# Microsoft Office Productivity Suite
## Lesson: April 10th

**Learning Target:**
Students will learn how to add and modify page numbers in Microsoft Word and Google Docs
**Let's Get Started:**
**If you are using a computer with Microsoft Office,**
**click here (Go to slide 2)**
**If you are using a computer without Microsoft Office,**
**click here (Go to slide 11)**

# Headers and Footers with Microsoft Office Word

Watch Video: Click Here

# Introduction

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.
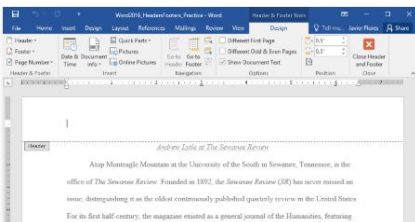
# Practice: Create a header or footer

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

1.  Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.
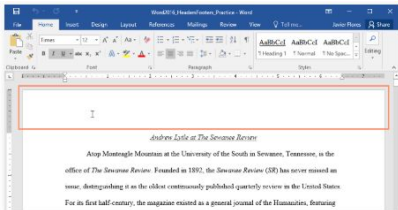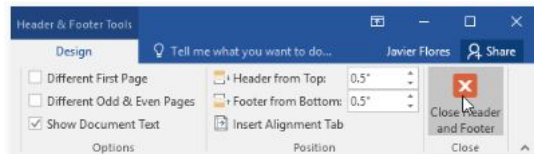
2.  The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.
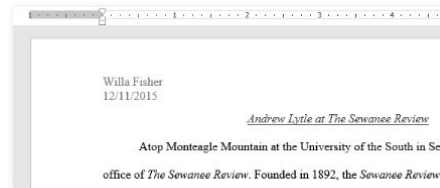
3. Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.
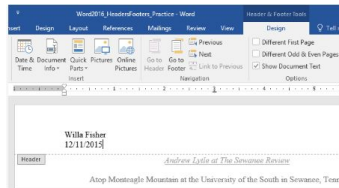
4. When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.
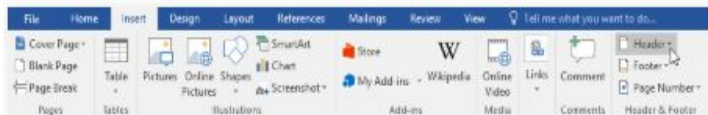
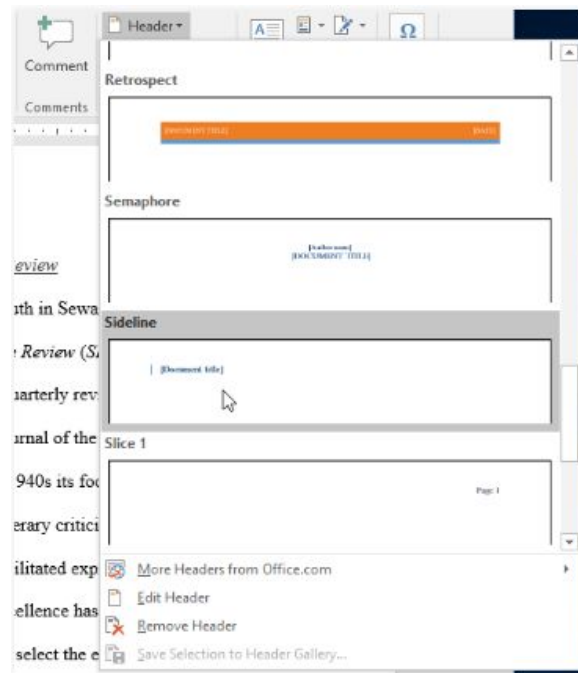5. The header or footer text will appear.

