

# 'Header & Footer'

PHASE CONSULTING SAMPLE

How to insert and use header-footer in Microsoft Word



# 'Header & Footer Objectives'

**Purpose**

**Relevance**

**Insert Header-Footer**

**Insert Page Number**

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# WRITING FORMATS

**Modern Language Association (MLA):**

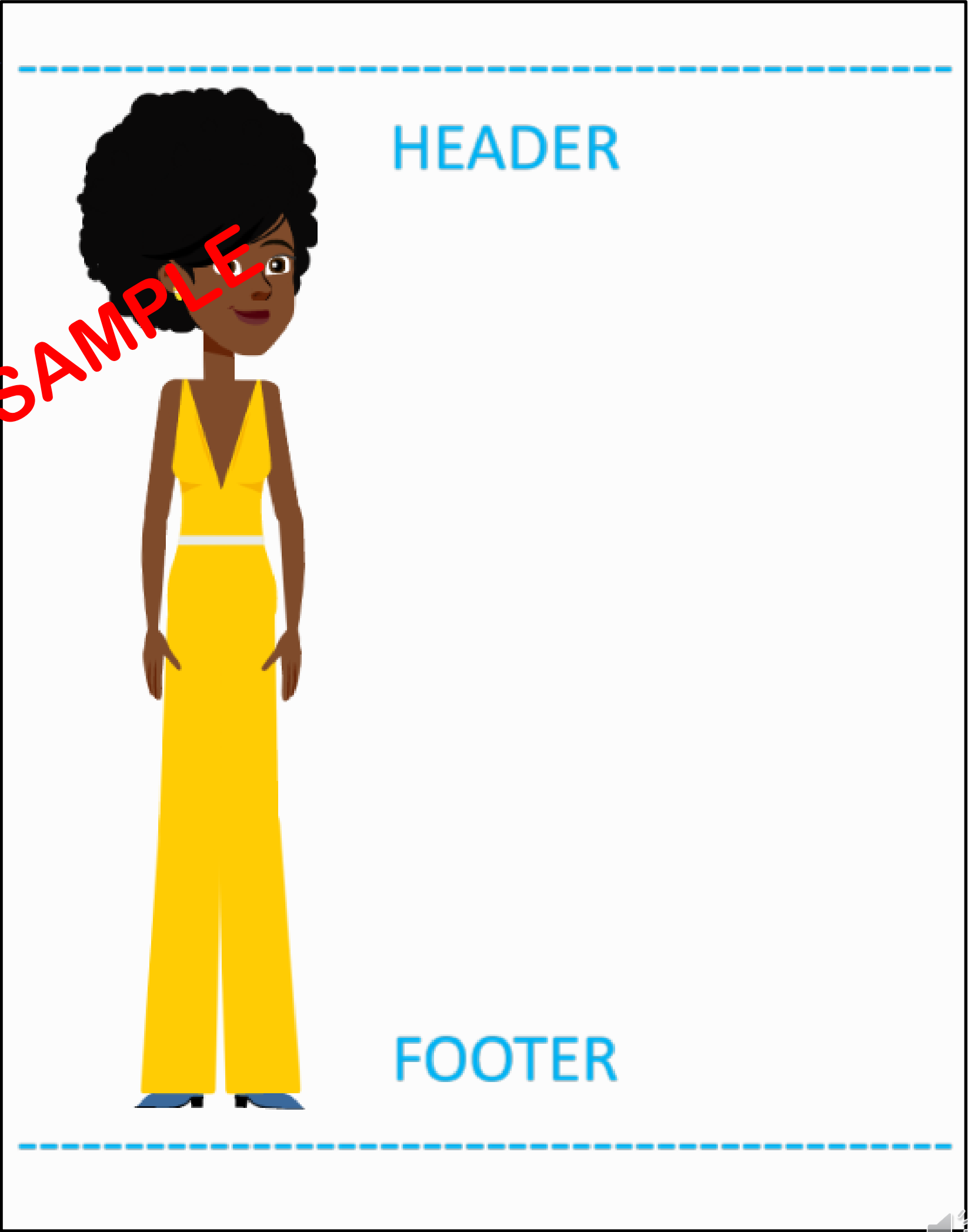
Popular essay format for students

**American Psychological Association (APA):**

Commonly used for research papers

**Chicago/Turabian:** Often used in History-related fields

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## *The Solar System*

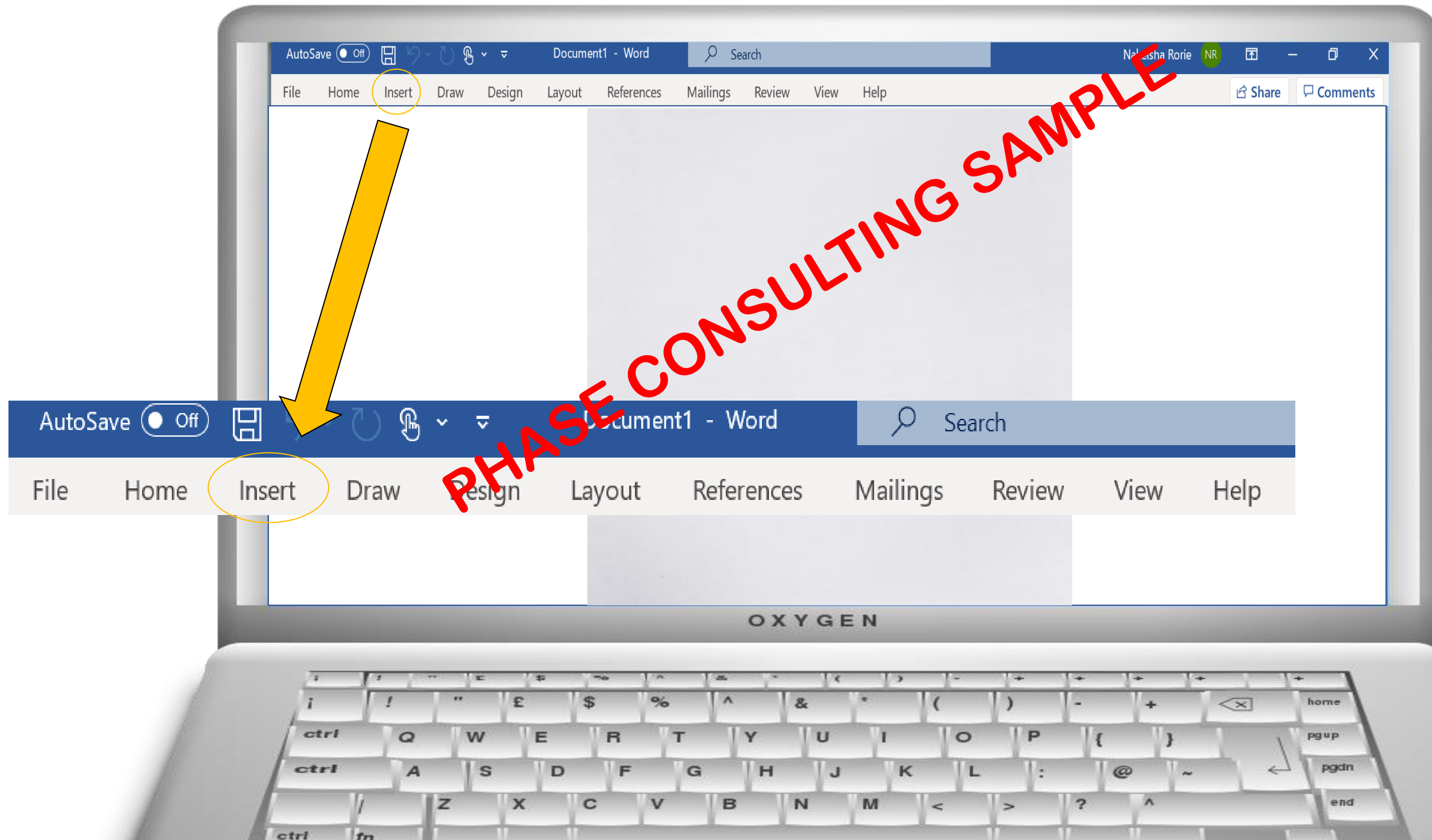
A dwarf planet is smaller than 3031 miles in diameter, while planet is larger. These are one of the three categories of planets that orbit around the sun. Currently, only 5 planets – Pluto, Ceres, Makemake, Haumea, and Eris – are

