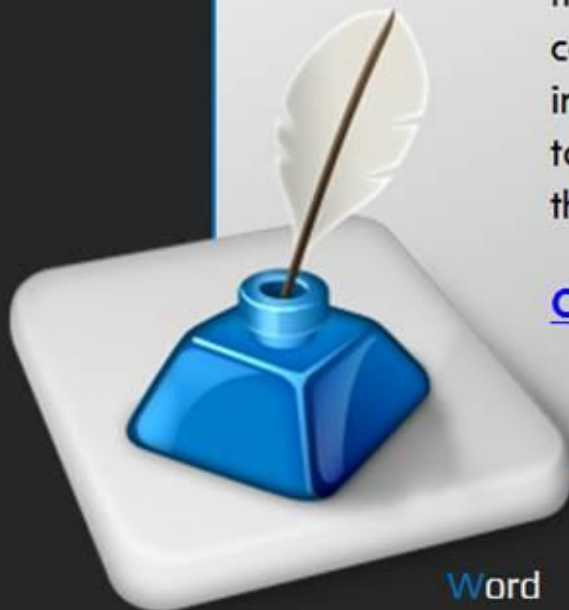


Dealing with a Blank Page After a Table at the End of a Document

If there is a table at the end of your document and it completely fills the last page, you will notice that Word will insist having an extra blank page/paragraph after the table. When you try to delete this, you still can't get rid of this extra page.

[Click here](#) to view how you can deal with this blank page.

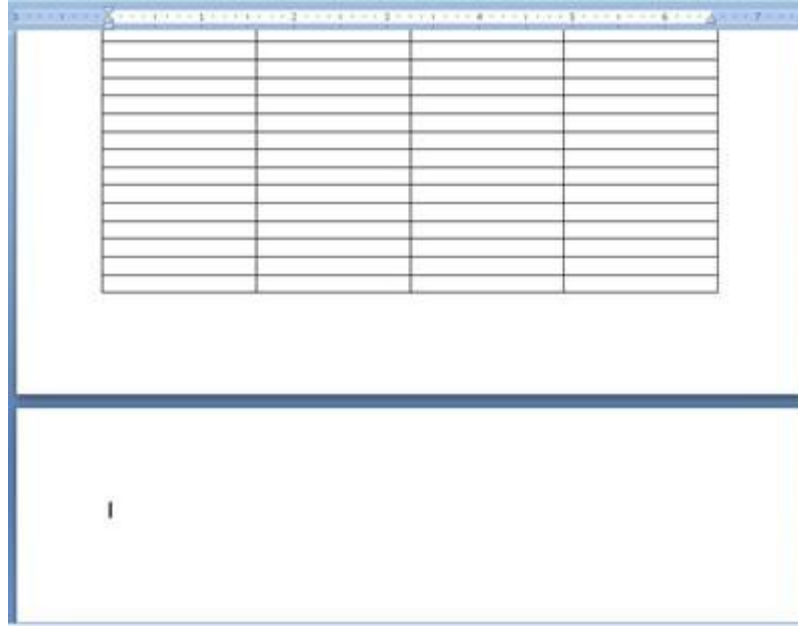


Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various
office and branch applications.

Dealing with a Blank Page After a Table at the End of a Document

If there is a table at the end of your document and it completely fills the last page, you will notice an extra blank page after the table.

