Microsoft Word | ‘Header & Footer’ | Duration: 20 min | Instructor: Nakeisha Rorie

‘Header & Footer’

How to insert and use header-footer in Microsoft Word

PHASE CONSULTING SAMPLE

PHASE CONSULTING

'Header & Footer Objectives'

- Purpose
- Relevance
- Insert Header-Footer
- Insert Page Number

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Purpose

WRITING FORMATS

Modern Language Association (MLA): Popular essay format for students

American Psychological Association (APA): Commonly used for research papers

Chicago/Turabian: Often used in History-related fields

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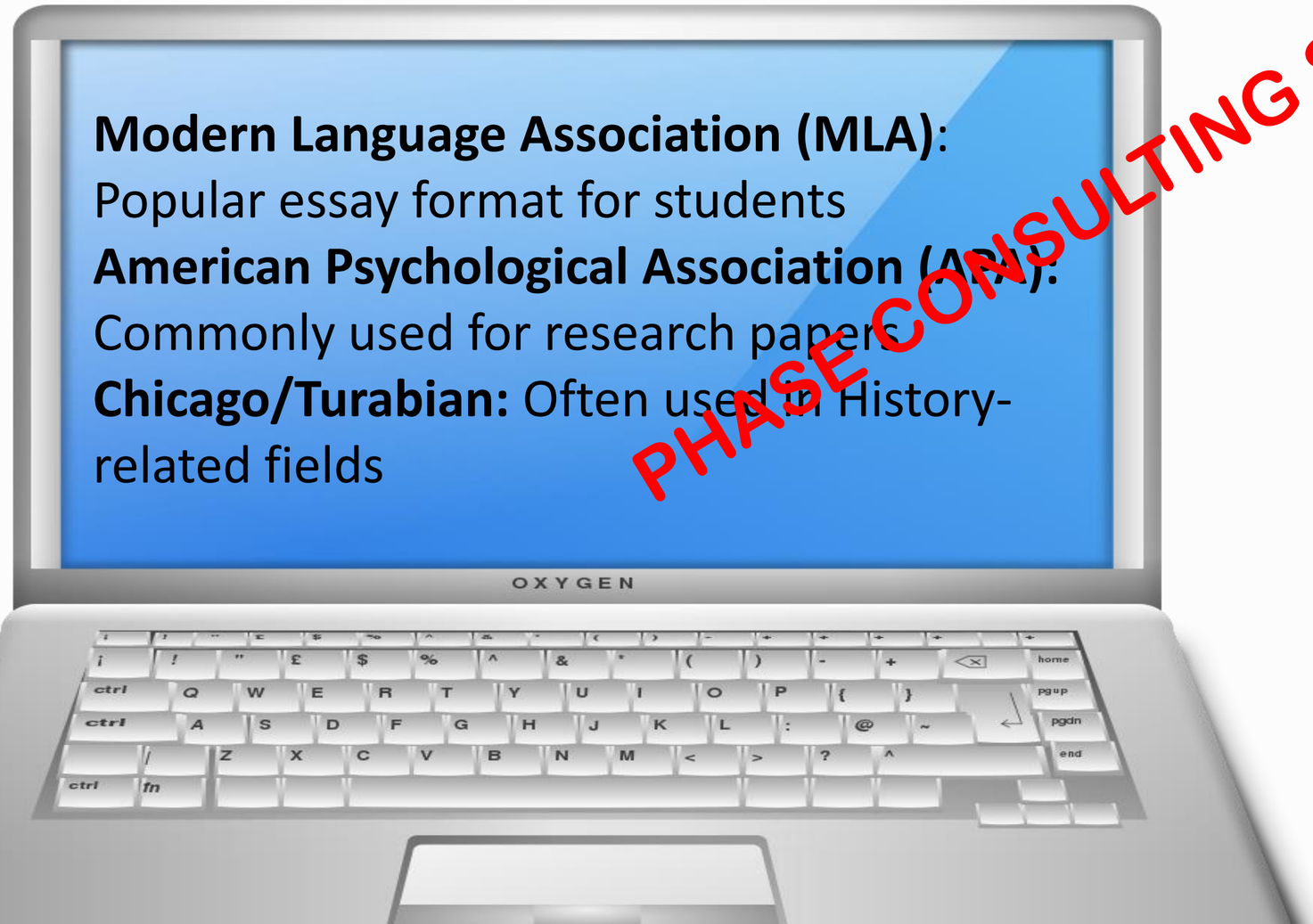

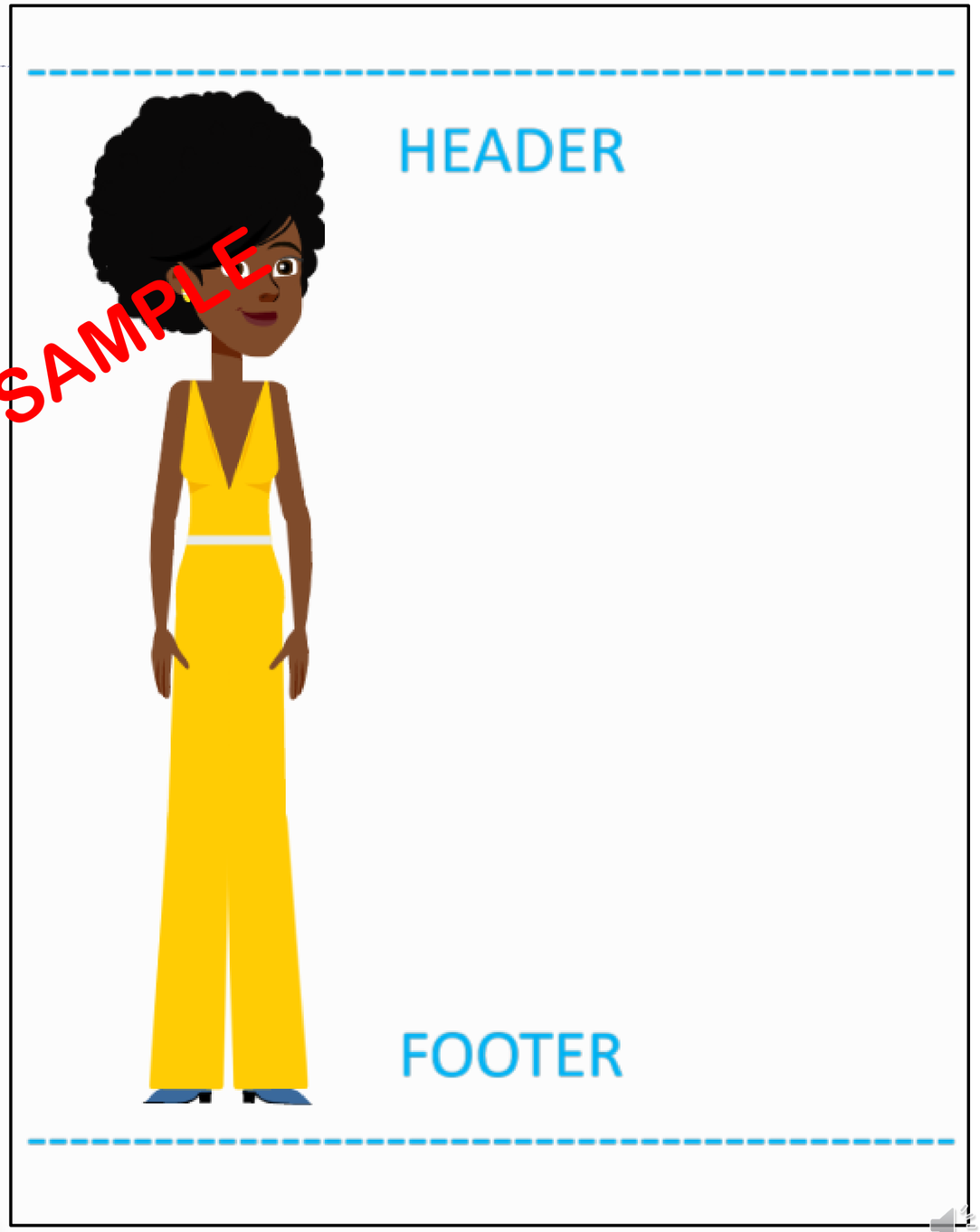

The Solar System

A dwarf planet is smaller than 3031 miles in diameter, while planet is larger. These are one of the three categories of planets that orbit around the sun. Currently, only 5 planets – Pluto, Ceres, Makemake, Haumea, and Eris – are

known as dwarf planets, while there are 9 main planets, which includes the earth. In the early Greek times, there were five bodies that were commonly identified as planets orbiting the Earth, including Mercury, Venus, Mars, Jupiter, and Saturn.