## Planets & Dwarf Planets

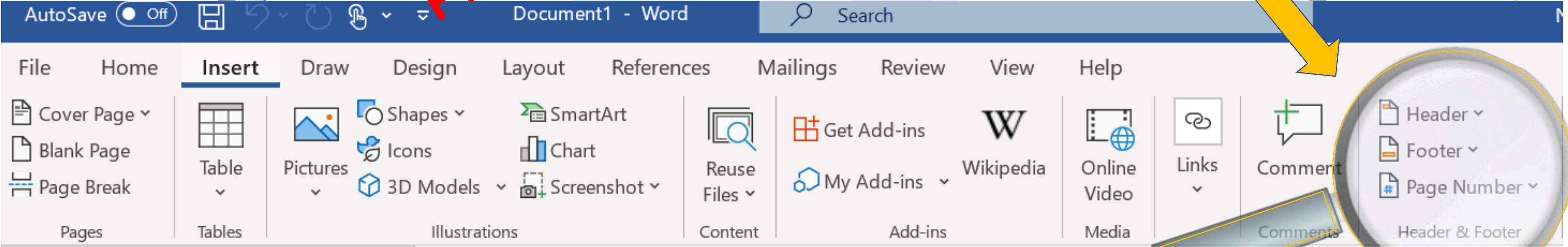
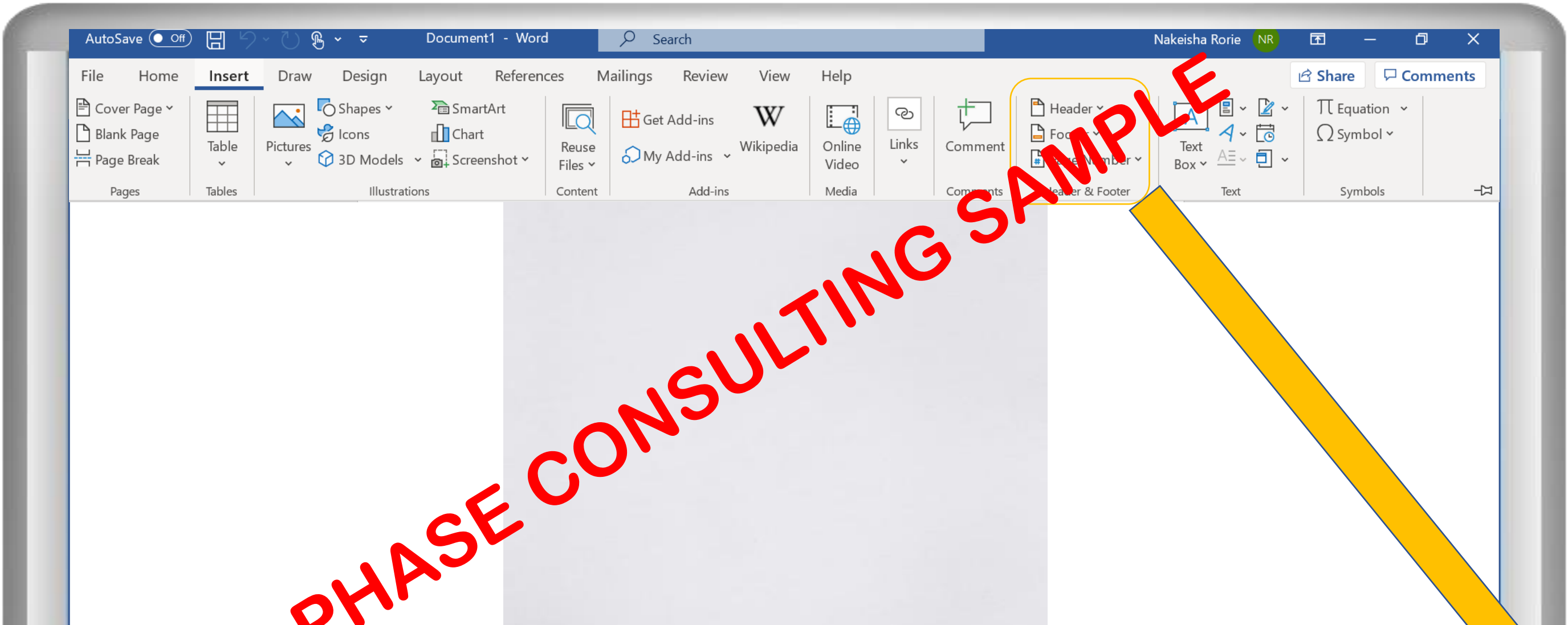
known as dwarf planets, while there are 9 main planets, which includes the earth. In the early Greek times, there were five bodies that were commonly identified as planets orbiting the Earth, including Mercury, Venus, Mars, Jupiter, and Saturn.



