

Inserting headers and footers

Microsoft Word

1. Insert > Header or Footer (We will use Header)

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2. Type Headers (e.g. your name and student ID number)

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Header & Footer Header & footer	Go to Go to Header Footer Navigation	 Different First Page Different Odd & Even Pages Show Document Text Options 	Header from Top: Footer from Bottom: I.25 cm I.25 cm I.25 cm Discret Alignment Tab Position	Close Header and Footer Close	
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3. Click Go to Footer

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Header & Footer	Insert	Navigation	Options						
Note: This button will bring you down to the Footer area. To return to the Header area click Go to Header									

Viewing Header and Footer

A quick way of viewing **Header and Footer** area is to **double click** on the Header and Footer area.