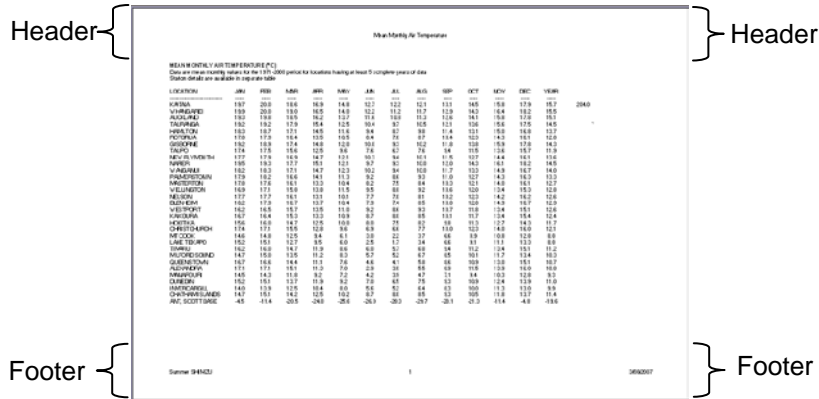# Inserting header and footer

Microsoft Excel

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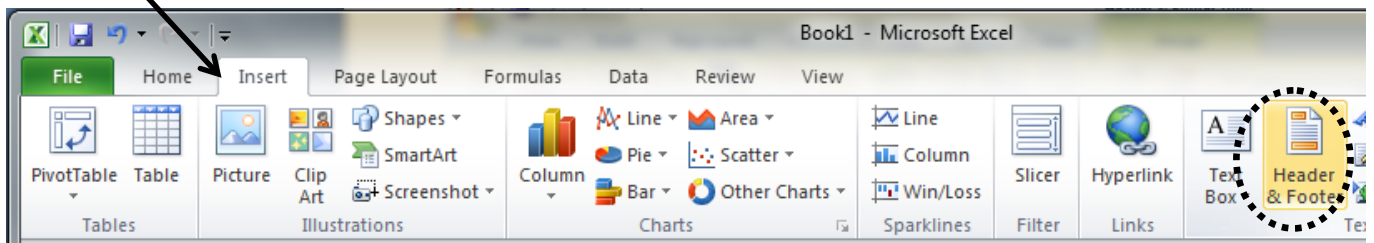

