



## 1.3.3 Customise Headers and Footers

Now that you've completed this lecture, you should be able to insert headers and footers in your worksheets.

**Try the techniques on your own using the following steps**

1. Open the workbook named 133 provided as a resource with this TIY. Insert the picture file named MOS University into the centre section of the header. Ensure that it is resized appropriately.
2. Insert the words 'MOS University' into the left hand section of the footer.
3. Insert the page number into the centre section of the footer.
4. Insert the Current Date into the right hand section of the footer.