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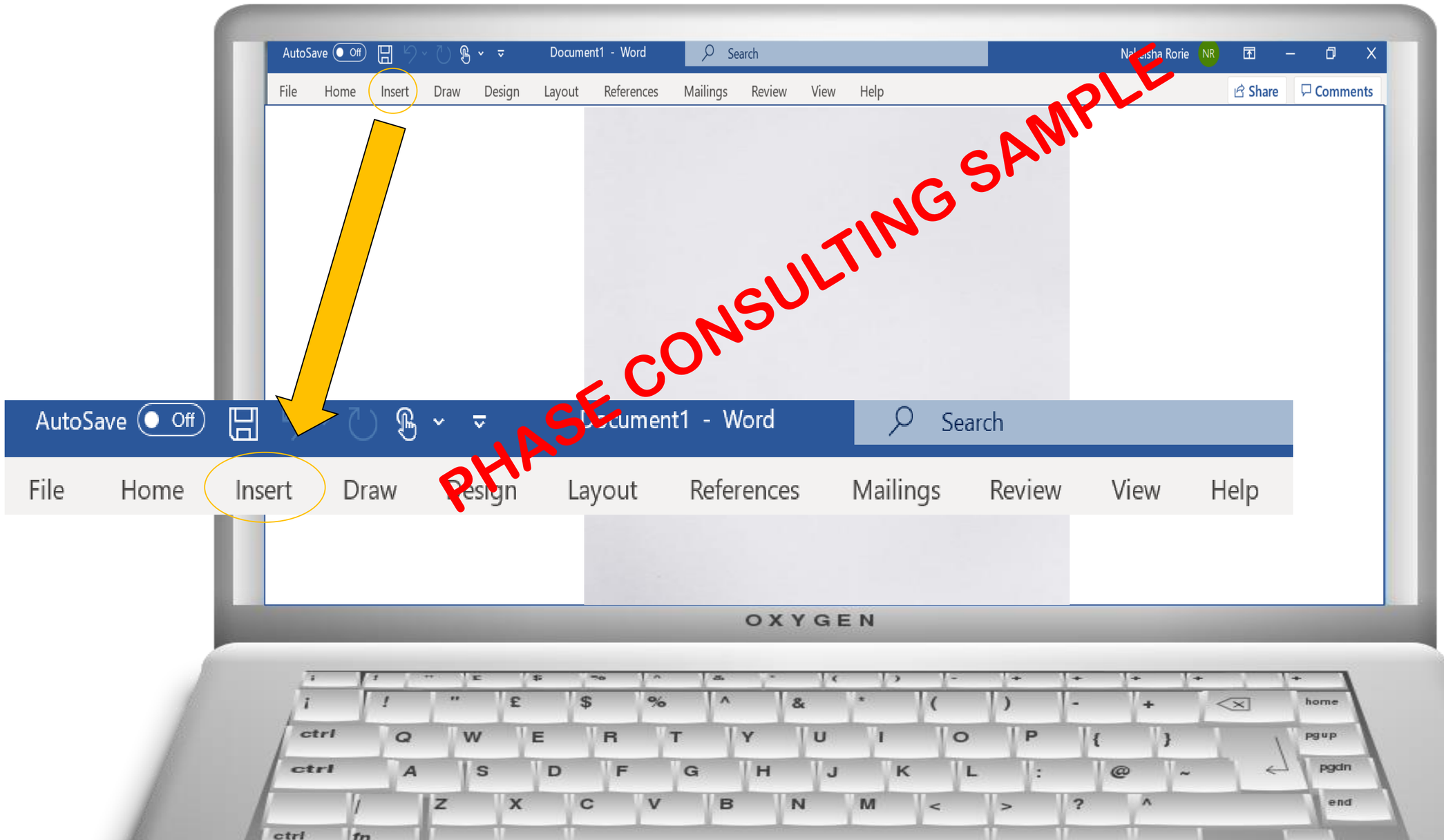

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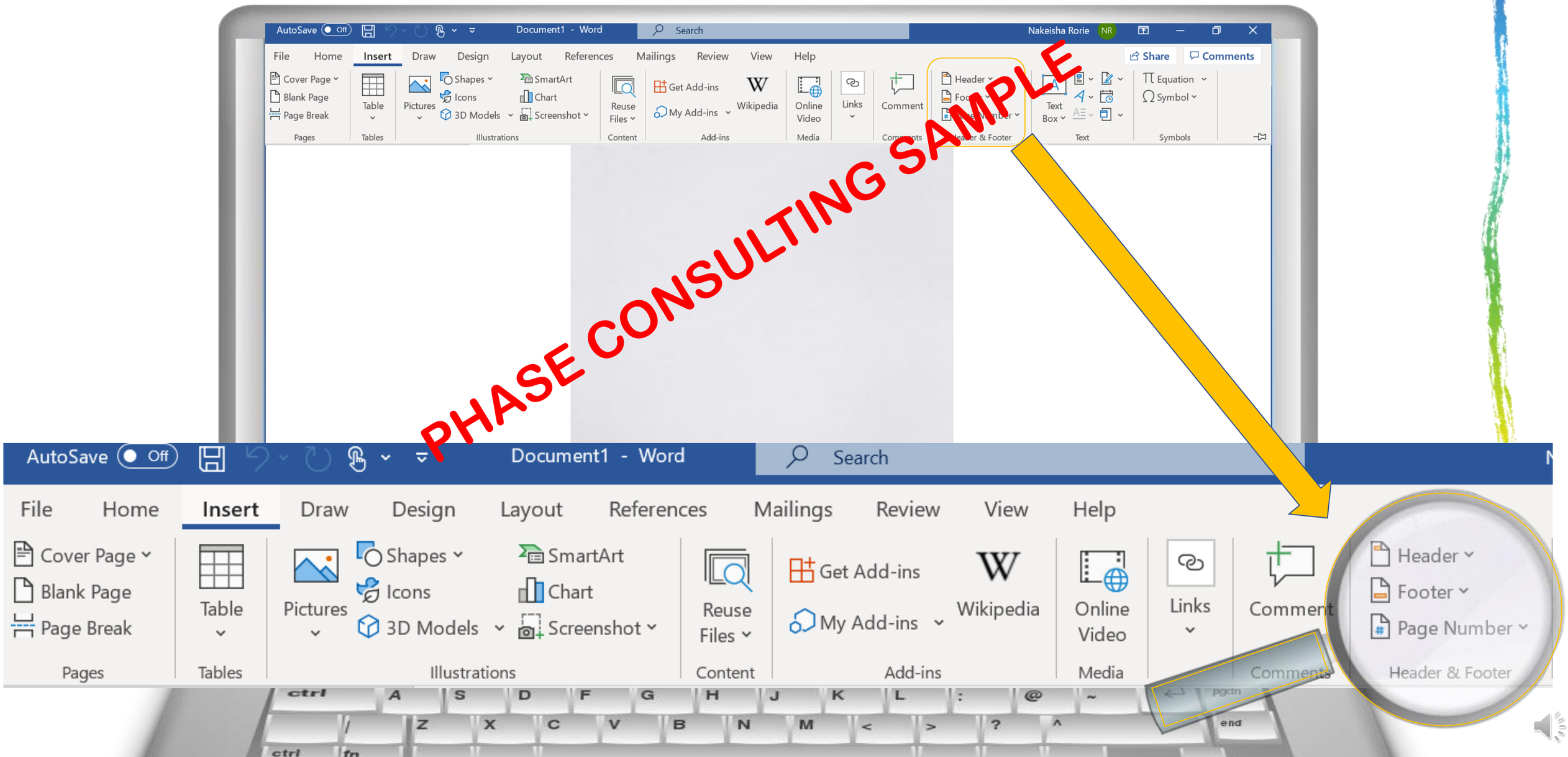

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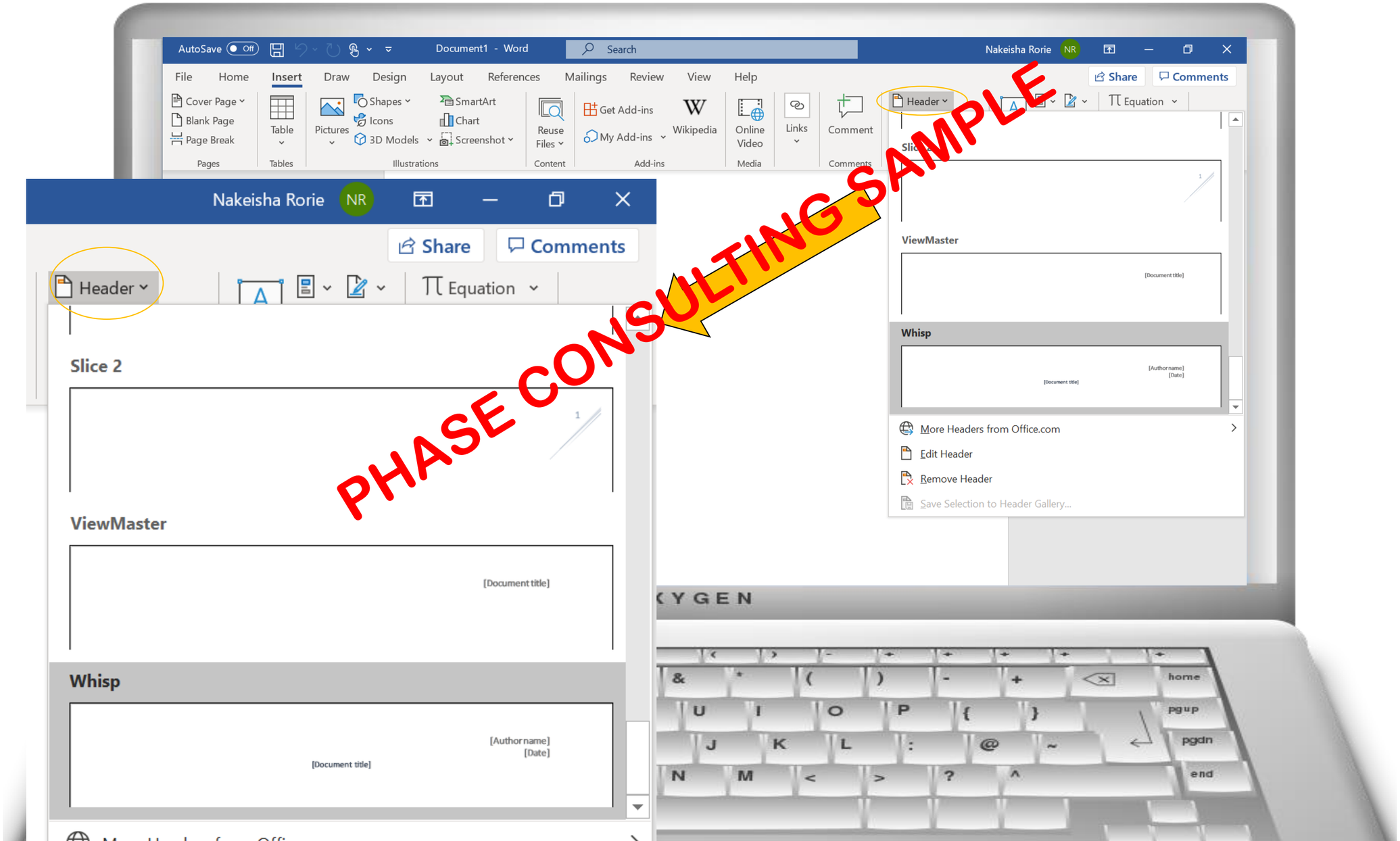

