

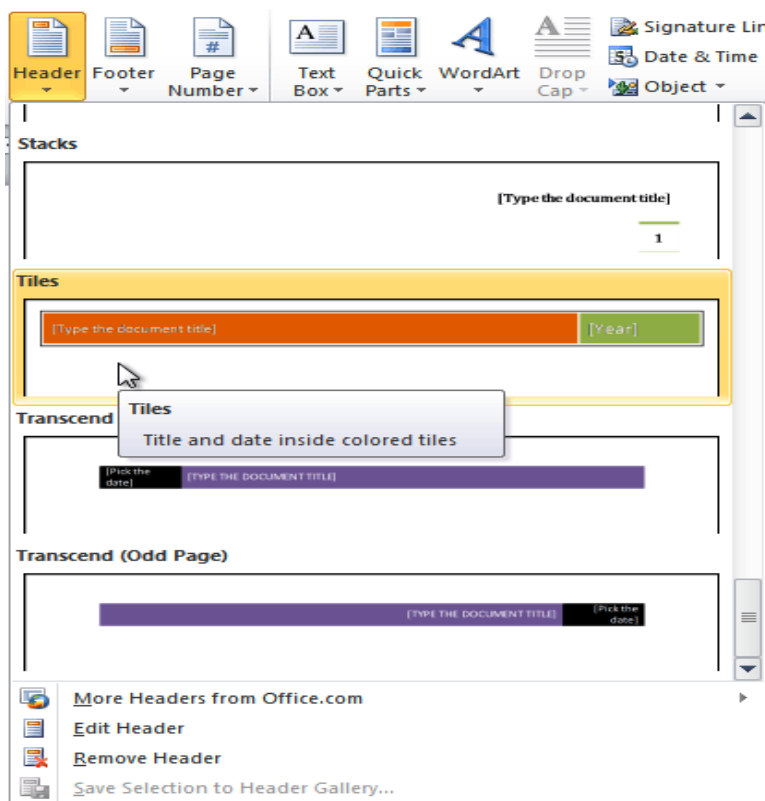
5.1 INTRODUCTION

When the documents are longer than one page, normally some type of reference numbers are added on the page. Page numbers are useful to refer a particular page. In addition to it, we can include other text that helps the reader to identify the document. For example, the document title or the author's name can be included in every page. Rather than typing this information on every page a Header and Footer can be created. Header is an area at the top of page and footer is an area at the bottom of the page.

5.2 TO INSERT A HEADER OR FOOTER

Select the **Insert** tab. Click either the **Header** or **Footer** command. A drop-down menu will appear.

1. Select **Blank** from the **built-in options** drop-down menu to insert a blank header or footer.



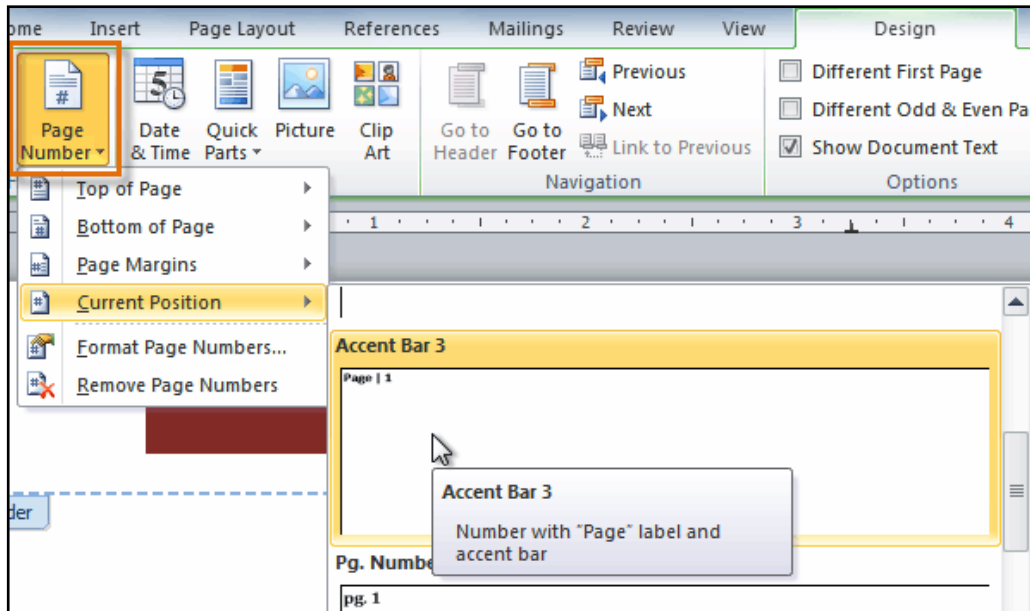
2. The header or footer will appear in the document and the **Design** tab will appear on the Ribbon.
3. Type the required information into the header or footer.
4. Click Close **Header and Footer** in the **Design** tab, or hit the **Esc** key.

