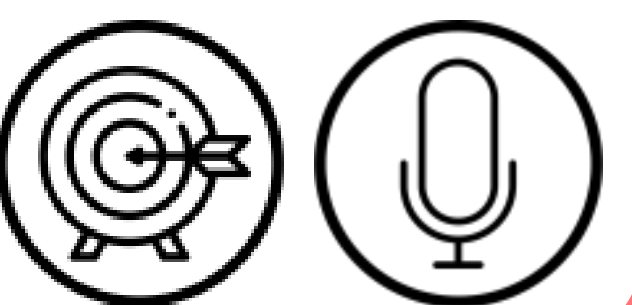




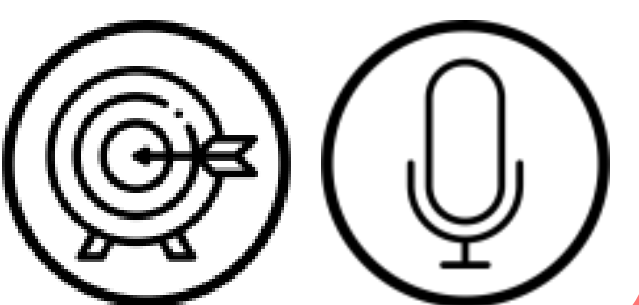
Header & Footer





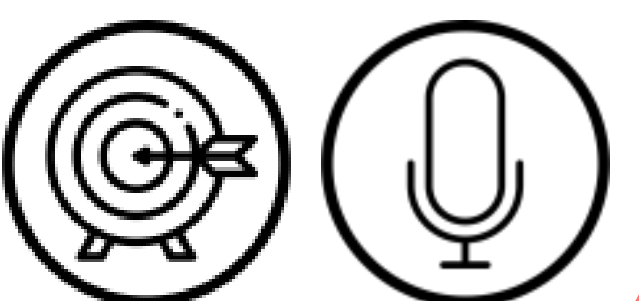
Header & Footer

- Headers and footers are typically used in _____ to display descriptive information.





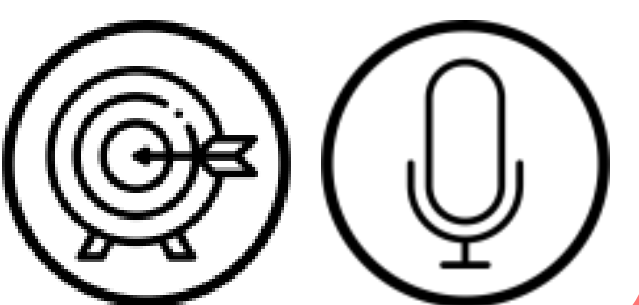
- In addition to page numbers, a header or footer can contain information such as: _____





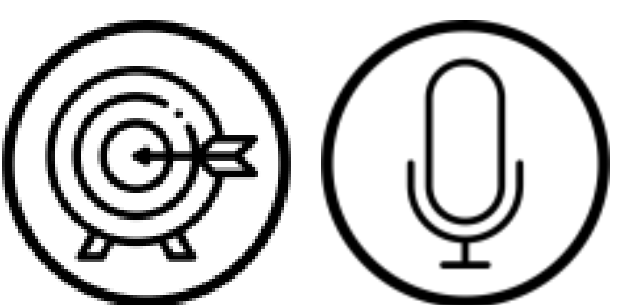
Procedure

- Select the Insert tab.
- Click either the _____ command.
- The header is a section of the document that appears in the





- The footer is a section of the document that appears in the
_____.
- Double-click anywhere on the top or bottom margin of your document for editing.





Page number

- The page number is usually located at the _____,
but sometimes can be found in the upper left or upper-right corner of
the document.