## Insert Header-Footer

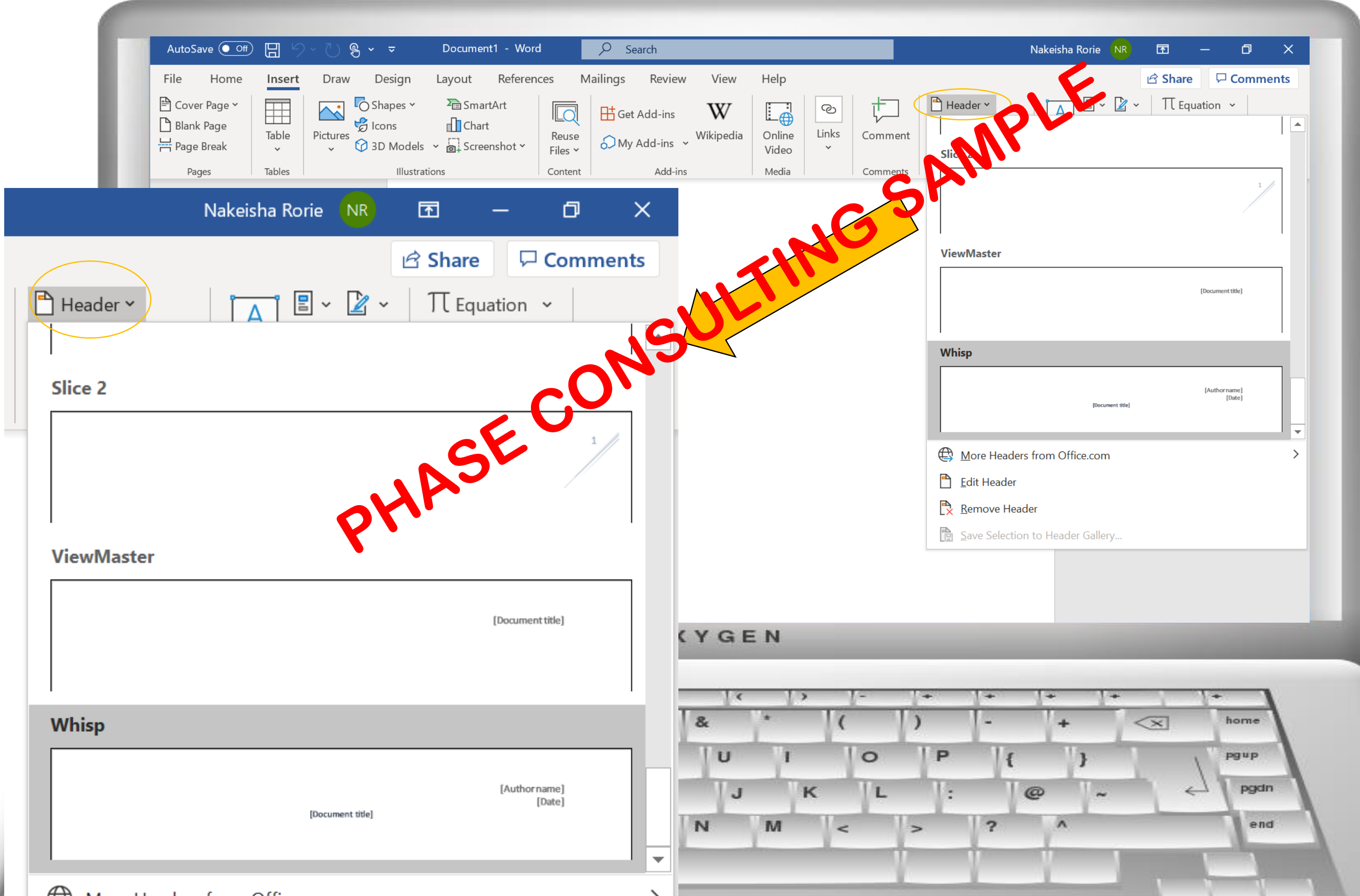


# Insert Header-Footer

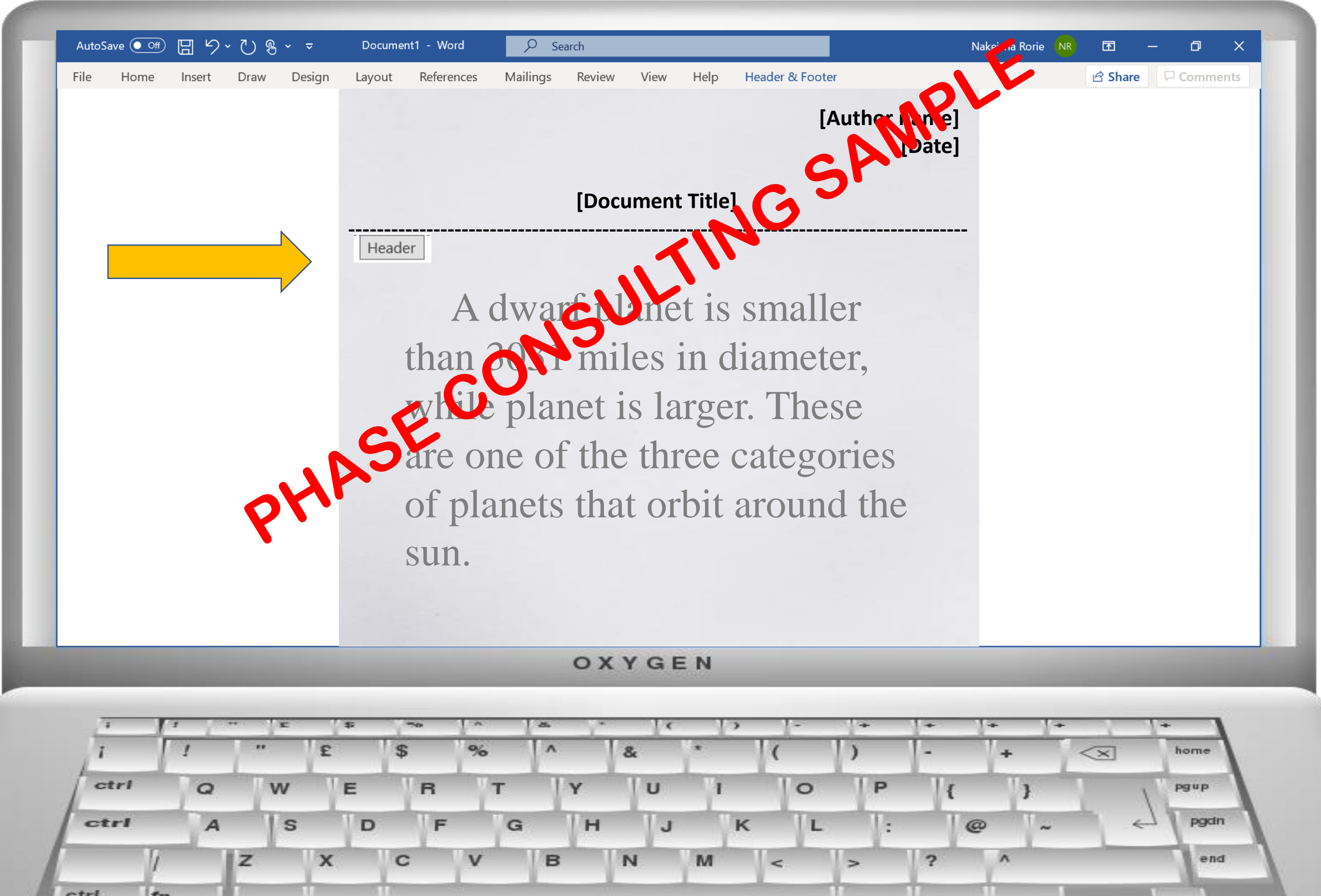




