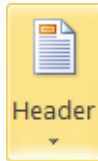


Headers and Footers

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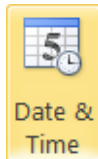
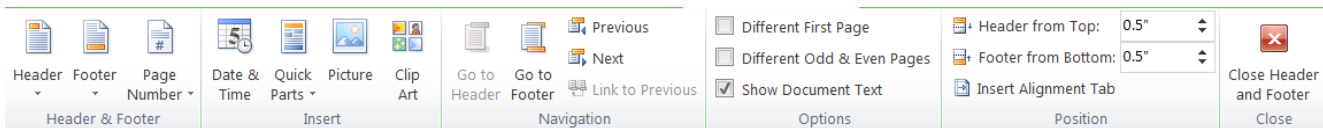
Step 17: Add a Header, Footer, the Date and a Page Number

Exercise Adding & Formatting a Header & Date



- Click on the **Insert** Ribbon tab
- Click on **Header** in the **Header & Footer** group. You can select from a list of preformatted headers.
- Select **Edit Header** from the list

The **Header & Footer Tools Design** Ribbon tab will appear. The Header & Footer Tools Design tab is a convenient way of accessing some of the more advanced Word editing options.



- Insert the date in the header: click on **Date & Time** in the **Insert** group
- Click on the date format you want. Day, month, date and year is a good format for a newsletter.