After closing the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

5.3 ADDING PAGE NUMBERS

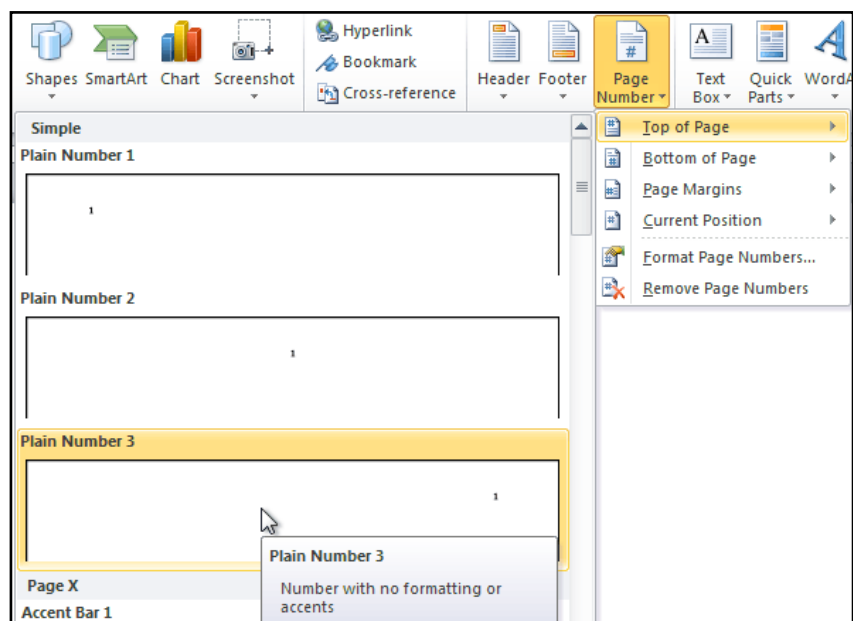
To add page numbers to an existing header or footer:

1. Select the **header** or **footer** and the **Design** tab will appear.
2. Place the **insertion point** where you want the page number.
3. Select the **Page Number** command from the Design tab,
4. Click **Current Position** and then select the desired style. The page number will appear in the document.



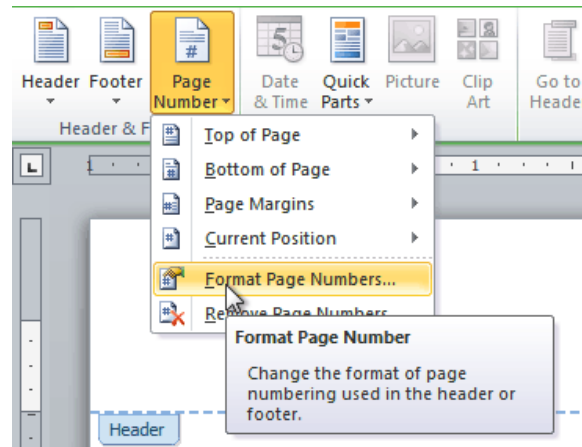
5.4 TO INSERT PAGE NUMBERS INTO A NEW HEADER OR FOOTER:

1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.

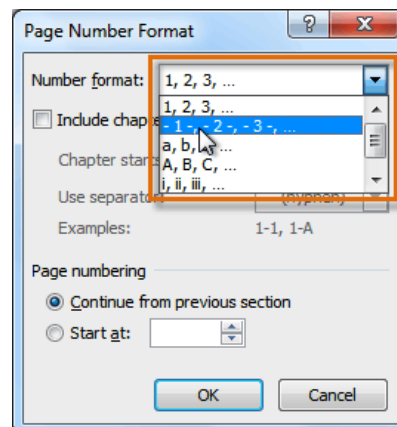


5.5 FORMAT PAGE NUMBERS:

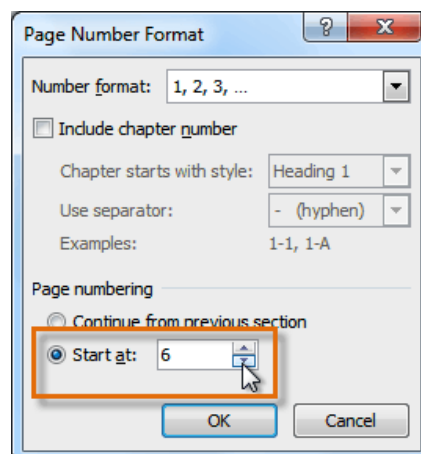
1. Select the **header** or **footer** that contains the page number.
2. Select the Page Number command from the **Design** tab,
3. Click **Format Page Numbers**.



4. From the Page Number Format dialog box, select the desired **Number format** and click ok.



5. Next to **Start at**, enter the number you want start with and click ok.





ACTIVITY

Rashmi's teacher has asked her to create MS Word document consisting of 20 pages. She has to mention her name and roll number on every page as header and footer. She has to mention the page number also in every page of the document. Imagine you are Rashmi and complete the task.

❧ BRAIN DEVELOPER ❧

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I FILL IN THE BLANK

1. The area at the top margin of the document is called _____
2. Header option comes under the group _____
3. The Design tab appears in _____?

I CHALLENGE!

1. Create a new Word document.
2. Create a Newsprint header.
3. Add a name to the header.
4. Add today's date to the header.
5. Try adding a page number to the footer.
6. Try restarting the page numbering from 5.



Teacher's Signature