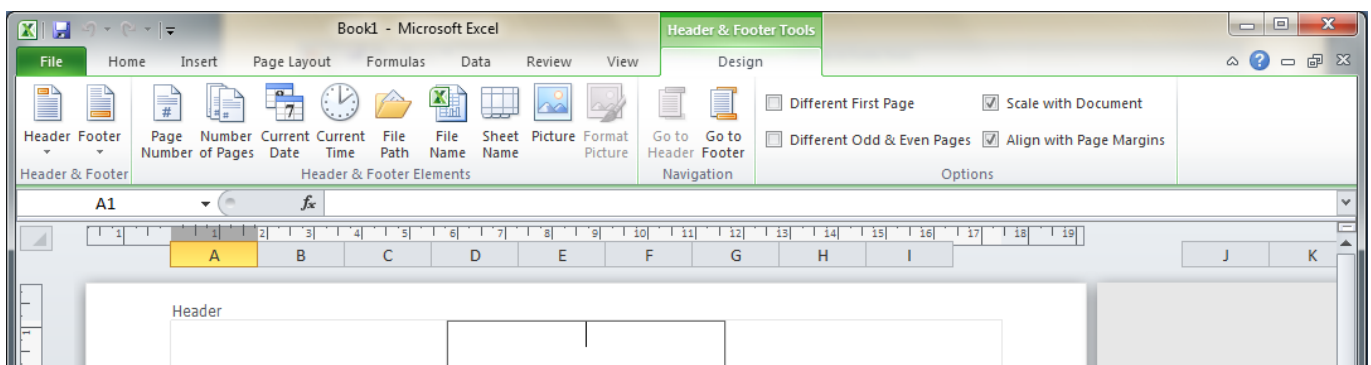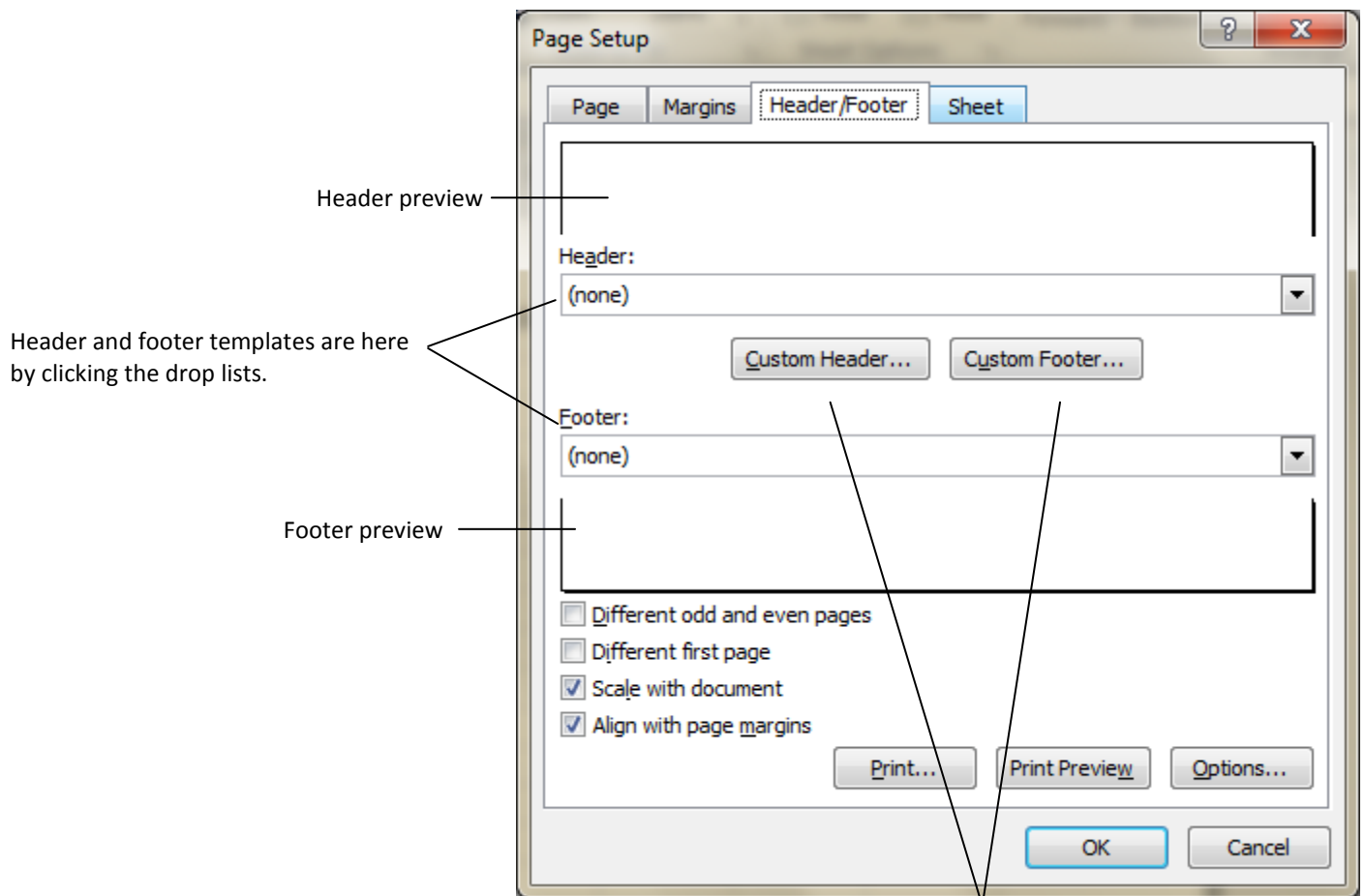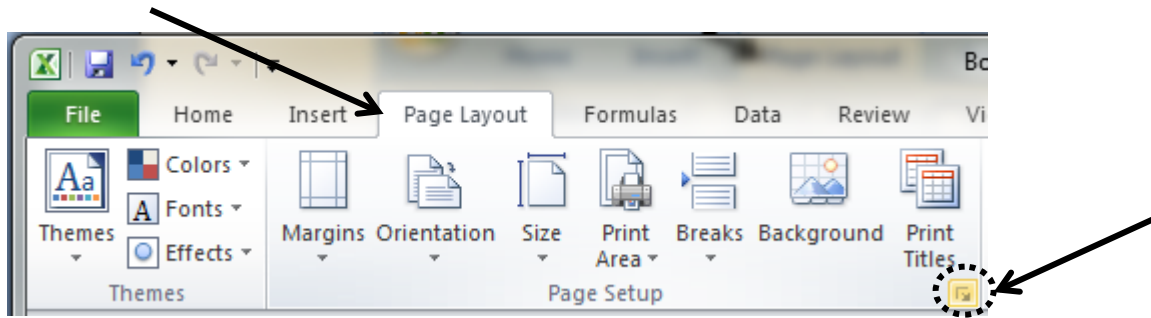1. **Insert** > **Header & Footer**