# Practice: Insert a Preset Header or Footer

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.
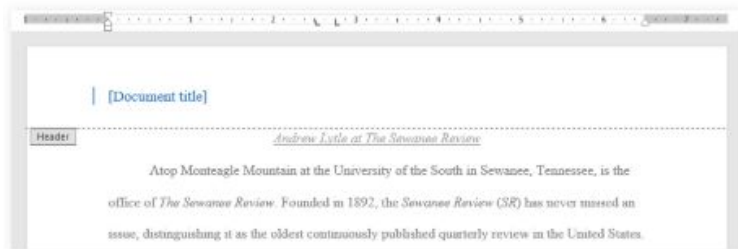
2. In the menu that appears, select the desired **preset header or footer**.
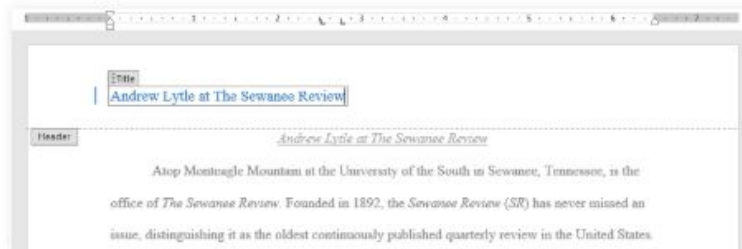
# Practice: Insert a Preset Header or Footer (Cont.)

3. The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



4. To edit a Content Control field, click it and type the **desired information**.



5. When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.
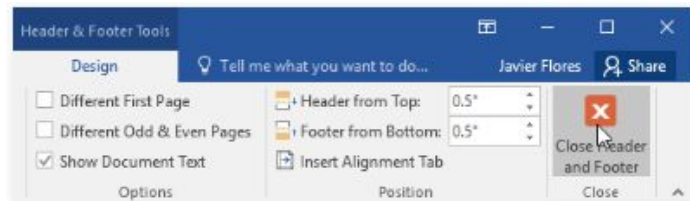
# Inserting the date or time into a header or footer:

Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

# Practice: Insert Date/Time Into Header or Footer

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.
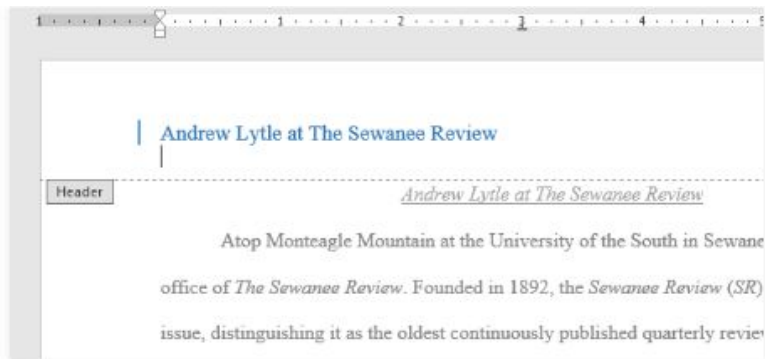
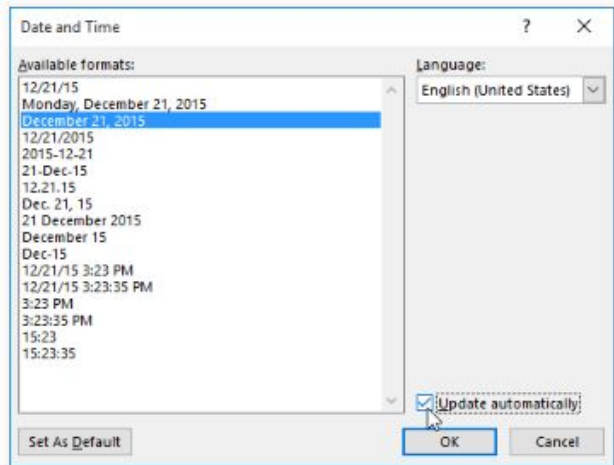2. The **Design** tab will appear. Click the **Date & Time** command.