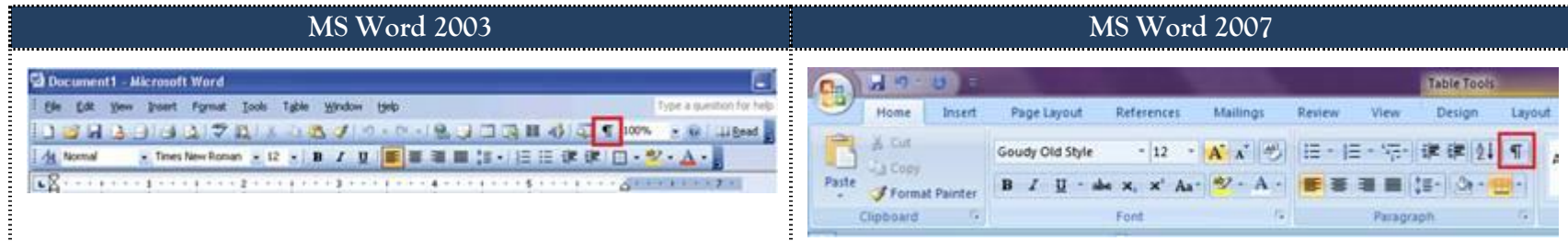


The 'Blank' page/paragraph following the table at the end of your document is not really blank. This blank contains an invisible empty paragraph, which cannot be deleted because it marks the end of the document and contains much of the formatting of the entire document.

Although you can't remove/delete this, you can format this to make it very small. This will 'pull up' the paragraph mark so it appears at the bottom of the last page, removing the extra blank page.

Here's how:

1. You may want to see the hidden empty paragraph. To do this, press **CTRL + SHIFT + *** or click the **Show/Hide ¶** button on the Standard toolbar:

