**Headers in Microsoft Word**

A **header** in Microsoft Word is a section of the document that appears at the top margin of each page. It is commonly used to display information such as the document title, chapter name, author, page numbers, or date.

**Key Features:**

* Headers are repeated at the top of each page unless customized otherwise.
* You can include text, flags, images, and even fields like date and time.
* Headers can be different on the first page, odd and even pages, or for different sections.
* They help improve the professional appearance and organization of a document.

**How to Insert a Header:**

1. Go to the **Insert** tab.
2. Click on **Header** in the Header & Footer group.
3. Choose a built-in style or click **Edit Header** to customize your own.
4. After editing, click **Close Header and Footer** or press **Esc**.

**Additional Options:**

* To create different headers in different parts of the document, use **section breaks**.
* Use **Design tools** (visible when the header is active) to format content and layout.