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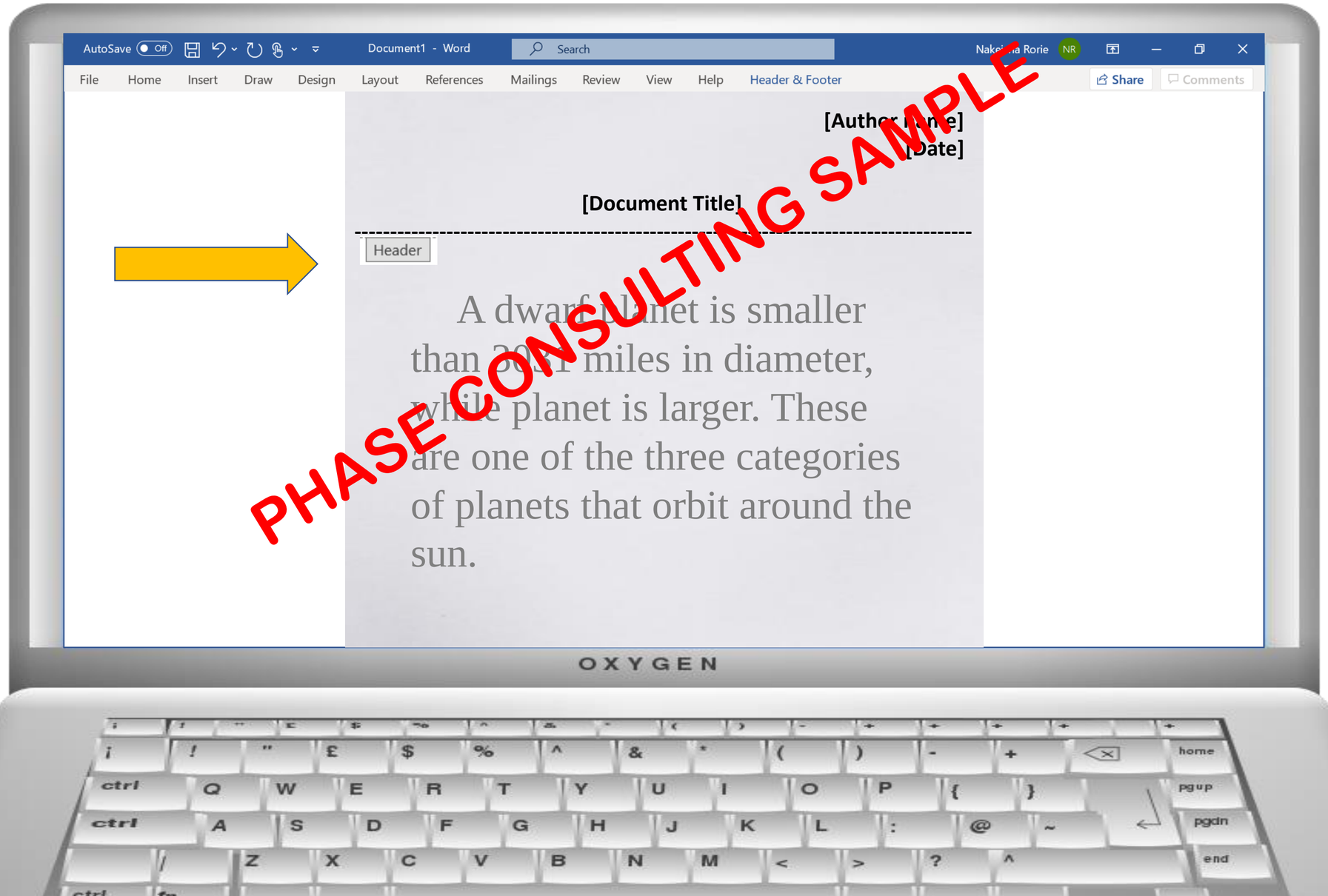

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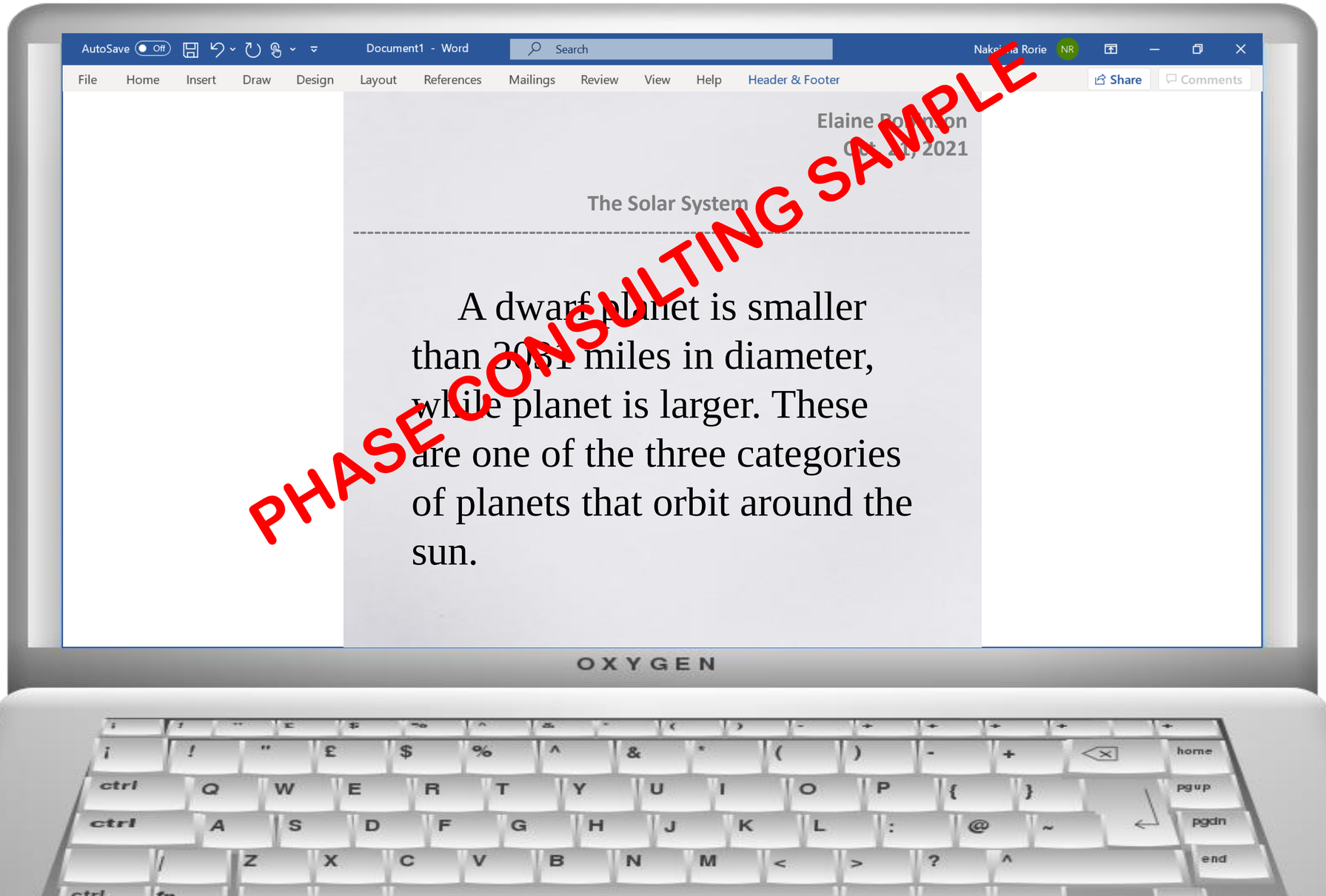