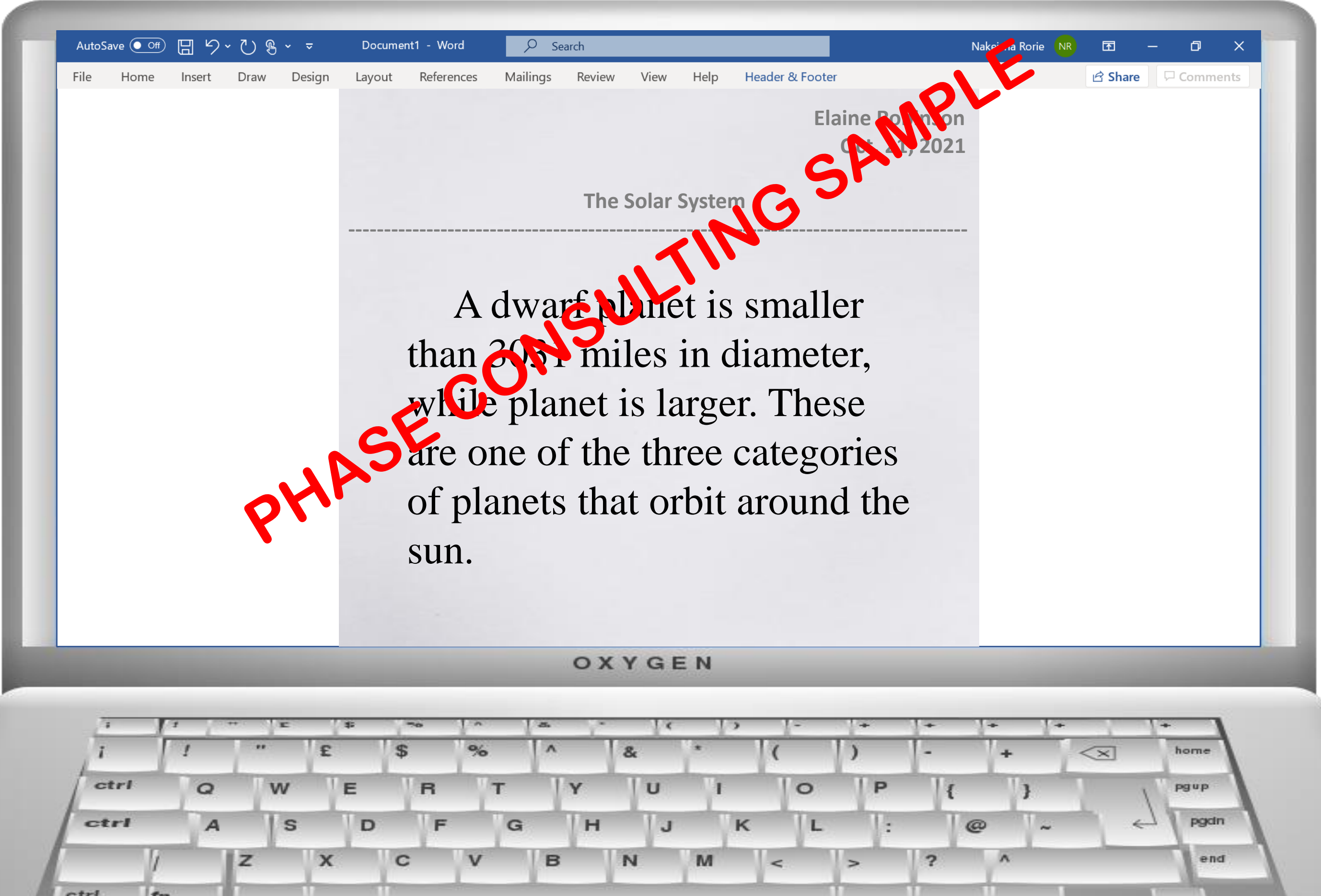
Insert Header



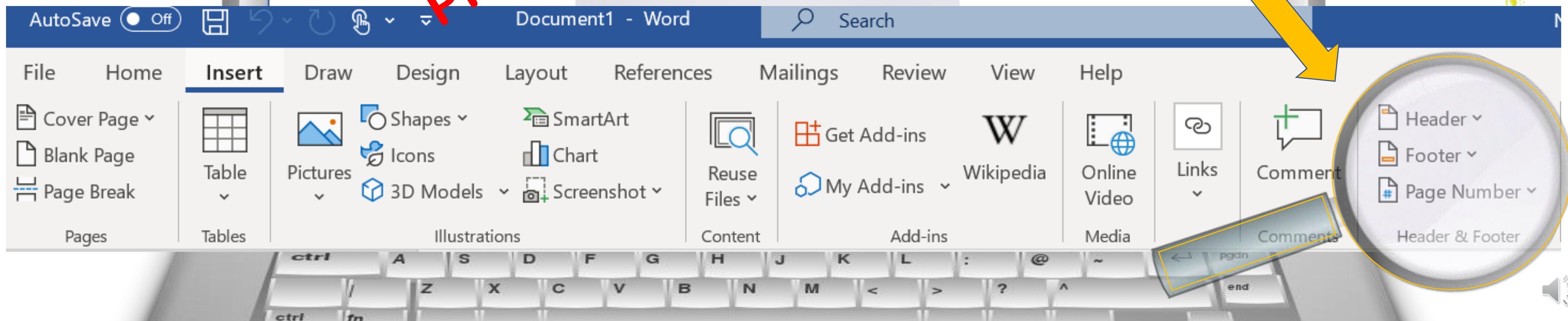
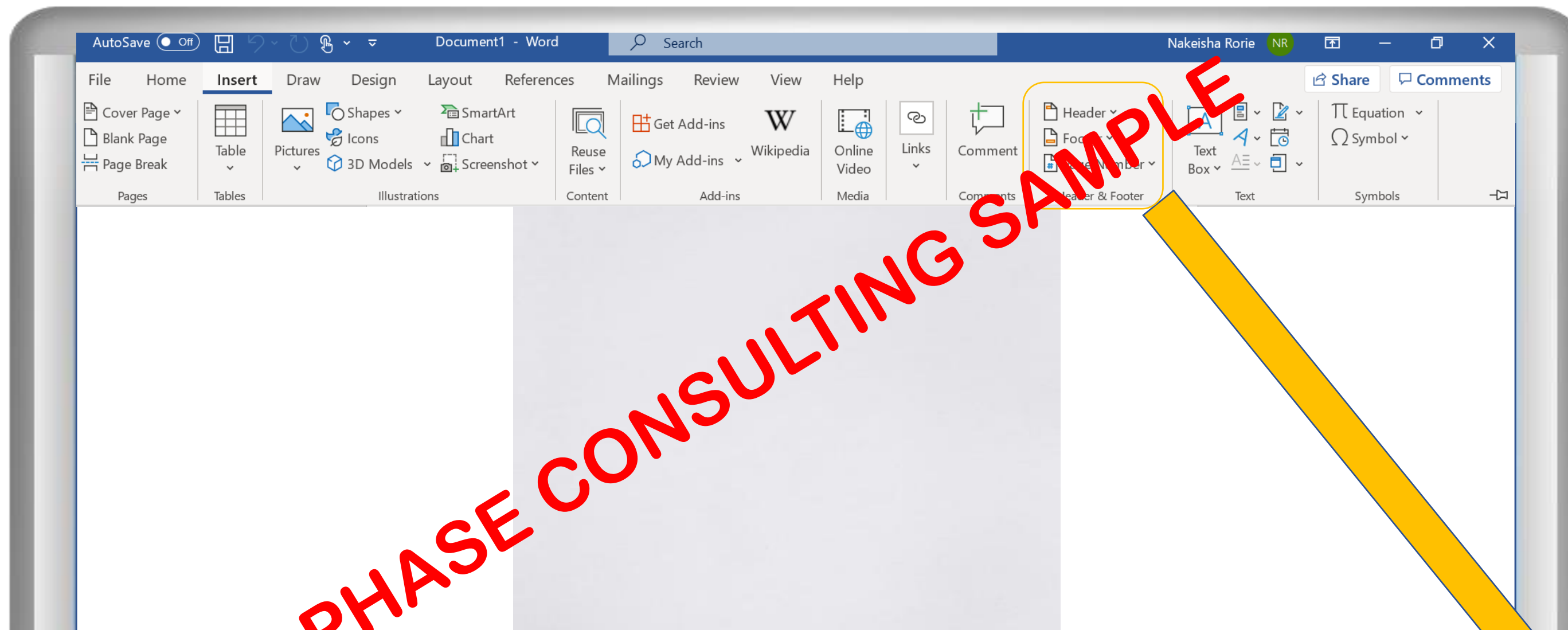
# Insert Header



