Header and Footer

**Objective:** A header and footer is a form of text located at the top and bottom margins of a Microsoft Word document. It is used to add useful and important information such as date and time, author’s name and more to a word document.

**Uses:** Page number, letter address, document title, company logo, etc.

**Required Materials:** A computer, an updated version of Microsoft Word 2013, computer keyboard, computer mouse, monitor

**Header and Footer Instructions:**

1. Open Microsoft Word.
2. Create a new blank document.
3. Click “INSERT” on top left corner of menu bar.
4. Located on the right side, click the “Header” tab.
5. Select preferred style.
6. One of the following automatic texts will appear in the Header or Footer’s margins:
   1. [Type Here]
   2. [Document Title]
7. Double click on the automatic text.
8. Delete automatic text and type new desired text.
9. Click “Close Header and Footer” button located on the far right side.

Footer Instructions:

1. Open Microsoft Word.
2. Create a new blank document.
3. Click “INSERT” on top left corner of menu bar.
4. Located on the right, click the “Footer” tab.
5. Select preferred style.
6. One of the following automatic texts will appear in the Header or Footer’s margins:
   1. [Type Here]
   2. [Date]
   3. [Author]
   4. [Page Number]
7. Double click on the automatic text.
8. Delete automatic text and type new desired text.
9. Click “Closer Header and Footer” button located on the far right side.