2. The **Header & Footer Tools** > **Design** Tab appears, allowing you to type in a header and footer

Massey University

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

Header preview

Header and footer templates are here by clicking the drop lists.

Footer preview

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.
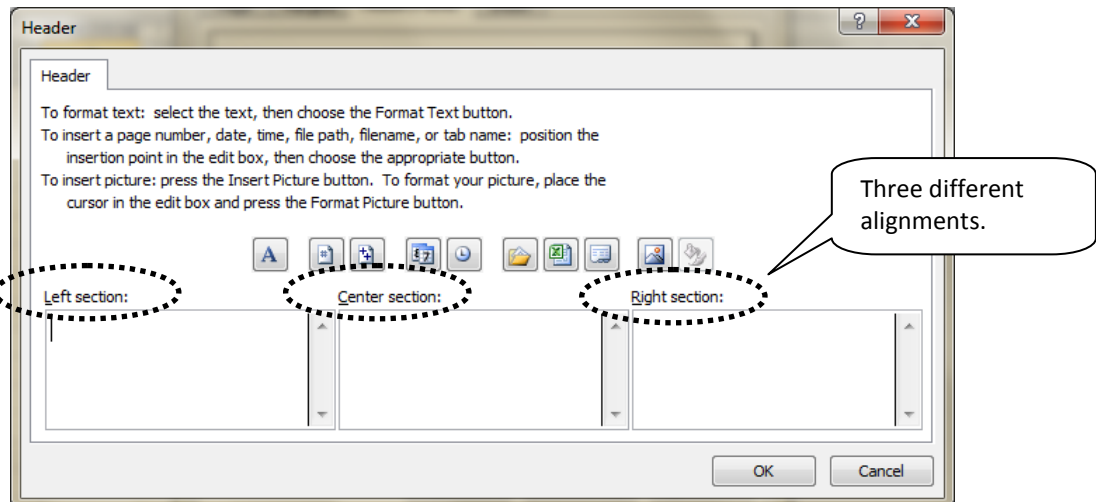
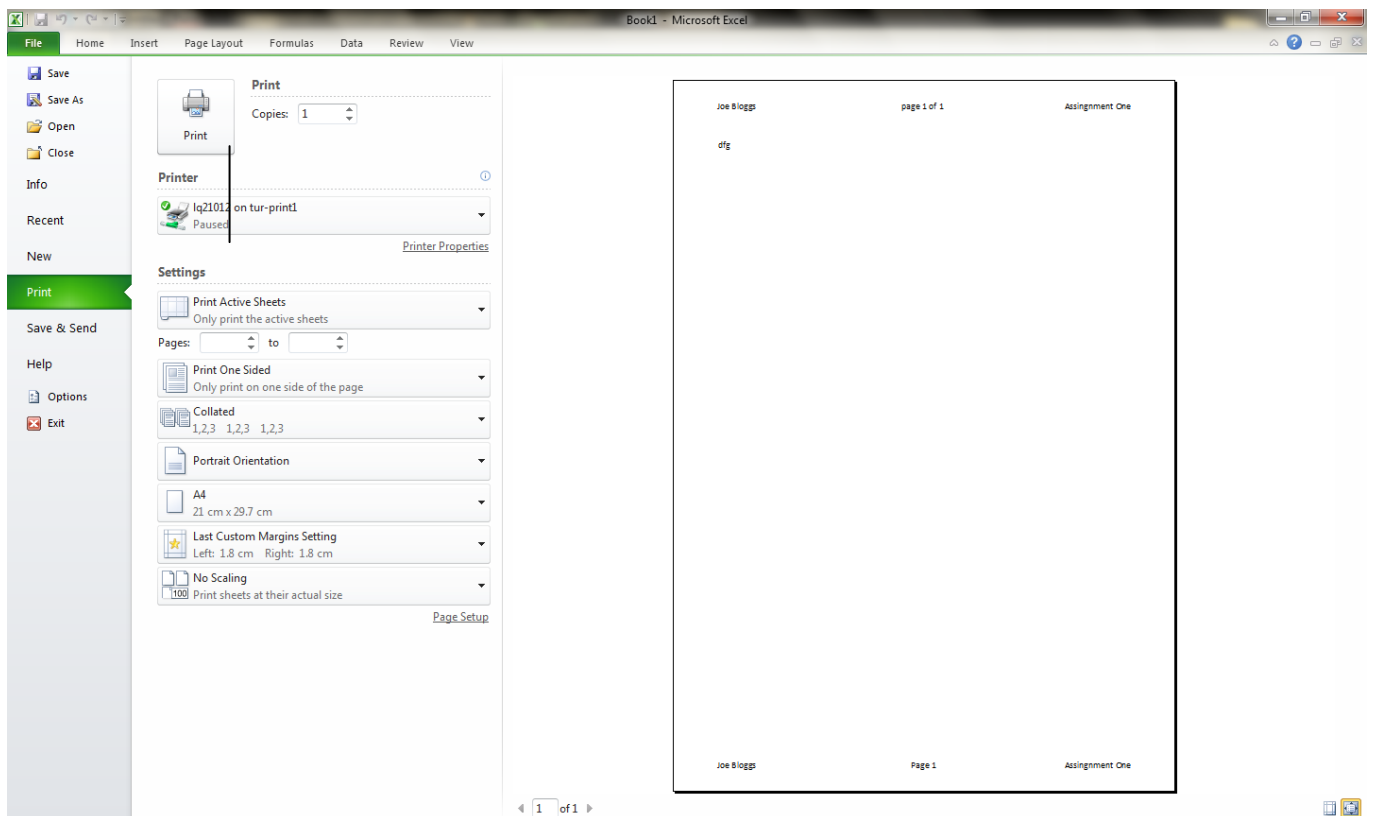| Button	Code	Function
A	---	Changing font style, size,
	&[Page]	Inserts page number
	&[Pages]	Inserts the total number of pages
	&[Date]	Inserts the date
	&[Time]	Inserts the time
	&[Path]&[File]	Inserts the file name and its name
	&[File]	Inserts workbook name
	&[Tab]	Inserts the current worksheet name
	&[Picture]	Displays the Format Picture dialog box to insert a picture, e.g. company logo
	---	Displays the Format Picture dialog box so you can modify picture

