

[Type text]

Before we continue typing let's learn to insert a . . . HEADER & FOOTER.

What is it? Let's Show You.

On Ribbon Click Insert > Header > When Dialog box opens. > Choose (Blank)

Try these options to explore what they do.

- *Type Your Name in Text Box*
- *Insert Date by Clicking Here.*
- *Insert Time by Clicking Here.*
- *Double Click below dotted line to see what appears and disappears.*
- *Double Click Footer at Bottom of Page.*

Header & Footer Practice

1. Open WORD. Create NEW DOCUMENT.
2. Click Insert > Header and Footer.
3. Choose Blank
4. Type: Your Name in CAPS, 20 font > Press Enter.
5. Type: Street Address (16 font) "375 Adelaide Ave."
6. Type: City, ST, Zip (16 font) "Providence, RI 02907."
7. Select all Text > Center Align all Text.
8. Switch to Footer. Notice your work area moves to the bottom of the page.
9. Click the Date Icon > Choose format like "November 14, 2014"
Click the "Update Automatically Button" > Press OK > Press Tab > Type: Your Name > Press Tab > Type: EX_Test
10. Review your work.
11. **Close MS Word, go back to desktop.

Create your own LETTERHEAD Exercise.

1. Open WORD. Create NEW DOCUMENT.
2. Re-create the last exercise, but in header left align text or center text. Change font style as desired.

[Type text]

3. Insert > Picture > Clipart. From Menu Type a Keyword in “Search for” > Go > double click on picture to insert. > Right Click on picture > Choose “Wrap Text” > “In Front of Text” > Click OK.
4. Picture can now be re-sized and moved to right side of Header to balance it out.
5. Create Footer with Date, Your Name, name it: EP1_Letterhead
6. Check for Errors > Save As > Choose Word Template from menu options > specify location > Save
7. Submit to Web site Submission Form.

USE THIS FOOTER ON ALL WORK FROM NOW ON USING “Exercise” with Chapter and Practice or Exercise Number

Example Footers Below

2/9/2009 6:15:43 PM Stephen Rocco – Period E Exercise 3-2

2/9/2009 6:16:29 PM Stephen Rocco – Period G Practice 3-6

2/9/2009 6:17:49 PM Stephen Rocco – Period B My Letterhead

2/9/2009 6:17:49 PM Stephen Rocco – Period B Resume

2/9/2009 6:17:49 PM Stephen Rocco – Period B Registration Form

***Footers must be on all work from now on as it is your only identifying mark. It is your only identifying mark.**