

## **Inserting header and footer**

## **Microsoft Excel**

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



## 1. Insert > Header & Footer

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File H	lome Insert	Page Layout Fo	rmulas	Data	Review	View					
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2. The Header & Footer Tools > Design Tab appears, allowing you to type in a header and footer

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File Home Insert Page Layout Formulas Data Review View						w	Desig	n			a 😮 🗖 🖾	
		#	7	<b>&gt;</b>					Diffe	rent First Page	Scale with Document	
Header I	Footer	Page Number Number of Page	r Current Current s Date Time	t File Fi Path Na	ile Sheet me Name	Picture Forma Picture	t Go Head	to Goto ler Footer	Diffe	rent Odd & Even Pages	Align with Page Margins	
Header &	der & Footer Elements						Na	Navigation Options				
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		Header										



3. For custom header and footer options click Page Layout > Page Setup > Header/Footer



Click **Custom Header** and **Footer** to customise your own header and footer



4. Click **Customer Header** or **Custom Footer** button > fill out the appropriate information > Click **OK** when finished.



Button	Code	Function
Α		Changing font style, size,
*	&[Page]	Inserts page number
(E)	&[Pages]	Inserts the total number of pages
87	&[Date]	Inserts the date
٩	&[Time]	Inserts the time
<u></u>	&[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
2		Displays the Format Picture dialog box so you can modify picture



5. Perform Print Preview (File > Print >)Print Preview is on the left to see the finished result



Print preview in footer