3. The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
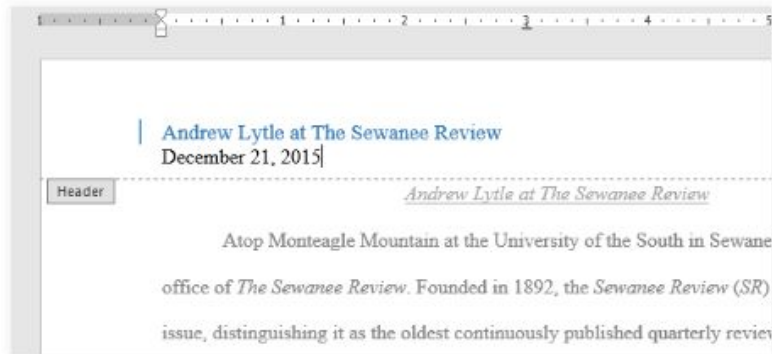
4. Check the box next to **Update automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.

# Practice: Insert Date/Time Into Header or Footer

5. Click **OK.**

6. The date will appear in the header.

# CHALLENGE!

1. Open a blank word document
2. Double click in the header area
3. Choose **Align Right** on the **Home** tab and type your name
4. Below your name, use the **Date & Time** command on the **Header & Footer Tools Design** tab and insert the date using whatever format you want.
5. In the **footer** section, insert the preset footer **Grid**.
6. **Close** the header and footer.
7. When you're finished, your page should look something like this:

Jane Doe
4/2/2020

Page 1 | 1
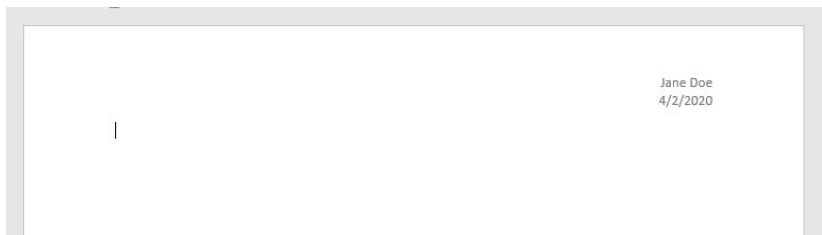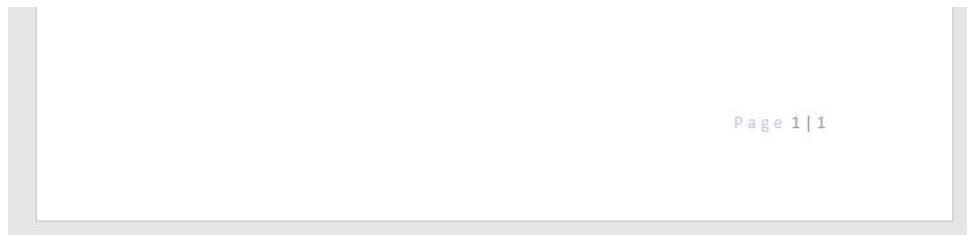
Header                                                    Footer

# Headers and Footers  with Google Docs

Watch Video: Click Here

# Introduction

You can modify the layout of your document by utilizing the **header** and **footer** sections and inserting **page breaks**. Headers and footers usually contain additional information like **page number**, **date**, **document name**, and **footnotes**. Page breaks and horizontal lines create **separation** in the text and can increase readability.

In this lesson, you'll learn how to **insert** and **edit headers, footers**, and **footnotes**, and you'll also learn how to **insert page breaks** and **horizontal lines**.
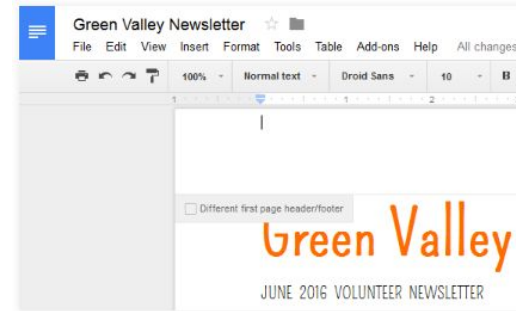
# Practice: Create a header or footer