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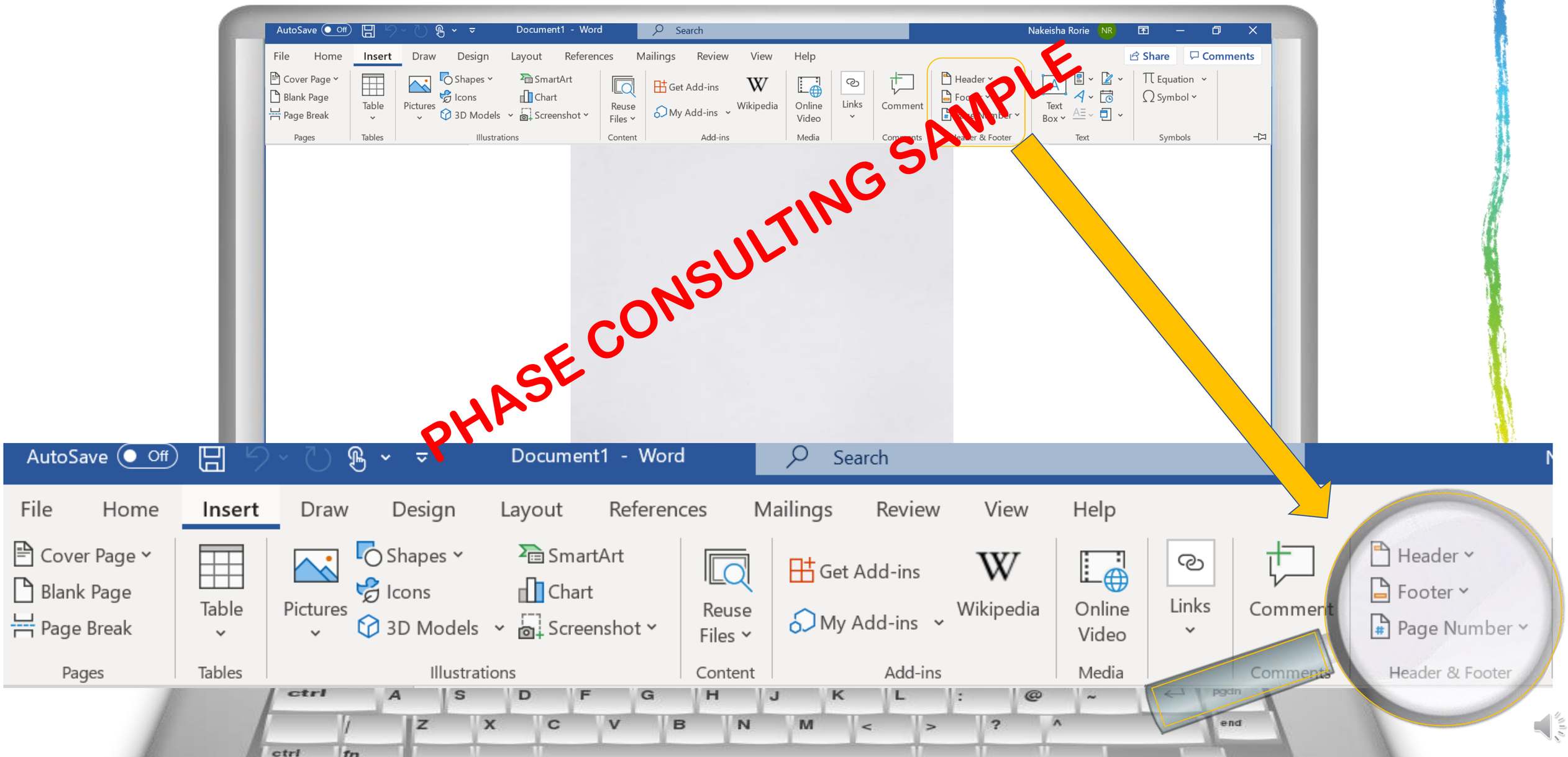

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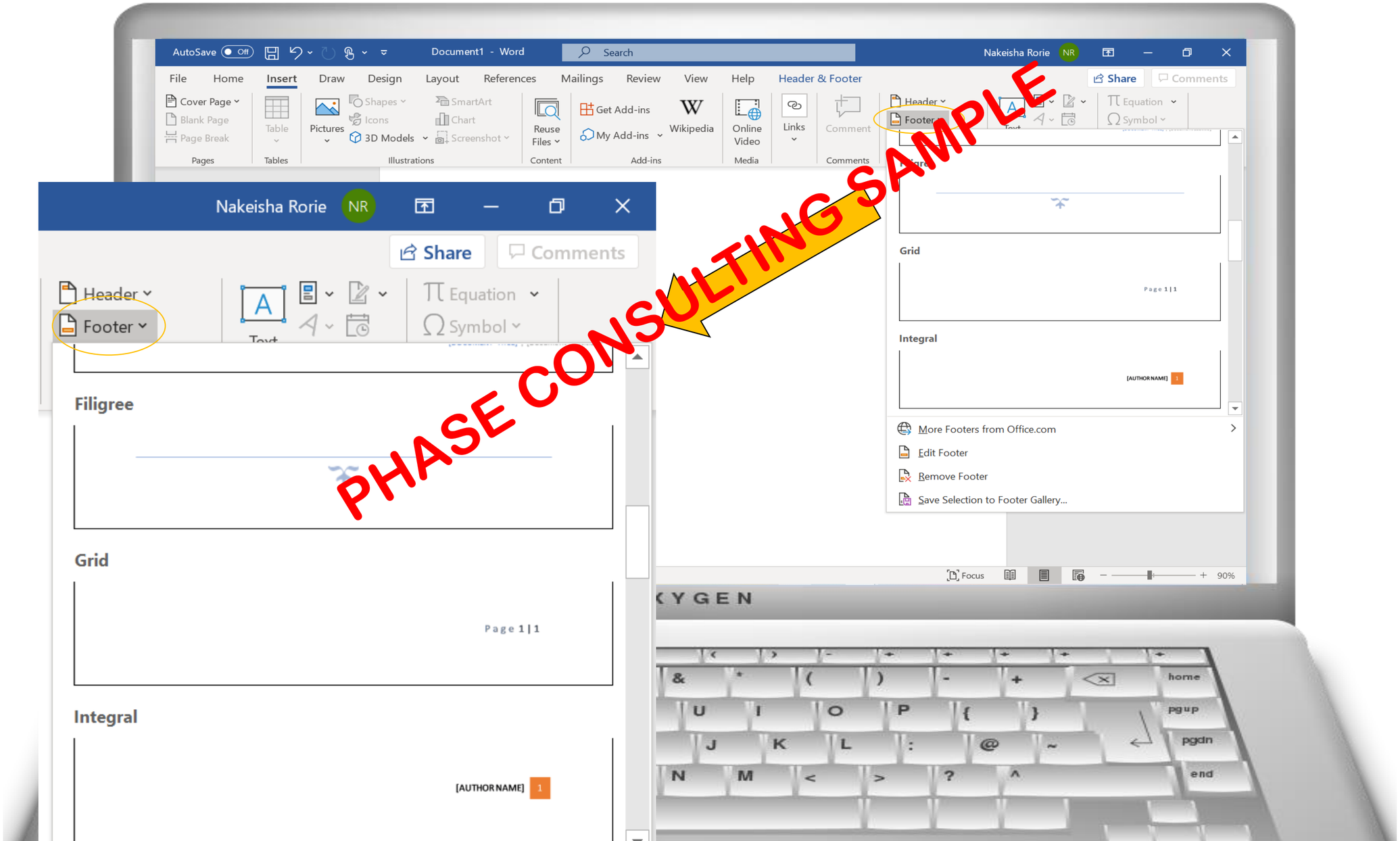

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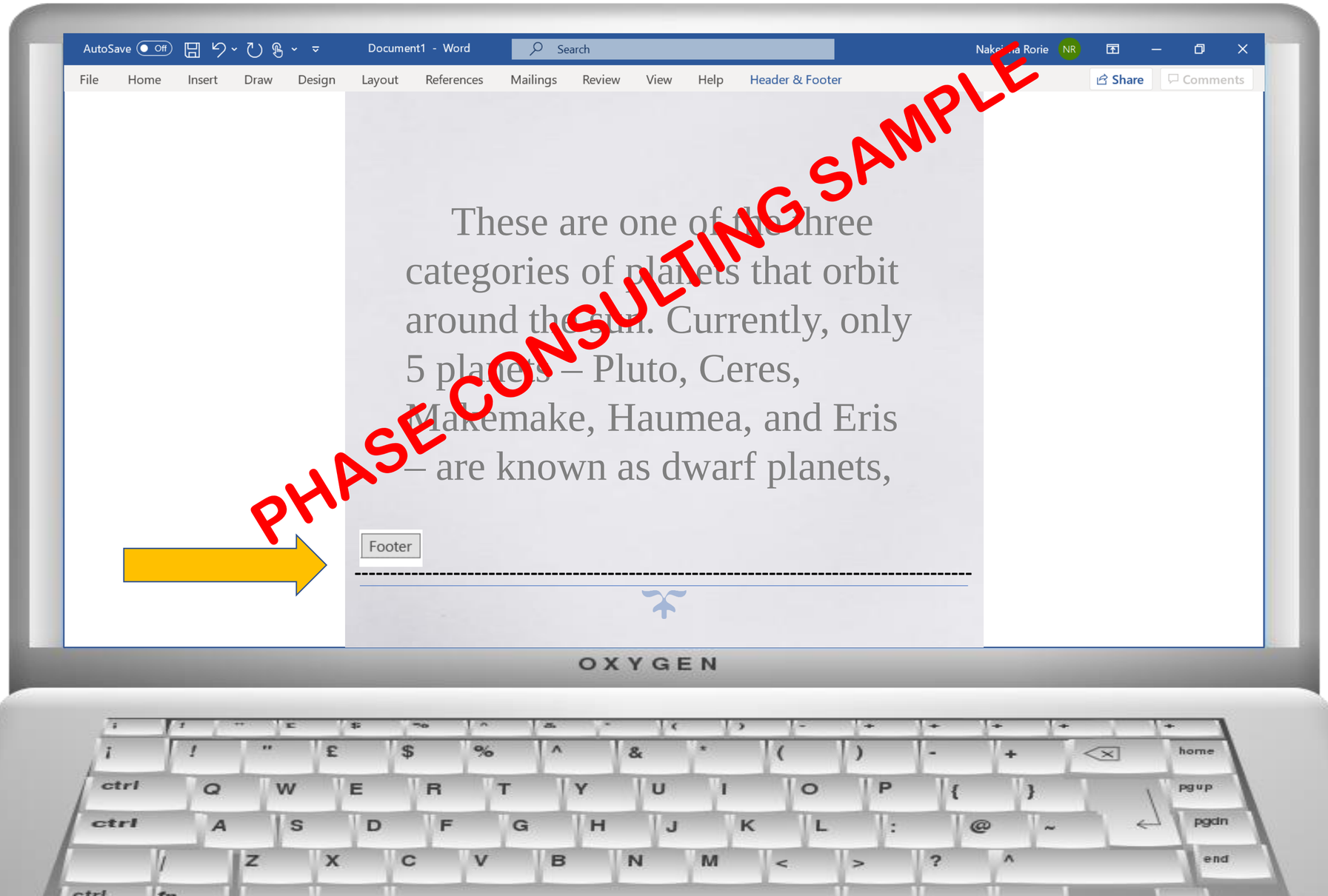

