Dear Students,

We are now going to practice inserting a header and a footer. The header and footer is NOT where the title goes. Instead, the header and footer are just where extra information or notes go. For example you can put the date and your name!

Please double click at the very top of your page. A header will automatically pop up.

Write today’s date in the header!

Now double click at the very bottom of your page. A footer will automatically pop up.

Write your student number and name in the footer.

Good Job! Now your know how to use a header and footer!