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Text entered in the header or footer will appear on **each page** of the document.
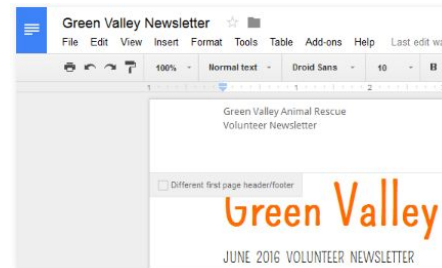
1. Click **Insert**, then select either **Header** or **Footer** from the drop-down menu.
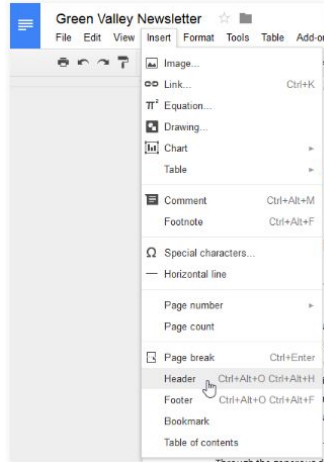
2. Depending on your selection, the insertion point will relocate to either the top or bottom margin of the page.

3. Type the desired text. When you're finished, press the **Esc** key on your keyboard to close the header or footer.

# Practice: Insert a Preset Header or Footer

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

1. Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.
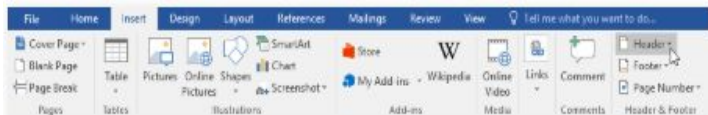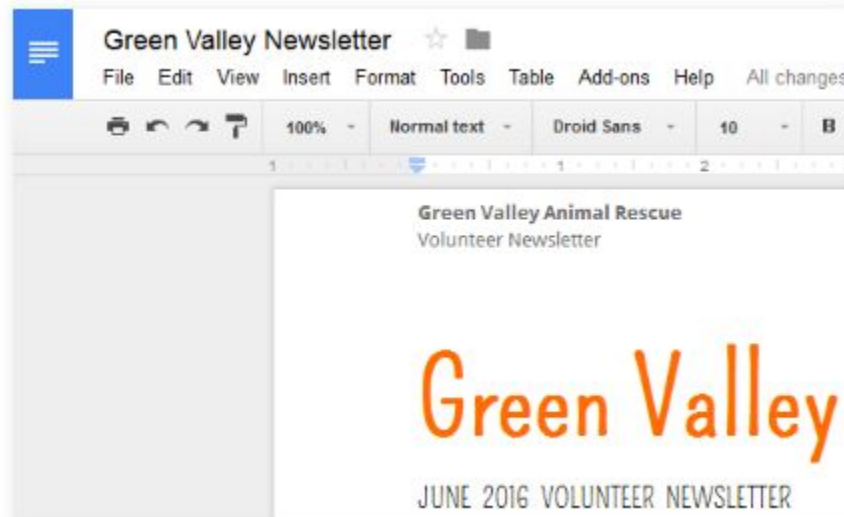


2. In the menu that appears, select the desired **preset header or footer**.
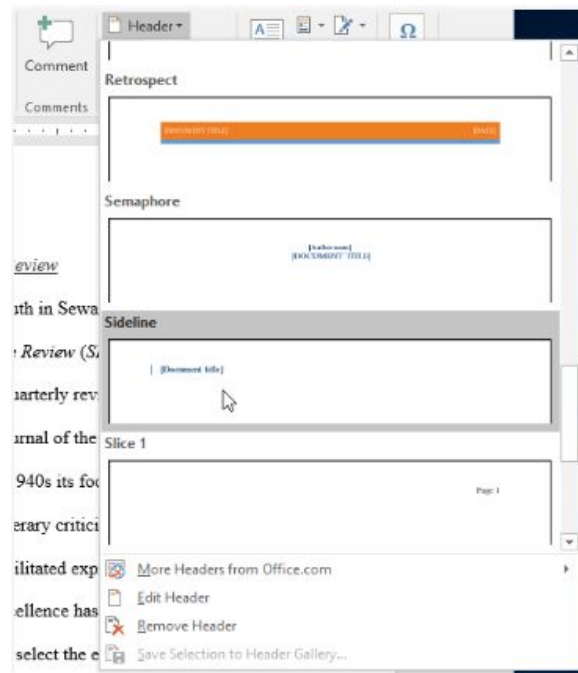
# Formatting Text in a Header or Footer