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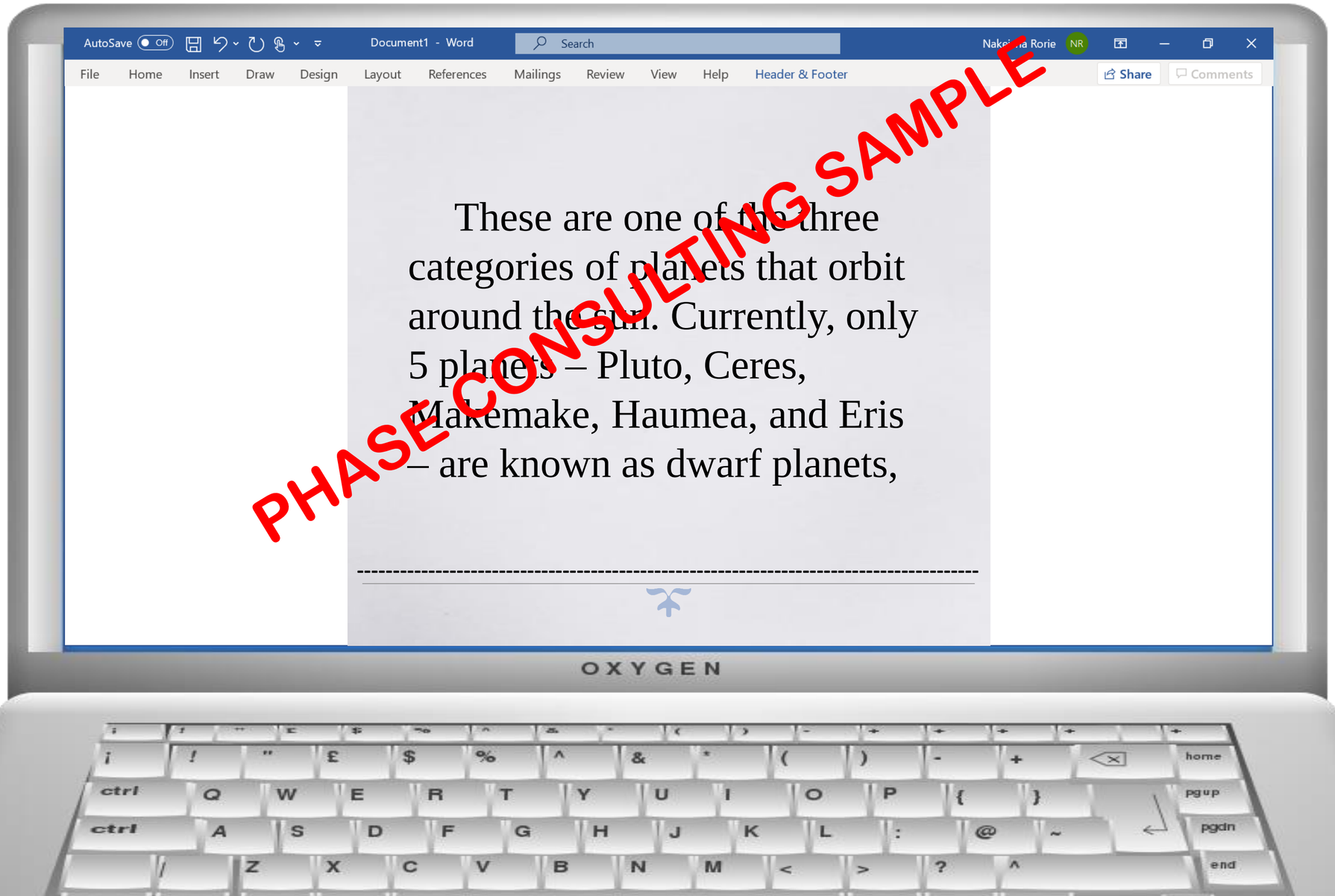
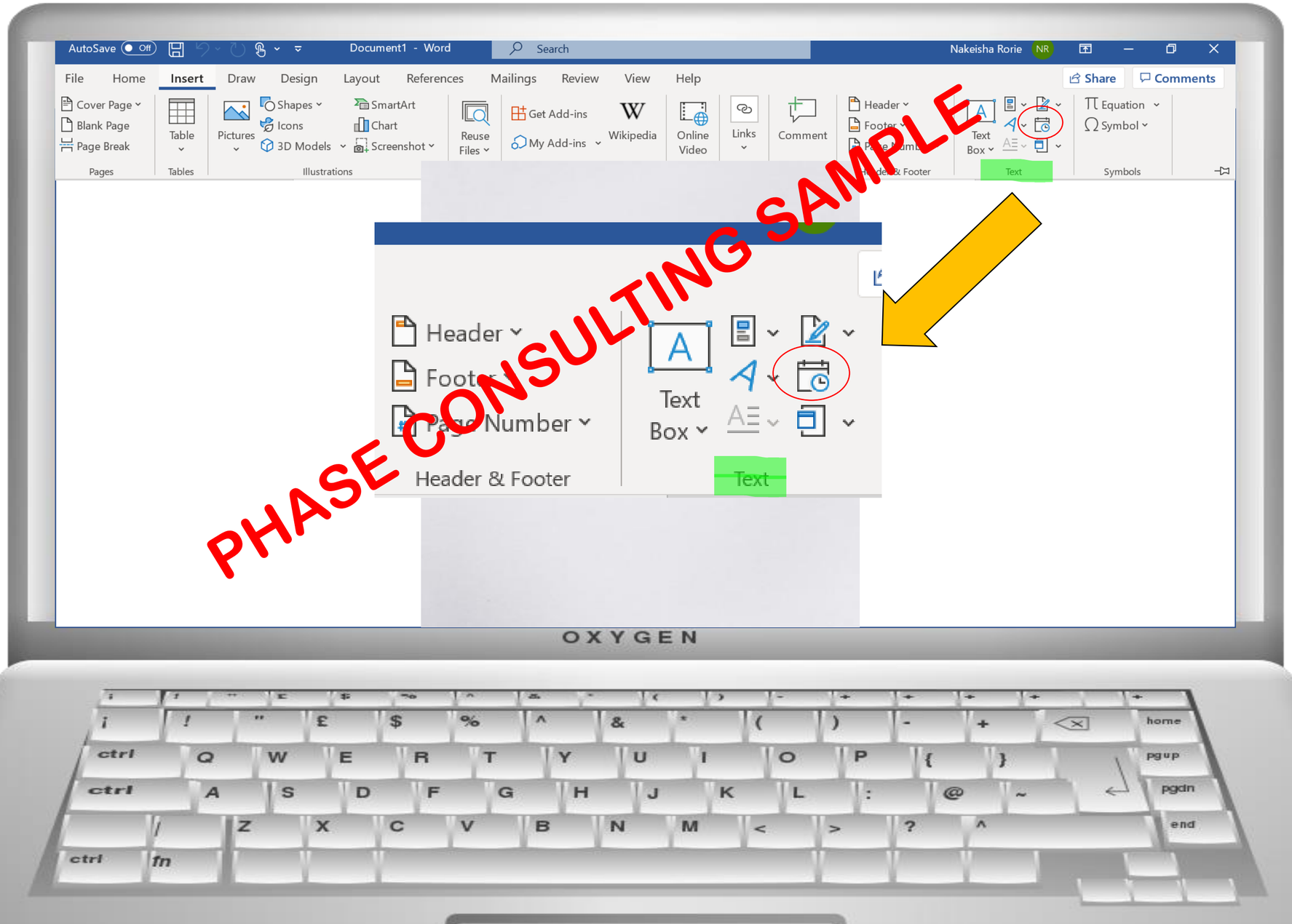


