



Header & Footer

- ❖ On the Insert tab, click Header & Footer .
- ❖ In the Slide tab select the Footer checkbox, and then type the footer text that you want.
- ❖ Click Apply to All.

Header and Footer

Slide Notes and Handouts

Include on slide

Date and time

Update automatically

12/15/2020

Language: English (United States) Calendar type: Western

Fixed

12/15/2020

Slide number

Footer

microsoft

Don't show on title slide

- ❖ Check date & time and slide number to add that to your slide.
- ❖ To stop the footer from appearing on the title slide, check Don't show on title slide.
- ❖ Click Apply to All. Or, if you want the footer information only on the selected slide, click Apply instead of Apply to All.