To format text in headers and footers, you can use many of the same formatting options that are available to format text in the body of your document. You can **align** the text, modify the **font style** and **size**, and add **bolding**, **italics**, and **underlining**.

# Inserting a page number into a header or footer:

Google Docs can automatically label each page with a **page number** and place it in a header or footer. If you want to display the word **Page** as part of the page number, you will need to type **Page** at the desired location in the header.
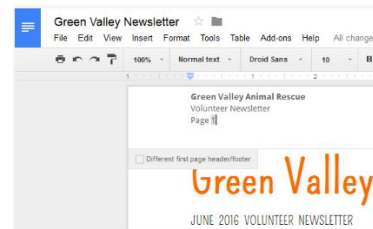
1.  Select the document's header or footer.
2.  Place the **insertion point** where you want the page number to appear. Type the word **Page** if you want.
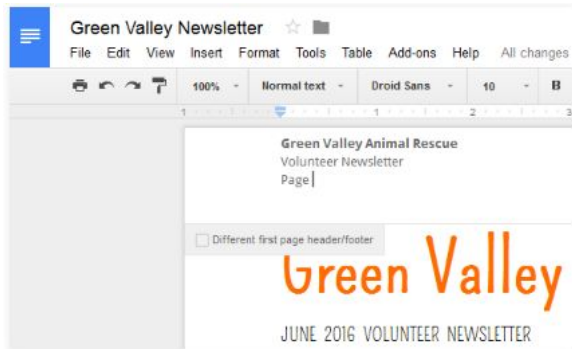
3. Click **Insert** and hover the mouse over **Page number**, then select **Top of page** or **Bottom of page**.
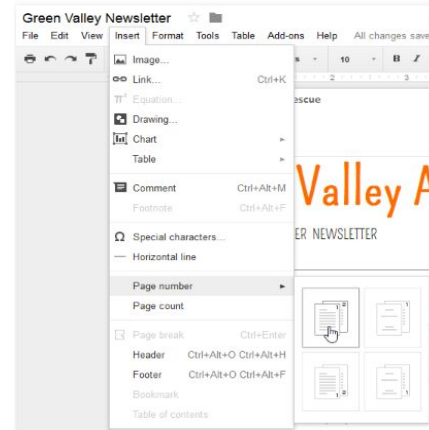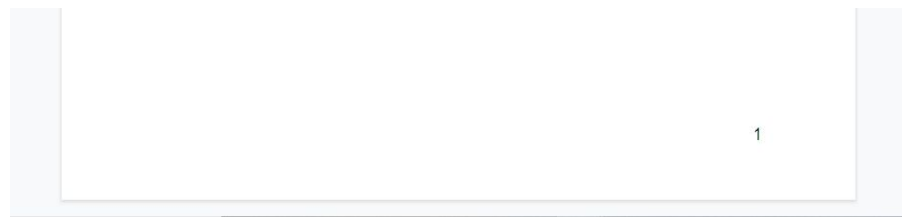
4. The page number will appear.

# CHALLENGE!

1. Open a blank Google document
2. Double click in the header area
3. Choose **Align Right** and type your name
4. Double click in the **footer** section, align right, and use the **Page Number** command under the **Insert** option on your tool bar and insert the page number using whatever format you want.
5. **Close** the header and footer.
6. When you're finished, your page should look something like this:

Jane Doe

1

Header                                        Footer