Quick Tip: Date & Time



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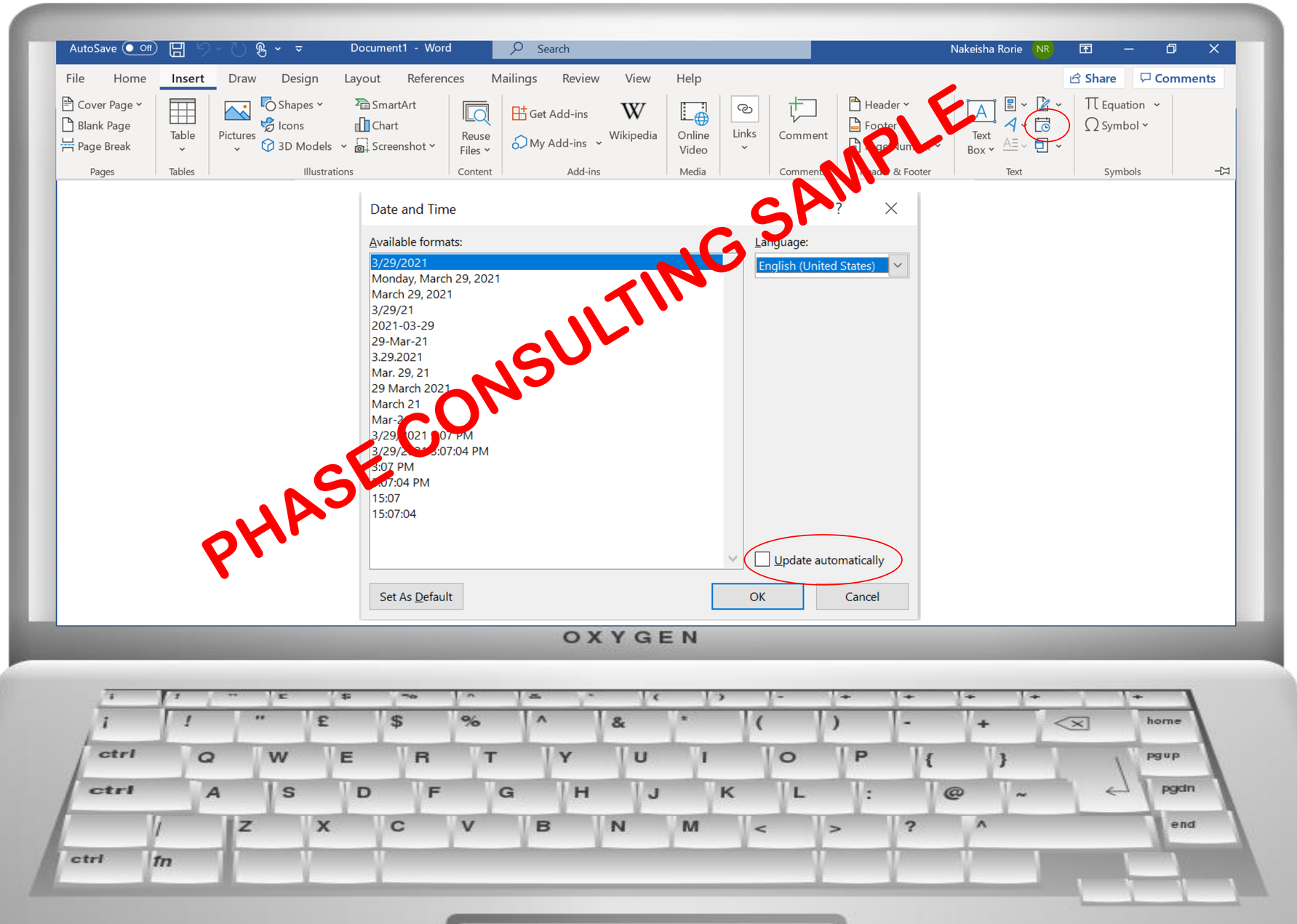

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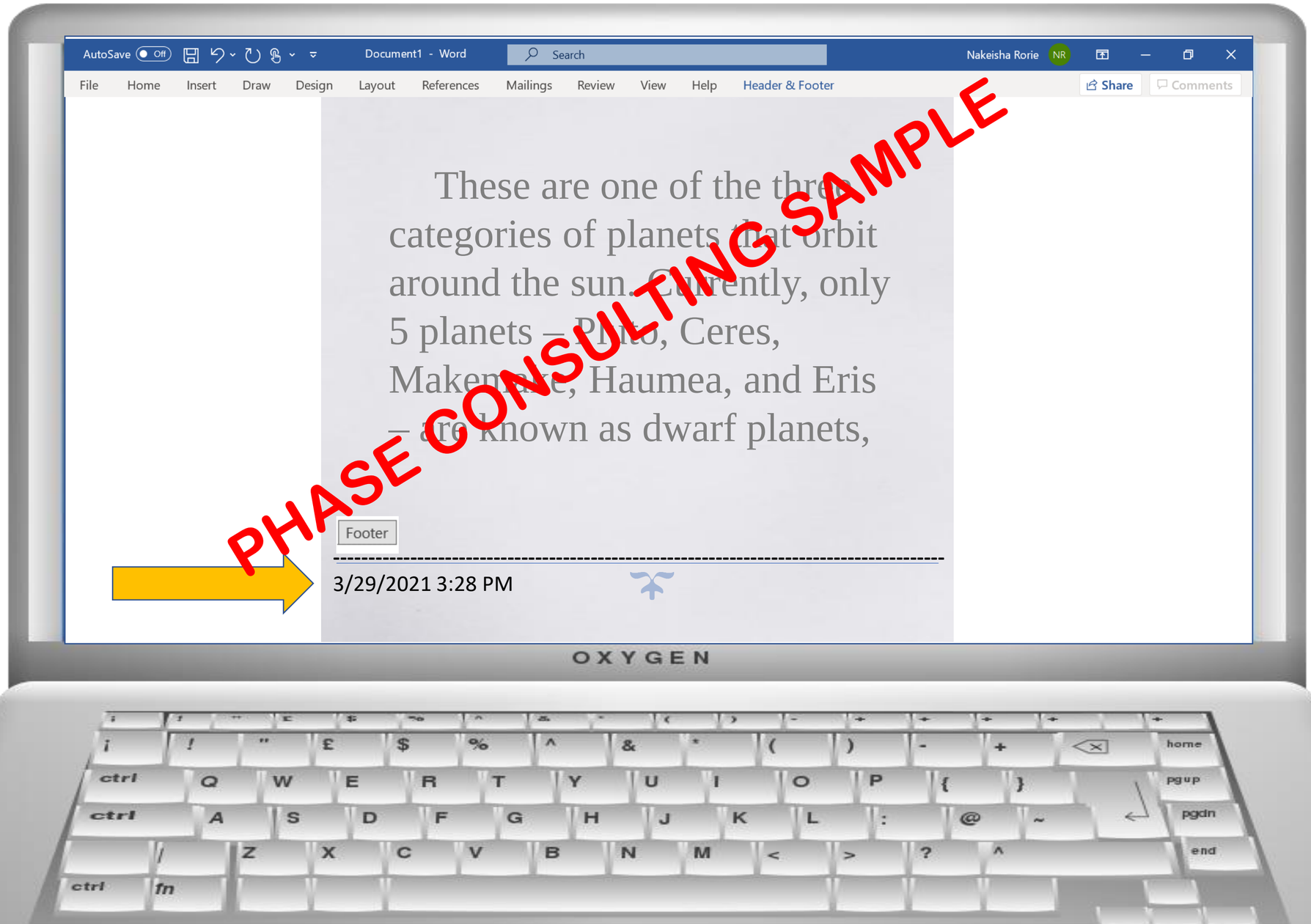

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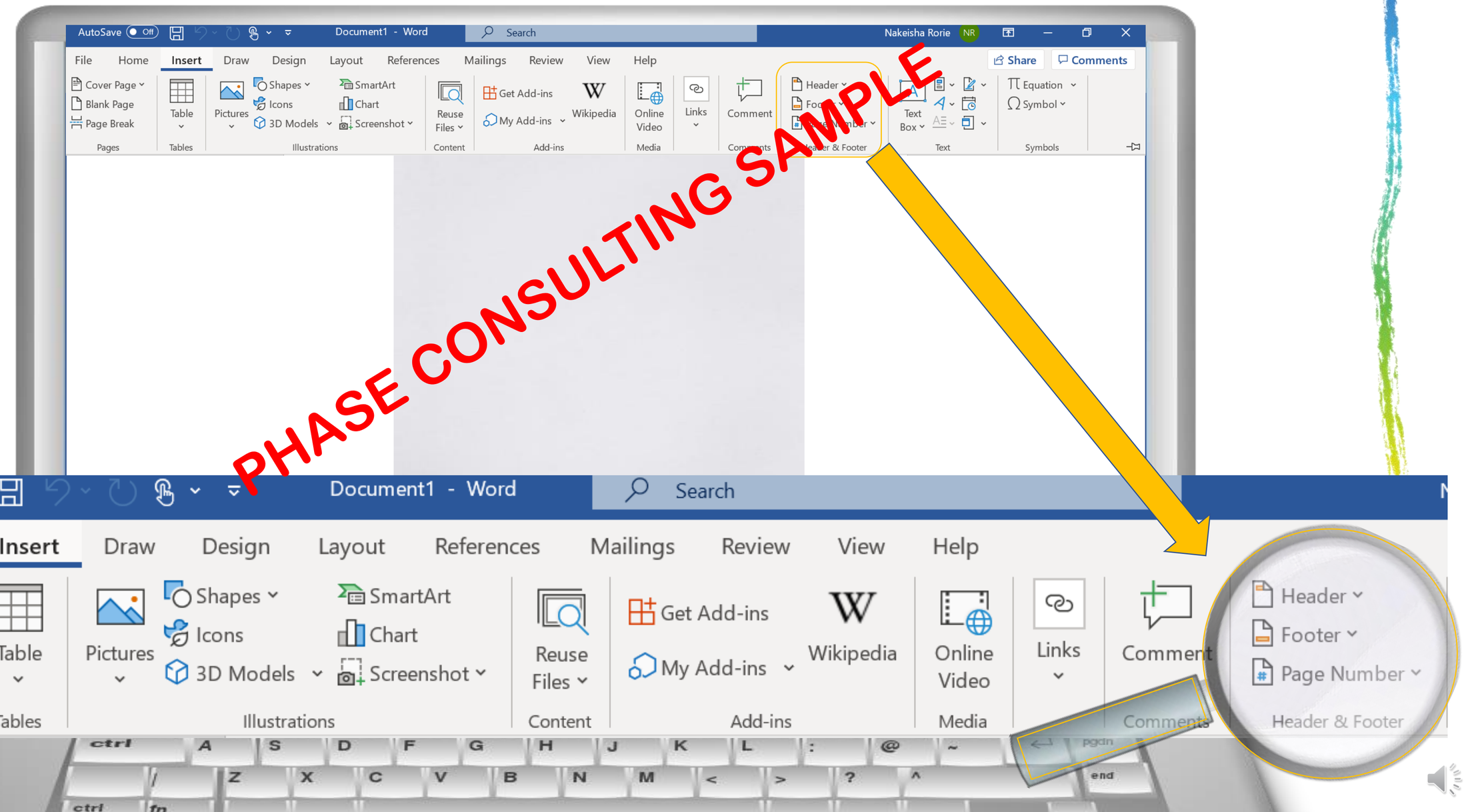

