Lab 1 Activity 7 - Header, Footer, and Page Numbering

Objective – Add and format headers, footers, and page numbers.

1. Insert a header and footer with text.
2. Add automatic page numbering to the document.
3. Insert the current date and time in the header.
4. Customize header and footer styles.

_____

Solutions:

Task 1:

To insert header and footer:

- Go to "Insert" tab.
- Select "Header" or "Footer"
- Select your preferred style.

Task 2:

To add automatic page numbers:

- Go to "Insert" tab.
- Select "Page Number".
- Select location of numbering.
- Select your preferred style.

Task 3:

To add date & time in header:

- Go to "Insert" tab.
- Select "Header"
- Select your preferred style.
- Click "Edit Header"
- Select "Date & Time" from the ribbon.

Task 4:

To customize headers and footers Go to "Insert" > Select "Header" and customize any style you want.