ACTIVITY 2: HEADERS AND FOOTERS

New Skills Reinforced:

In this activity, you will practice how to:
1. insert headers and footers in a document.
2. insert page numbers in a document.
3. insert page breaks.
4. print preview a document.

Activity Overview:

There are many types of documents that require the same information to appear on every page. Open any of your favorite books or magazines and you will notice page numbers, book titles, or chapter names on the top or bottom of each page. Another great example of this is a school assignment. A typical assignment from your instructor may require your name to appear on your work. A great way to provide that information without altering the setup of your document is with the use of a header or footer.

Headers are areas of text that are typed once and appear at the top of each page within the document. Footers contain text that has been typed once and appear at the bottom of each page. Headers and footers may also contain page numbers, dates, and file names. They can be very useful for long documents. In this activity, you will practice creating a header and footer in a document.

Instructions:

1. Open a NEW document in Word.
2. For this activity, the font should be set to Times New Roman, the font size to 10 point.
3. Select the view headers and footers command.

NEW SKILL 4. Create a header that contains the following information as shown in **Figure 2-1**:

    a. Type your name (in all caps), then hit the TAB.

    b. Type the text "ACTIVITY 2: HEADERS AND FOOTERS" (in all caps), then hit TAB.

    c. Type the current date (in all caps).

5. Switch to the footer command.

NEW SKILL 6. In the center of the footer, type the word "PAGE" (in all caps) and insert the page number as shown in **Figure 2-2**.

7. Close the header and footer.

8. At the top of the page, type the text "This is page one."

NEW SKILL 9. Insert a page break by pressing CTRL+ENTER.

10. At the top of page two, type the text "This is page two."

NEW SKILL 11. Print preview your document to be sure that both pages show the header and footer. Be sure the page number in the footer is correct as shown in **Figure 2-3**.

12. Carefully proofread the document for spelling, grammar, and accuracy.

13. Save the document as First & Last Name, HEADFOOT

14. Email file to your instructor. Subject line should be the same as your document name.
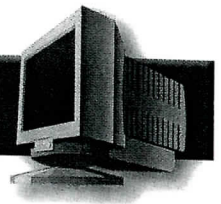
Figure 2-1

Header

YOUR NAME   Tab →   ACTIVITY 2: HEADERS AND FOOTERS   Tab →   CURRENT DATE

Figure 2-2

Footer

PAGE #

Figure 2-3

YOUR NAME   ACTIVITY 2: HEADERS AND FOOTERS   CURRENT DATE

This is page one.

PAGE 1

YOUR NAME   ACTIVITY 2: HEADERS AND FOOTERS   CURRENT DATE

This is page two.

PAGE 2