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Exercise: Adding headers and footers

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

How to complete this exercise

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

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

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!

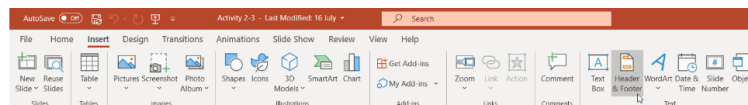
Let's get started!

You are working on a presentation that will be shown to new employees during their orientation. You would like to add headers and footers to this presentation that include the current date and slide number.

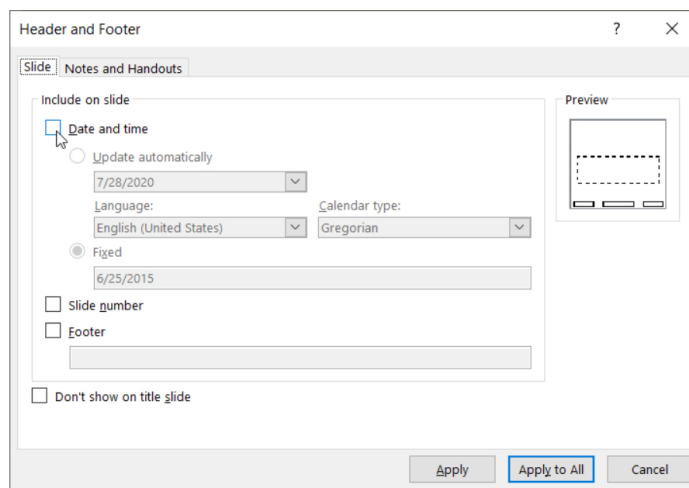
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Adding Headers and Footers](#)

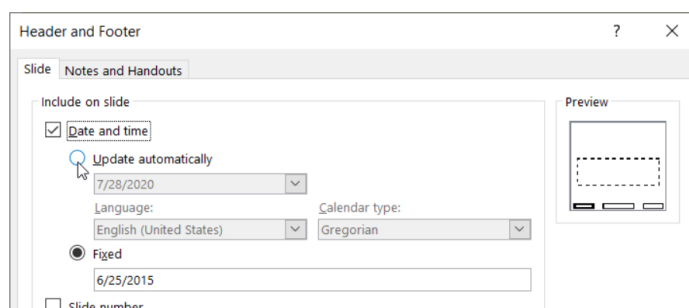
2. With the presentation now open, click **Insert** → **Header & Footer**:



3. The Header and Footer dialog box will now be displayed. With the Slide tab open in this dialog box, check the **Date and time** box:



4. To ensure that the current date is always displayed, select the **Update automatically** radio button:



☐ Footer

☐ Don't show on title slide

Apply Apply to All Cancel

5. Check the **Slide number** checkbox:

Header and Footer

Slide Notes and Handouts

Include on slide

☒ Date and time

☒ Update automatically

7/28/2020

Language: English (United States) Calendar type: Gregorian

☐ Fixed

6/25/2015

☒ Slide number

☐ Footer

☐ Don't show on title slide

Preview

Apply Apply to All Cancel

6. Check the **Footer** checkbox and then type "Orientation" into the provided text box:

Header and Footer

Slide Notes and Handouts

Include on slide

☒ Date and time

☒ Update automatically

7/28/2020

Language: English (United States) Calendar type: Gregorian

☐ Fixed

6/25/2015

☒ Slide number

☒ Footer

Orientation

☐ Don't show on title slide

Preview

Apply Apply to All Cancel

7. Click **Apply to All**:

Header and Footer

Slide Notes and Handouts

Include on slide

☒ Date and time

☒ Update automatically

7/28/2020

Language: English (United States) Calendar type: Gregorian

☐ Fixed

6/25/2015

☒ Slide number

☒ Footer

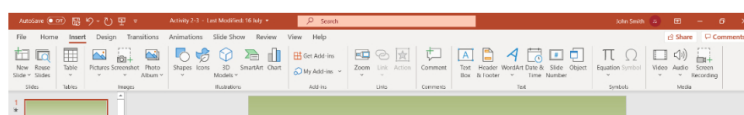
Orientation

☐ Don't show on title slide

Preview

Apply Apply to All Cancel

8. The dialog box will close and the footer will now appear on each slide in the presentation:





9. Save the current presentation as **Activity 2-3 Complete** and then close Microsoft 365 PowerPoint to complete this exercise.

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

[Completed exercise: Adding Headers and Footers](#) [↗](#)

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