5. Perform **Print Preview** (F**ile** > **Print** >)Print Preview is on the left to see the finished result
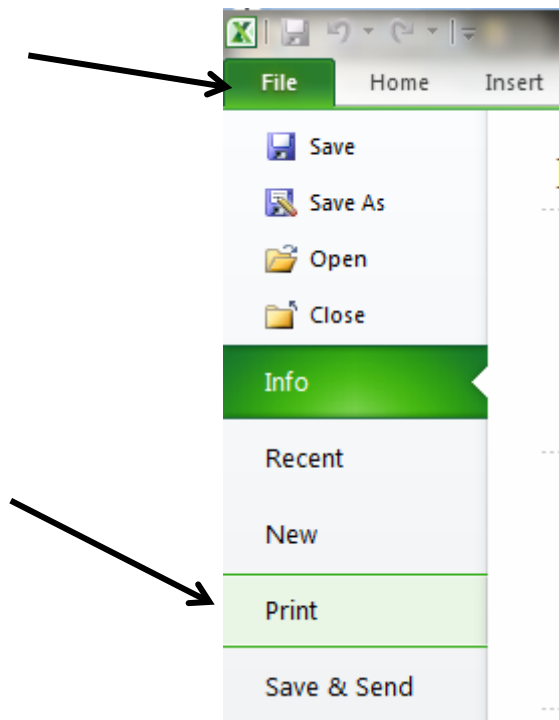
> Note: In order to show the header and footer in the print preview you must have some data in the worksheet.

Print preview in footer