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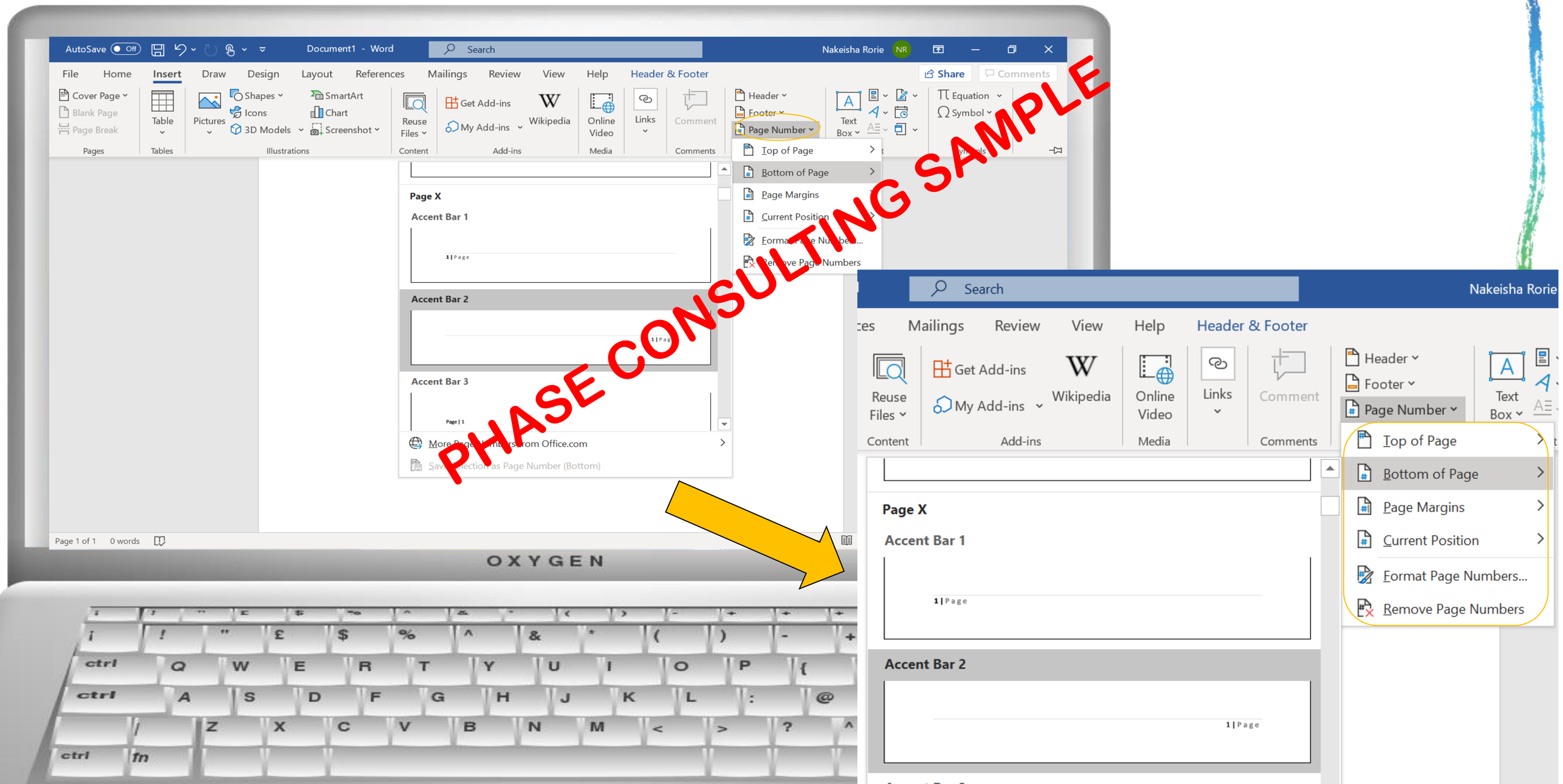

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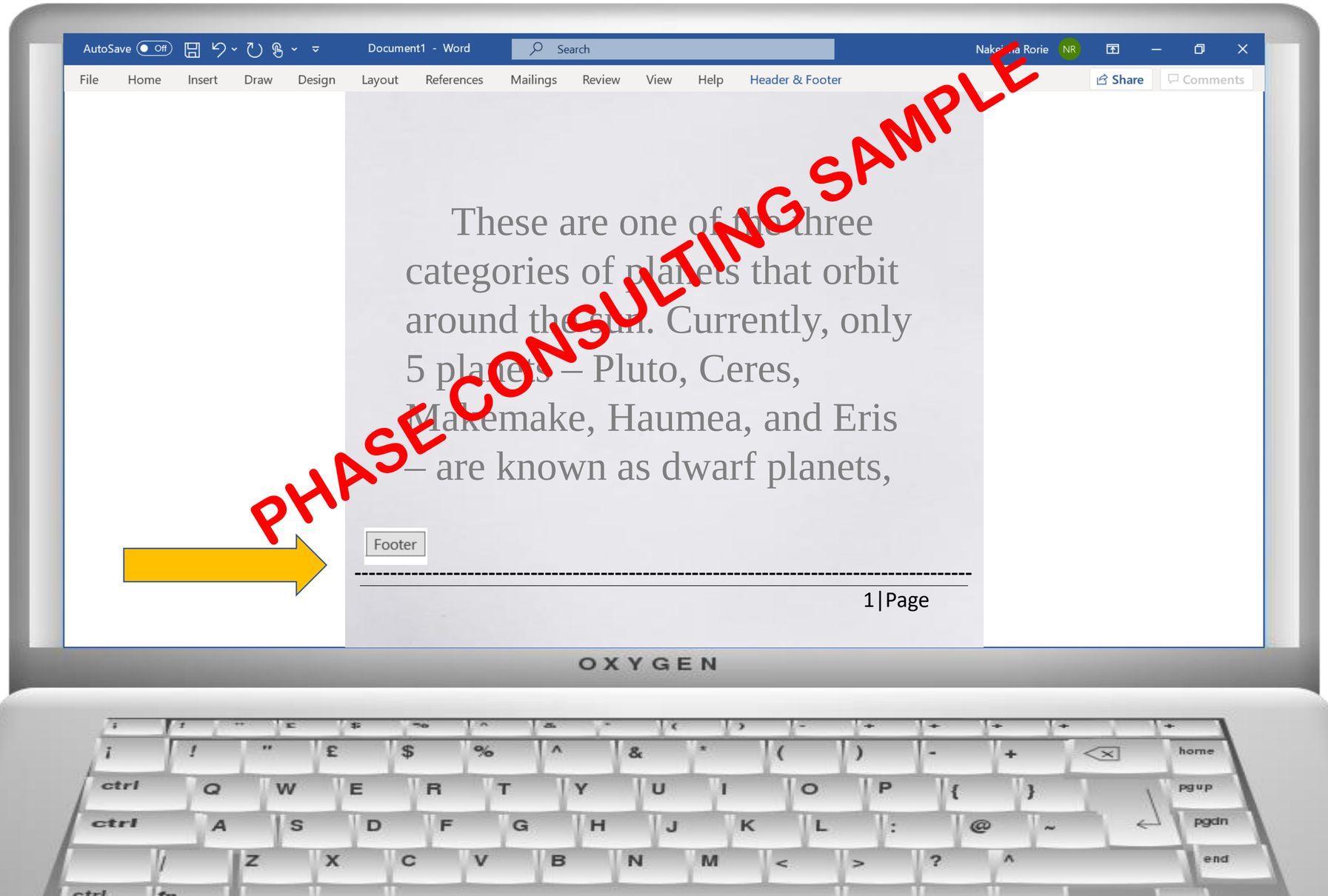

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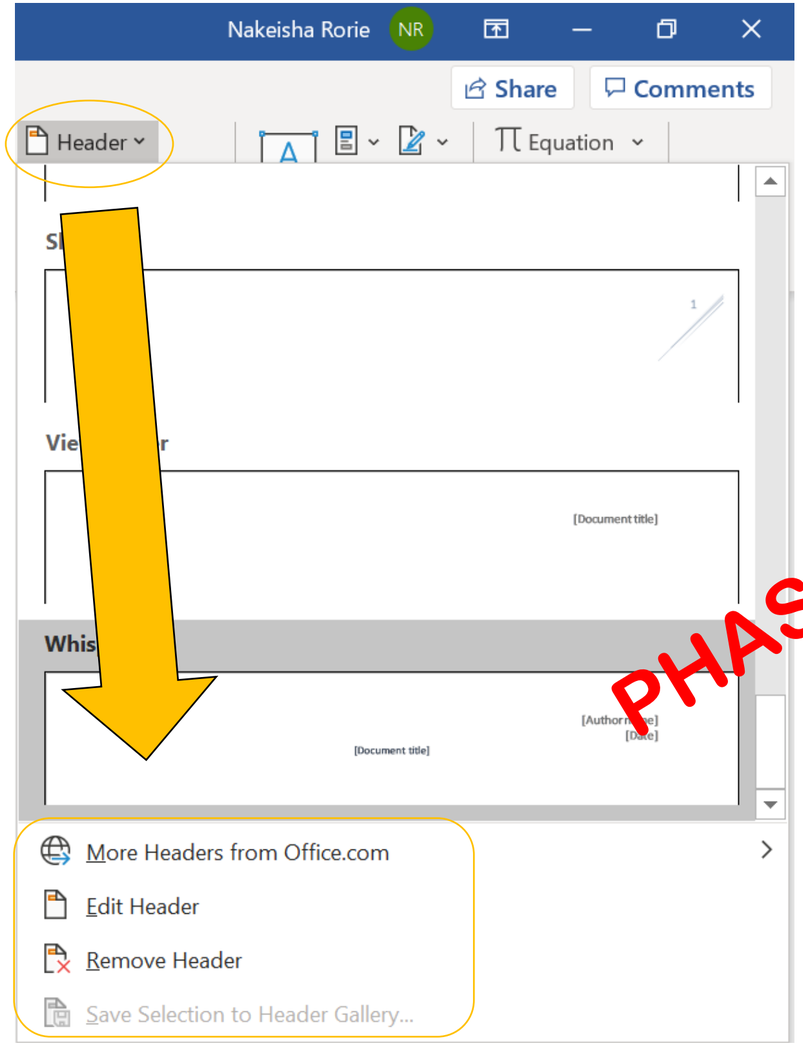

