

## Lab 2 Activity 6 - Adding Headers and Footers

**Objective** - Master the use of headers and footers to enhance document presentation and navigation.

1. Open a new document and add a header with your name and a footer with the current date.
2. Use the "Design" tab to insert a different header and footer for the first page and subsequent pages.
3. Add a logo or image to the header, resizing it to fit appropriately.
4. Insert a footer that includes a horizontal line and the file path of the document.
5. Customize the header and footer with page-specific text using the "Different First Page" and "Different Odd & Even Pages" options.

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### **Solutions:**

#### **Task 1:**

- Open a new document in Microsoft Word 2016.
- Go to the Insert tab. In the Header & Footer group, click on Header or footer, then select a simple header or footer style.
- Type your name in the header.

#### **Task 2:**

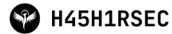
- In the Insert tab, click on Footer in the Header & Footer group, and select a simple footer style.
- Click inside the footer area and type "Current Date:" or something similar.
- To insert the actual current date, click on the Date & Time button in the Header & Footer Tools design tab. Choose the date format you prefer and click OK.

#### Different First Page:

- Double-click in the header or footer area to open the Header & Footer Tools.
- On the Design tab, in the Options group, check the box that says Different First Page.
- This allows you to set a custom header or footer for the first page and a different one for the rest of the pages.
- After checking Different First Page, you can now modify the header and footer of the first page separately from the rest of the document. You can add your name, project title, or any unique details here.

#### Customizing Subsequent Pages:

- Scroll to the second page and click into the header or footer. The settings will now be different for the rest of the pages, and you can add other content like page numbers, document titles, etc.



### **Task 3:**

Insert an Image:

- Go to the Insert tab and click on Pictures.
- Choose the image file (logo or other image) from your computer and insert it into the header.
- Resize the Image:

### **Task 4:**

Horizontal Line in Footer:

- Double-click in the footer area to open the Header & Footer Tools.
- On the Design tab, in the Insert group, click on Shapes.
- From the shapes options, choose the Line and draw a horizontal line across the footer.

Insert the File Path:

- Place your cursor in the footer where you want the file path to appear.
- Go to the Insert tab and click on Quick Parts, then select Field.
- In the Field dialog box, choose FileName and check the box next to Add Path to Filename.

### **Task 5:**

Different Odd & Even Pages:

- While in the Header & Footer Tools, go to the Design tab.
- In the Options group, check the box labeled Different Odd & Even Pages. This will allow you to set distinct headers and footers for odd and even pages.

Odd Pages Customization:

- Go to an odd-numbered page (e.g., page 1, 3, 5, etc.) and modify the header or footer. You can add specific content, such as the document title, a page number, or a unique section header.
- Even Pages Customization:
- Go to an even-numbered page (e.g., page 2, 4, 6, etc.) and modify the header or footer for those pages. This can be different from the odd pages and may include additional information, such as section titles or a custom design.