Exercise: Adding headers and footers

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ⬚ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
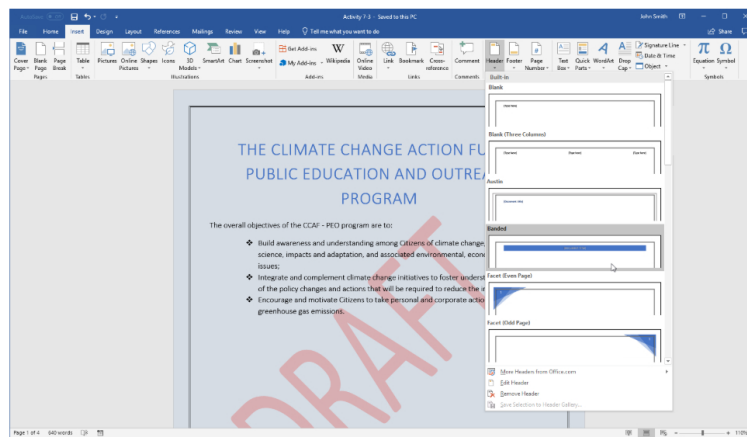
Let's get started!

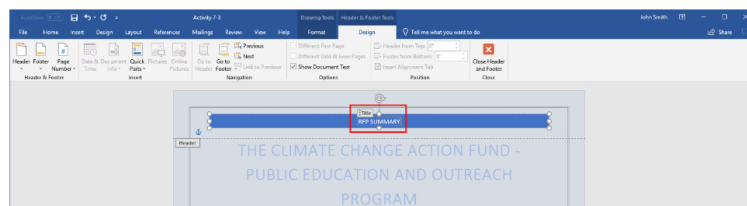In this exercise, you will add a header and a footer to our sample document.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

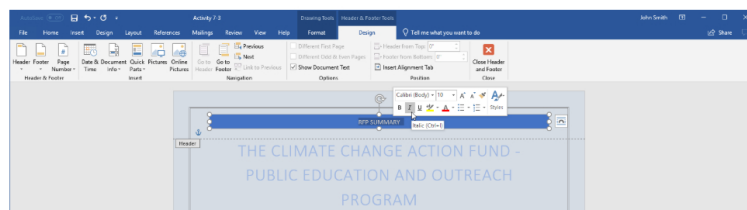Exercise: Adding headers and footers ⬚
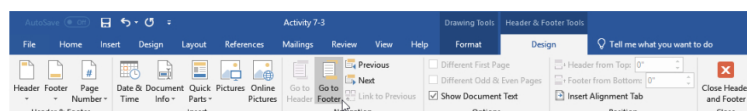
2. Click Insert → Header → Banded:

3. Type "RFP Summary" into the header placeholder that appears:

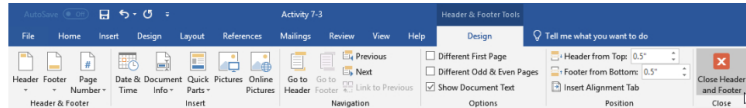4. Select the text that you just typed. Then, use the mini toolbar to add an italic effect:

5. Now, let's insert a page number as the footer. Click Header & Footer Tools – Design → Go to Footer:
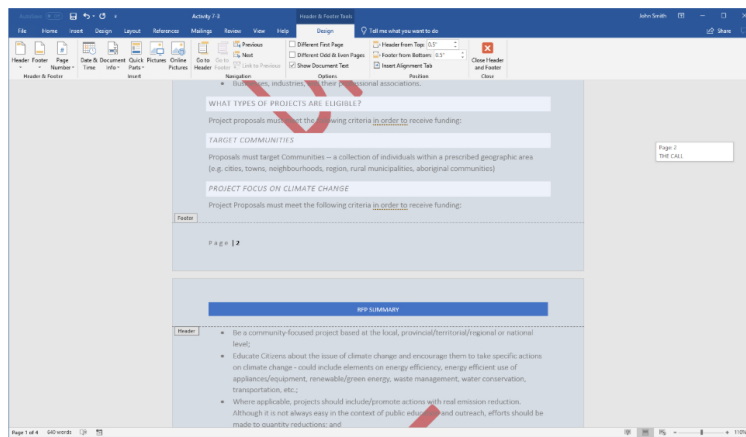

6. This will place your cursor in the footer area. On the Header & Footer Tools – Design tab, click Page Number → Current Position, and choose any design you like:
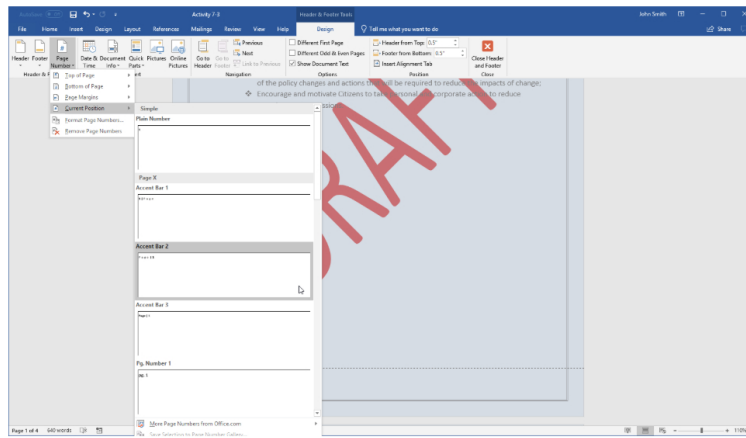
7. Close Header and Footer view:

8. Scroll through your document to view your headers and footers:

9. Save your document as Activity 7-3 Complete and close Microsoft Word 365.

10. Now, you can check out an example of a completed document in the link below:

Completed exercise: Adding headers and footers ⧉

Mark as completed

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