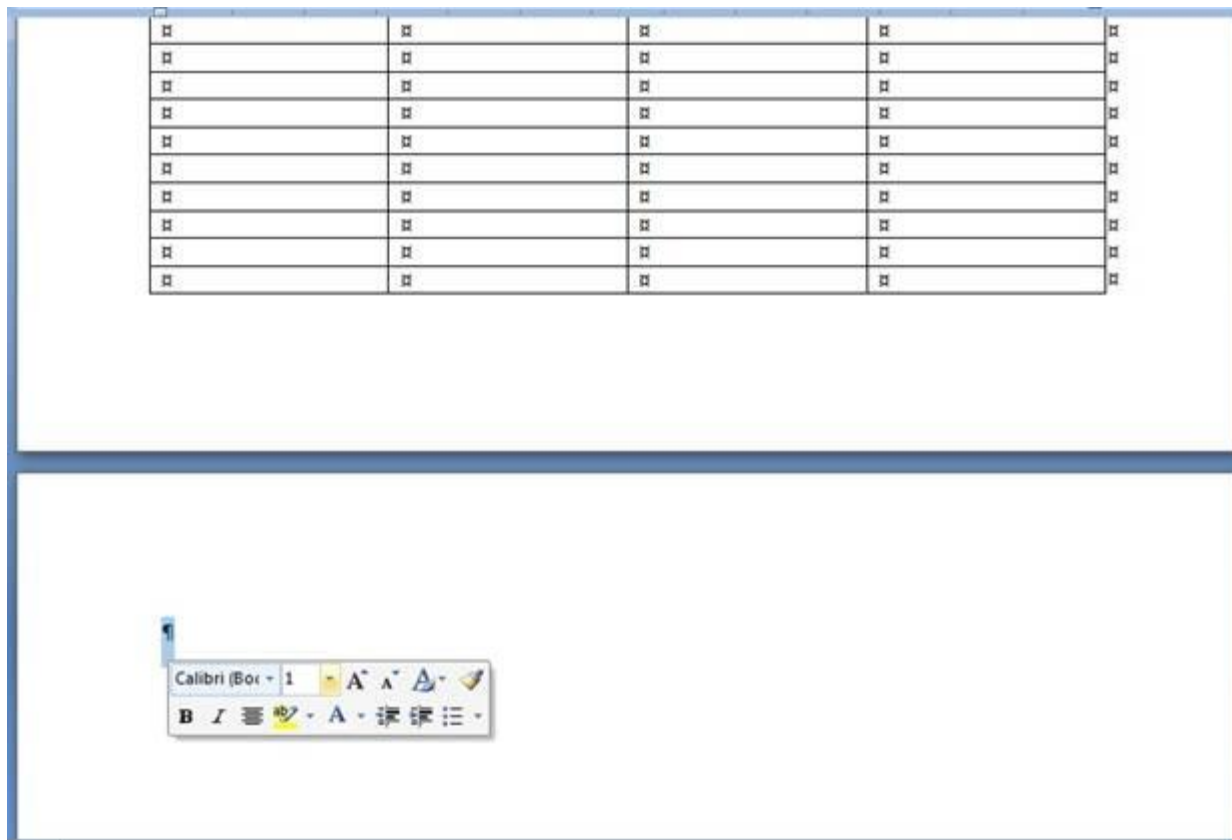


2. You will see a lot of markings that may be unfamiliar to you in the table and this mark ¶ at the end. Every time you see that mark, it indicates an empty paragraph.

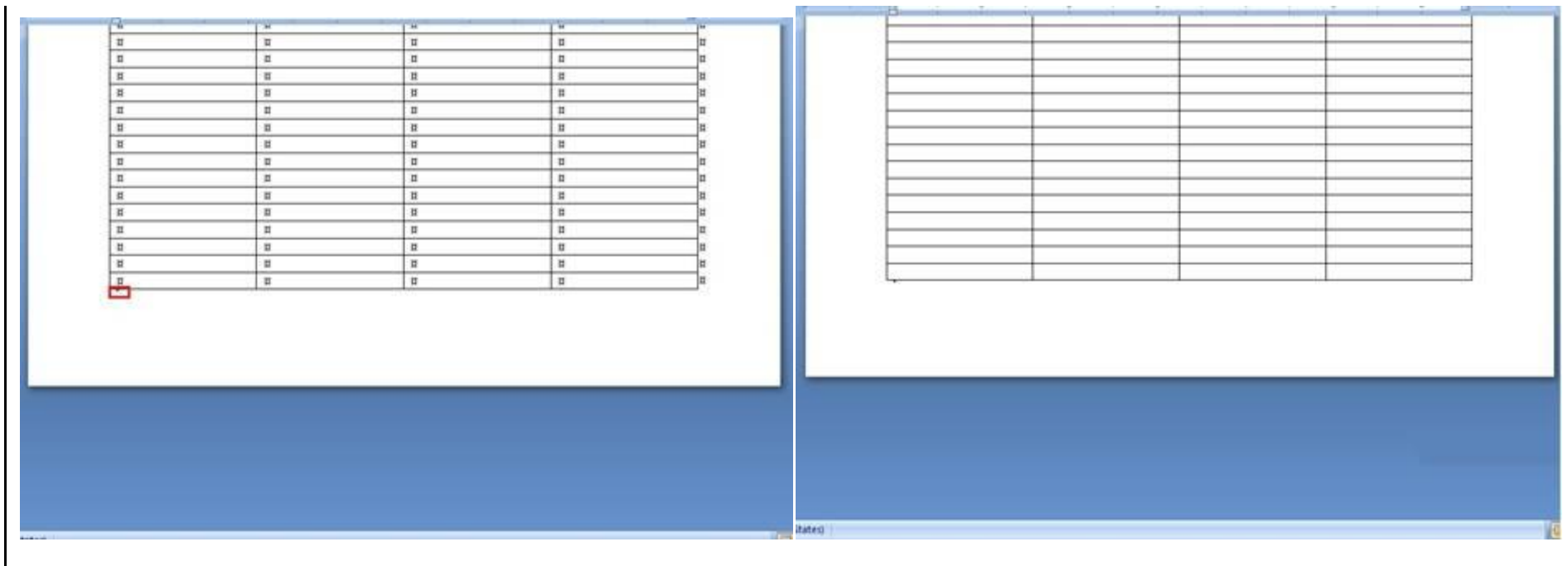
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3. Select the paragraph mark ¶ and format the font size to 1 point. You may need to make the paragraph line spacing 1 point as well. This will make the paragraph small enough to fit on the previous page.



4. Now, the empty paragraph fits on the same page where the table ends. You may now hide the empty paragraph and all the unfamiliar markings in the table by pressing **CTRL + SHIFT + *** or by clicking the **Show/Hide ¶** button on the Standard toolbar again.



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