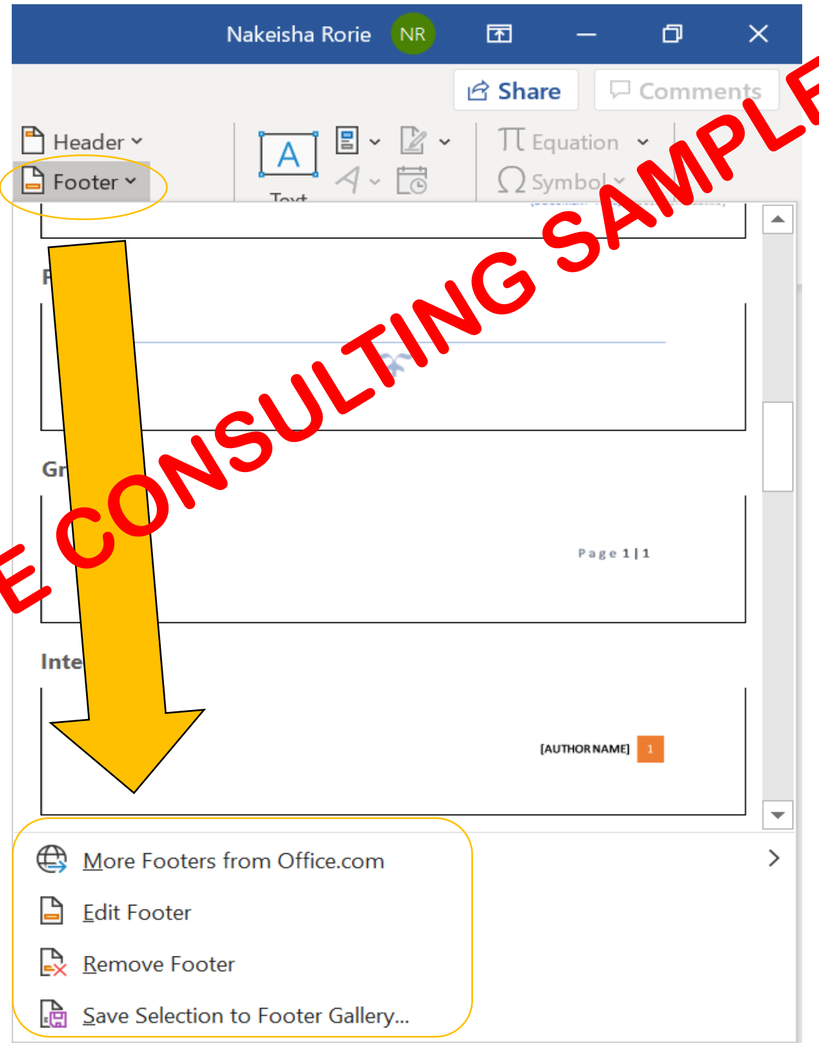

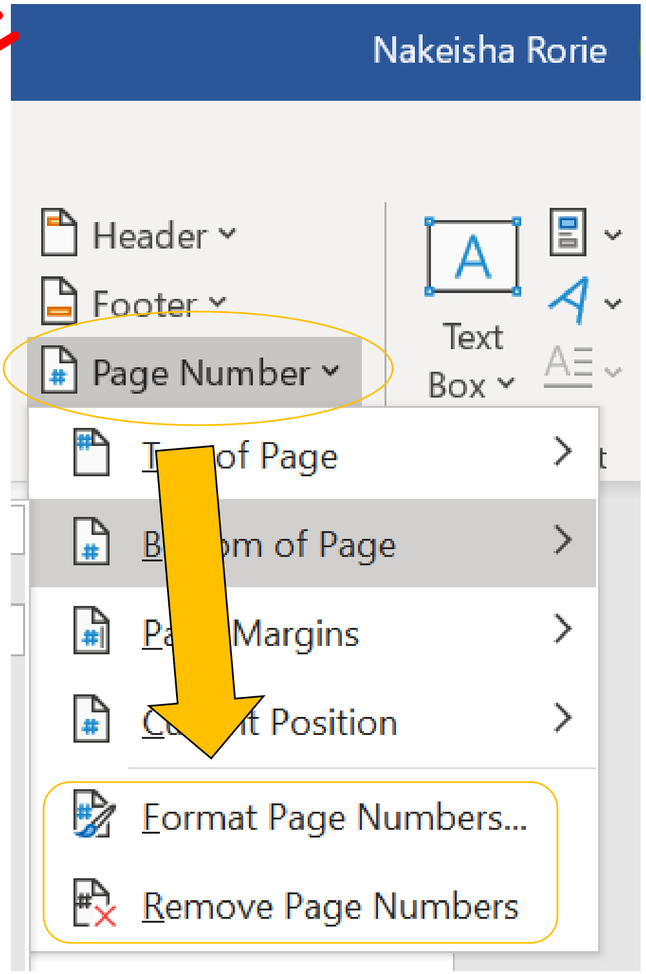

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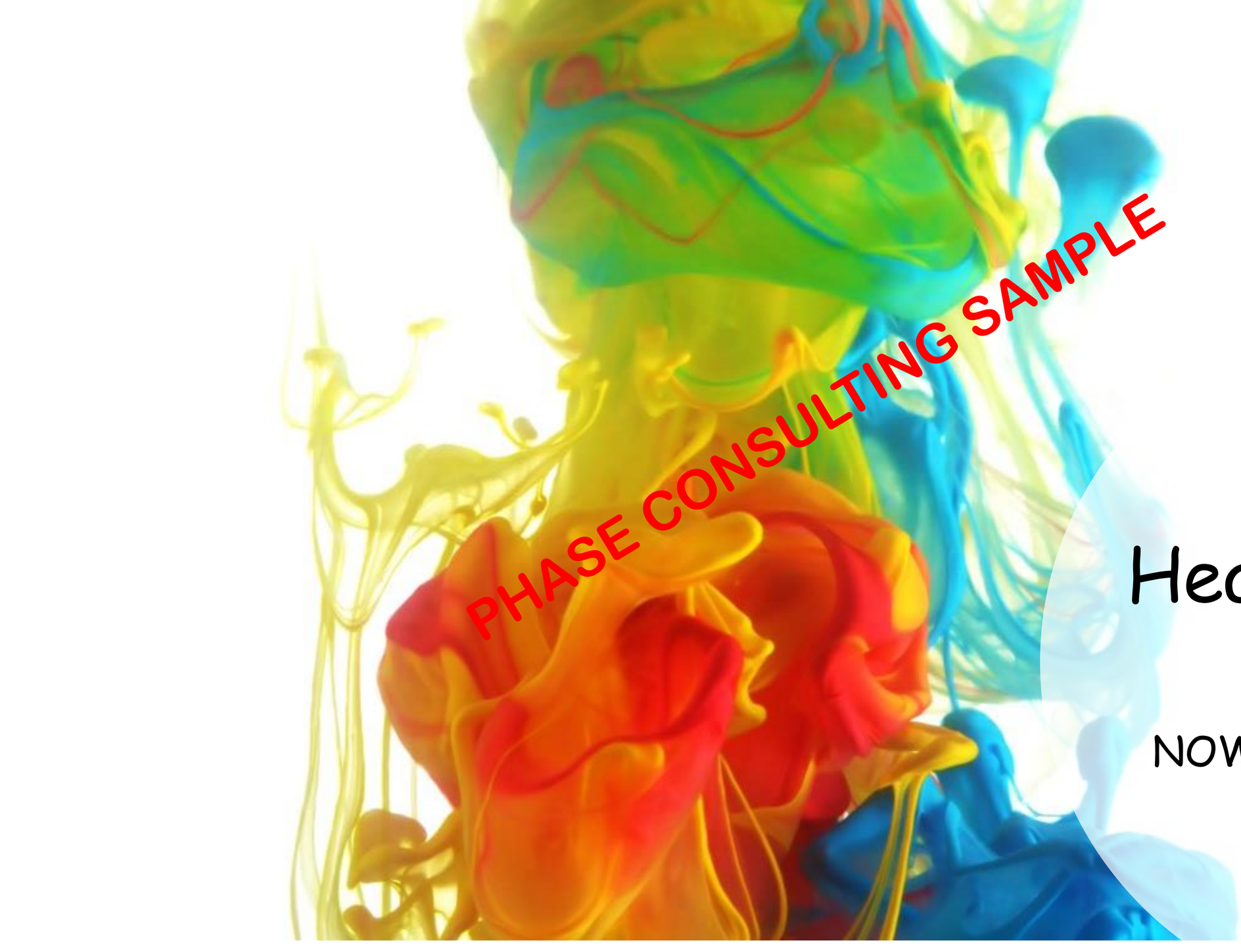

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The Header/Footer Activity

NOW IT'S YOUR TURN

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