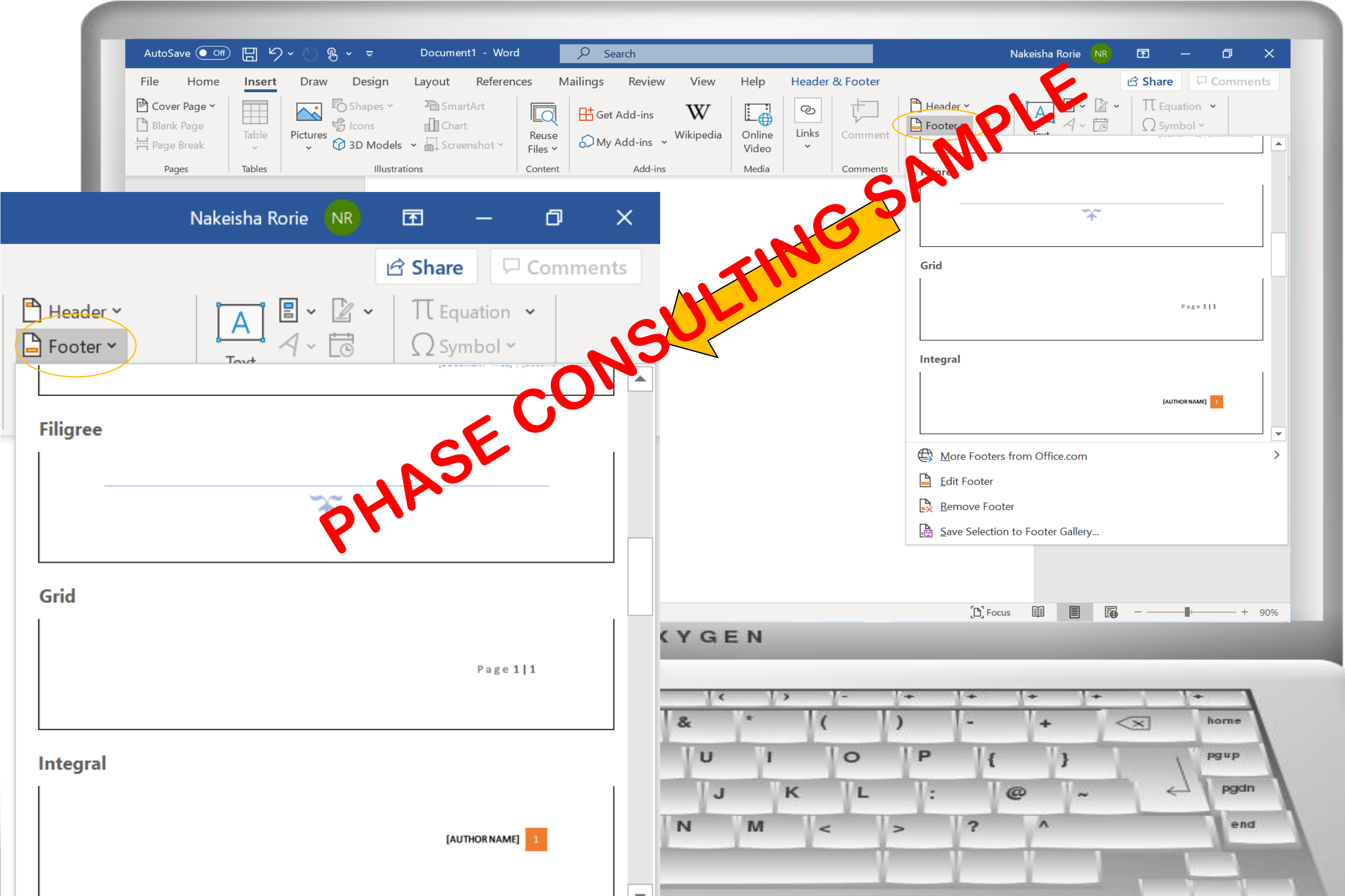




## Insert Footer

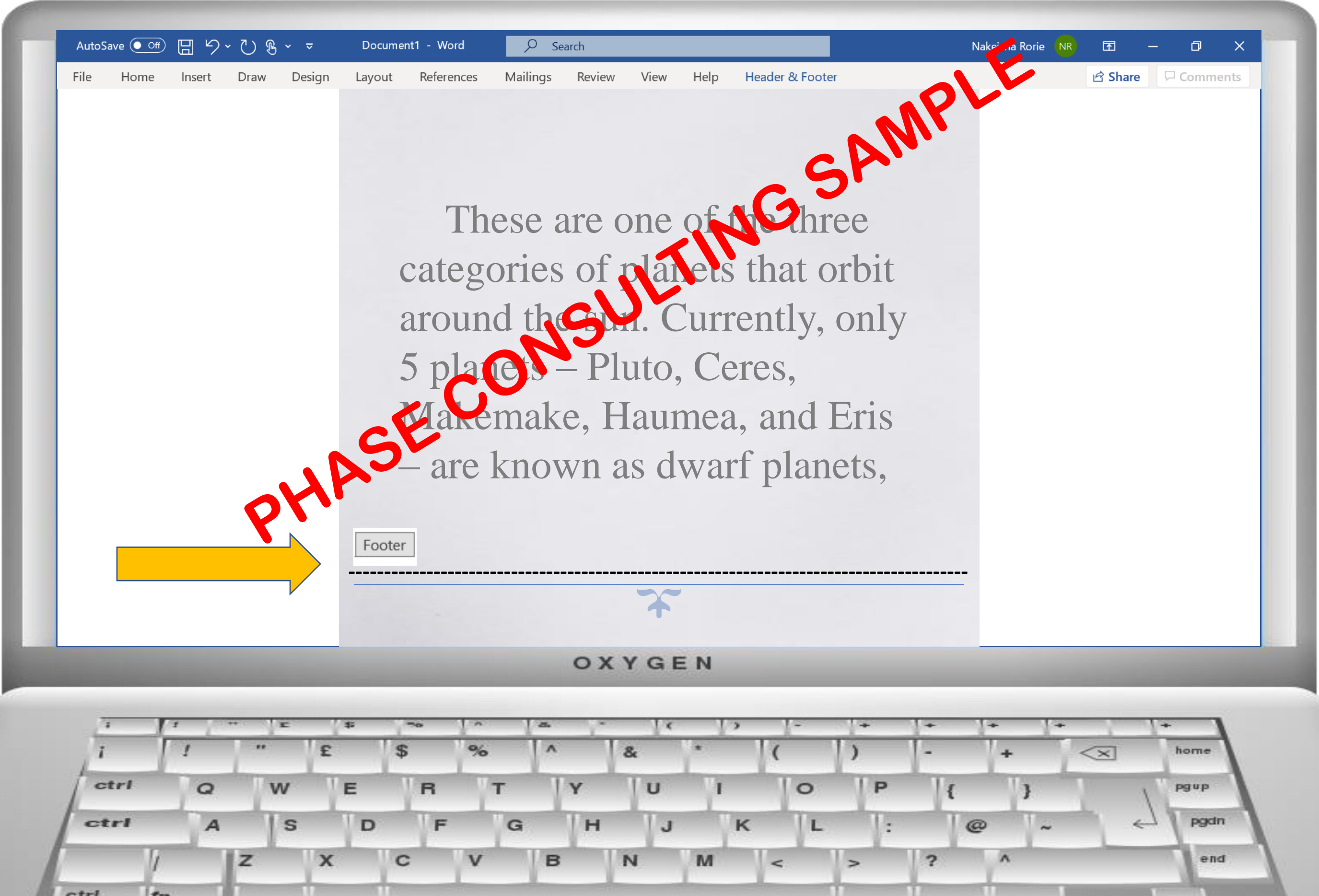


