

## **Inserting headers and footers**

## **Microsoft Excel 2003**

Header and footer texts live inside of the top and bottom margins.



1. <u>View > Header and Footer</u>

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2				<u>H</u> eader an	d Footer	

2. Choose either header and footer templates from drop lists or click <u>Custom Header</u> and <u>Custom Footer</u> buttons to customise your own ones (see next step)





3. Click **Customer Header** or **Custom Footer** button > fill out appropriate information > Click **OK** until you get back to the worksheet



Button	Code	Function
Α		Changing font style, size,
*	&[Page]	Inserts page number
1	&[Pages]	Inserts the total number of pages
<b>E</b> <u>7</u>	&[Date]	Inserts the date
٩	&[Time]	Inserts the time
	&[Path]&[File]	Inserts the file name and its name
	&[File]	Inserts workbook name
	&[Tab]	Inserts the current worksheet name
	&[Picture]	Displays the Format Picture dialog box to insert a picture, e.g. company logo
3		Displays the Format Picture dialog box so you can modify picture

4. Click on Print Preview to see the finished footer



Print preview in footer