**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.

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**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.