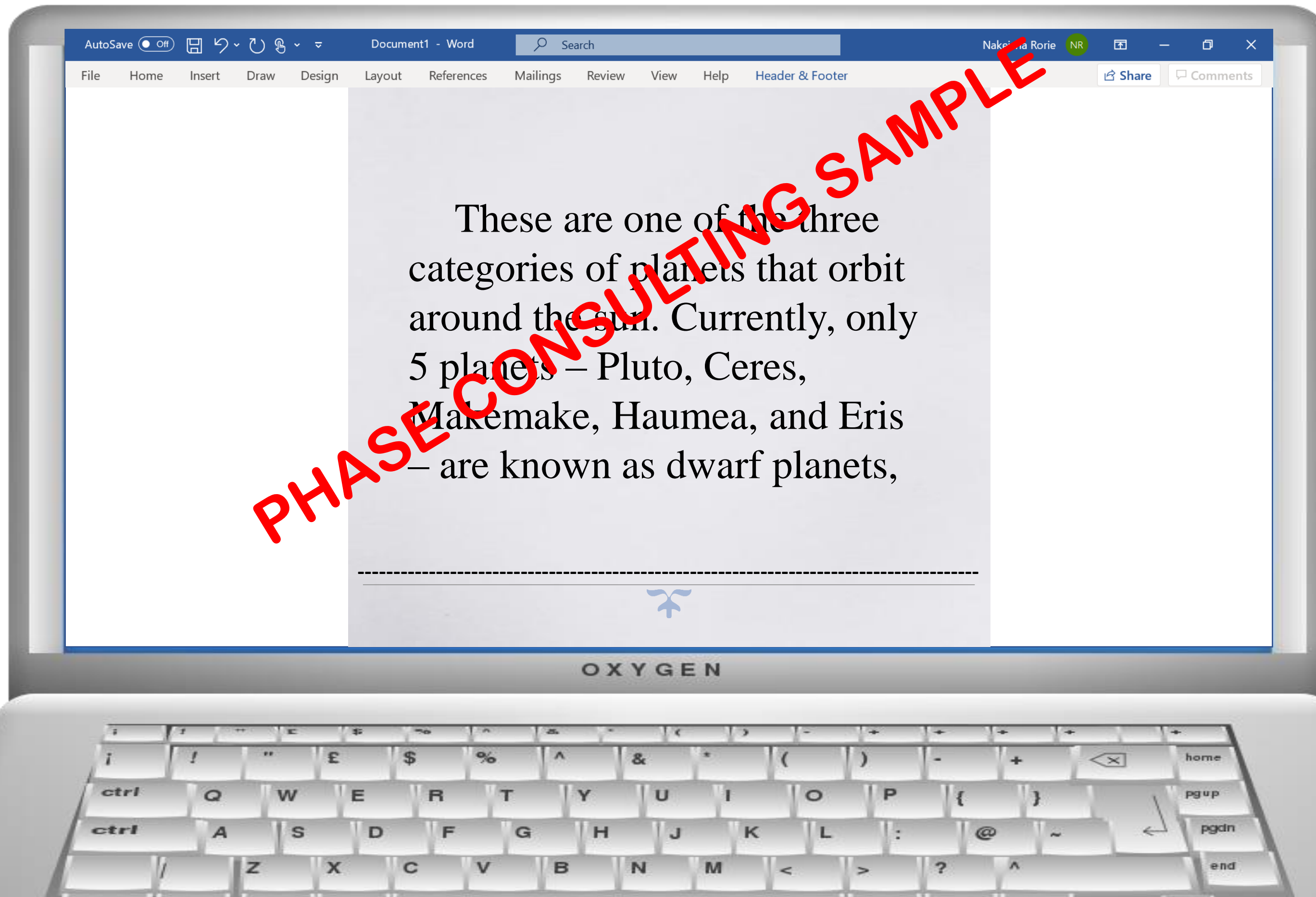
Insert Footer





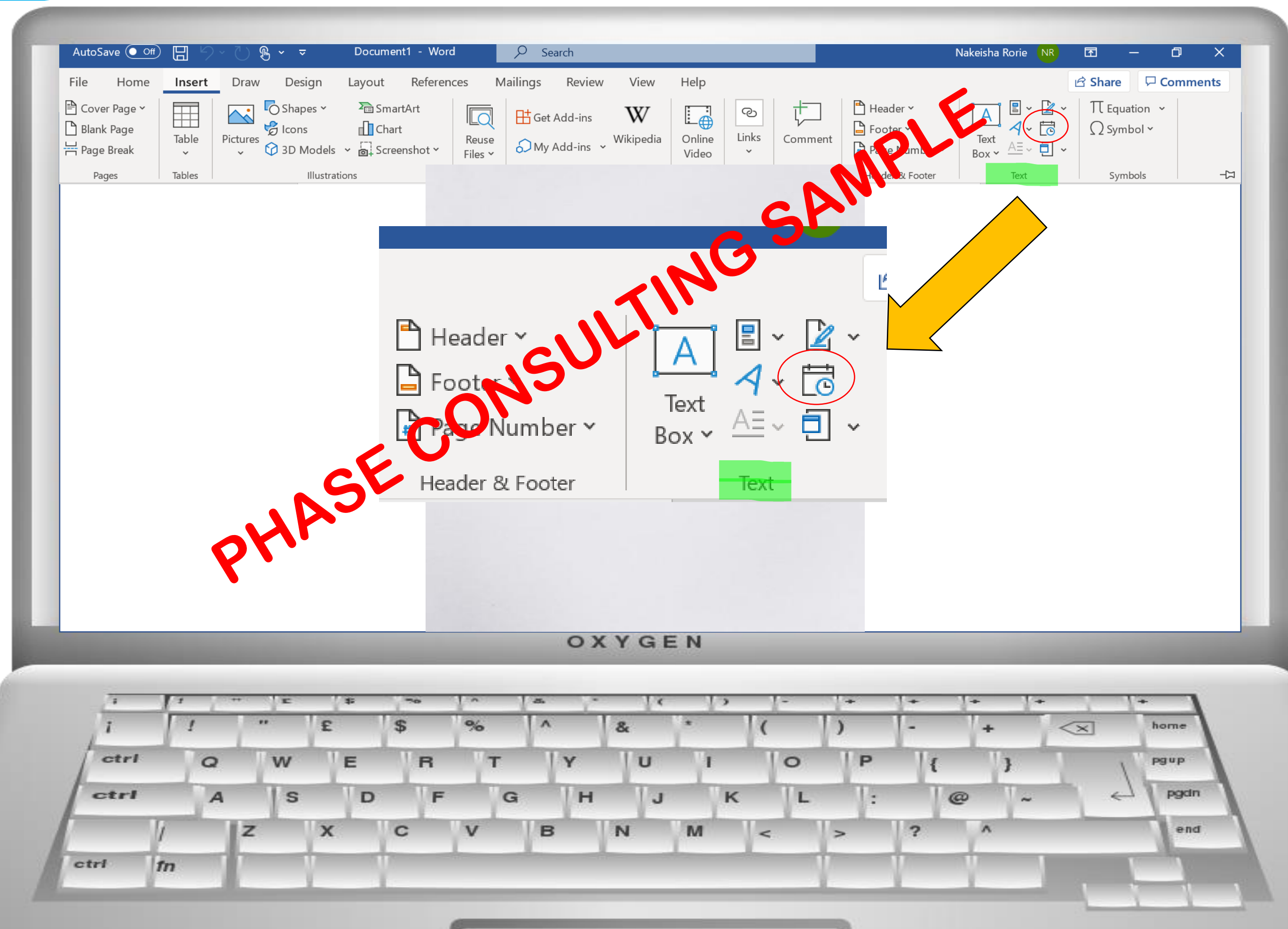
Insert Footer





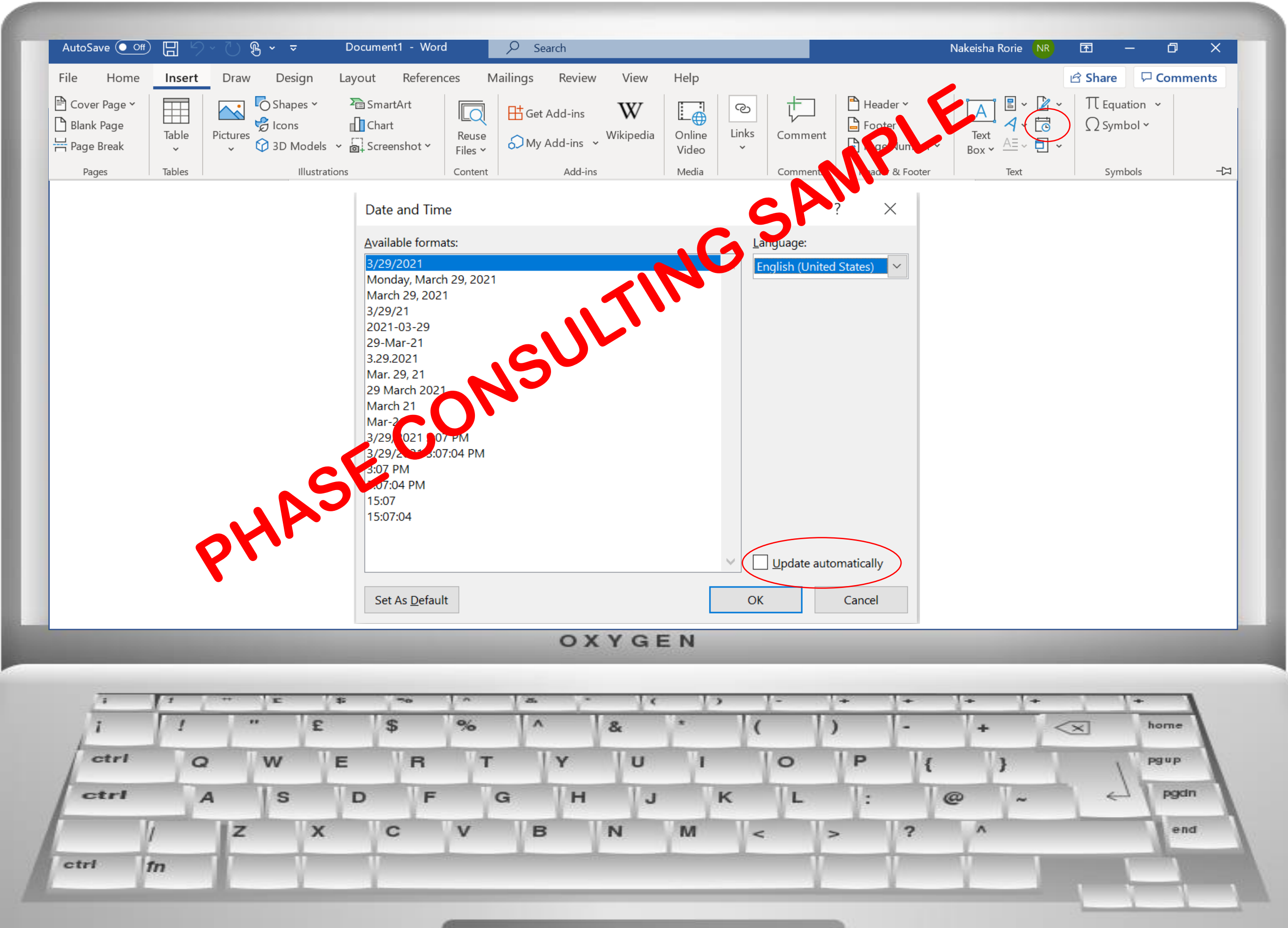


Quick Tip: Date & Time



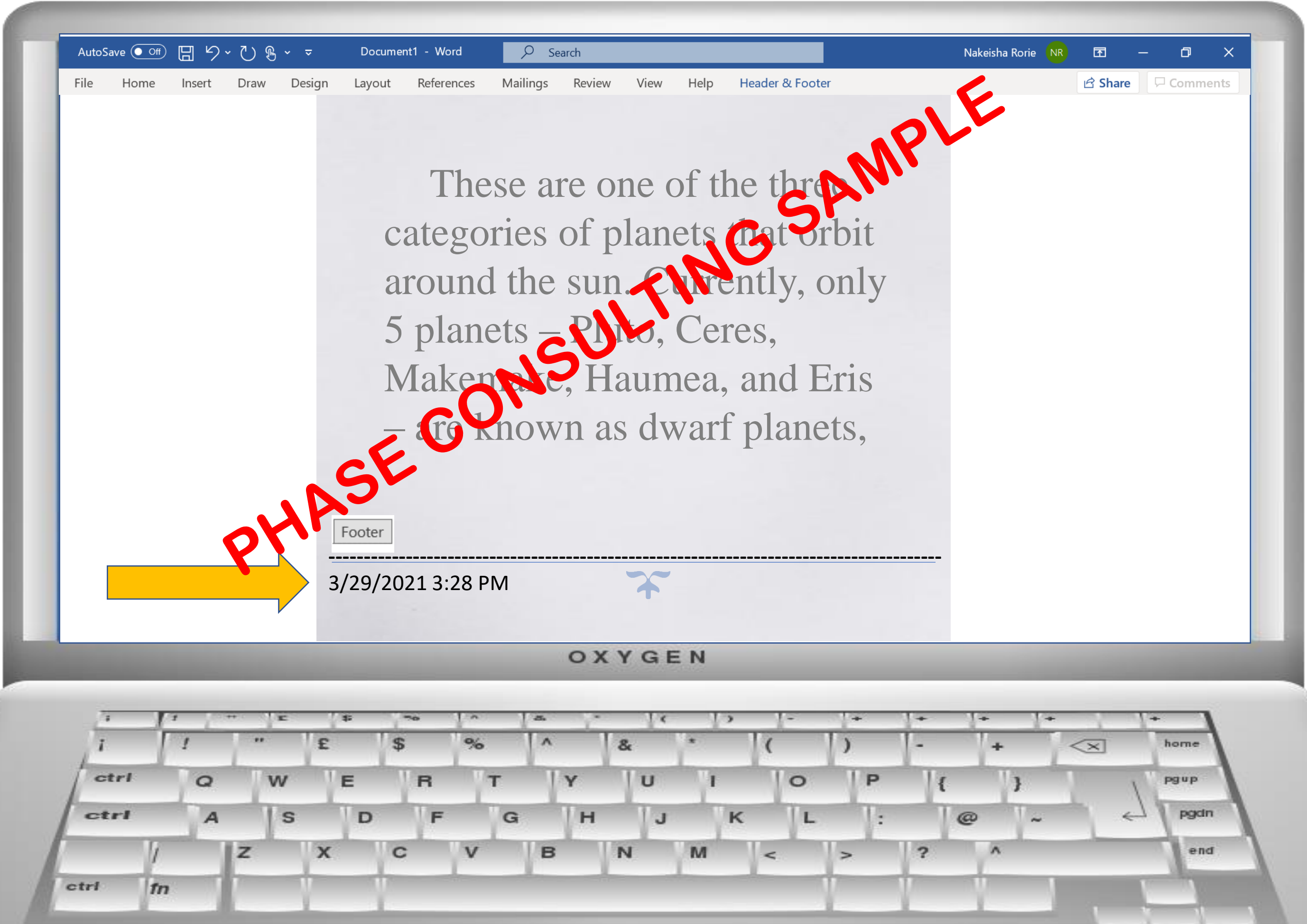


# Quick Tip: Date & Time



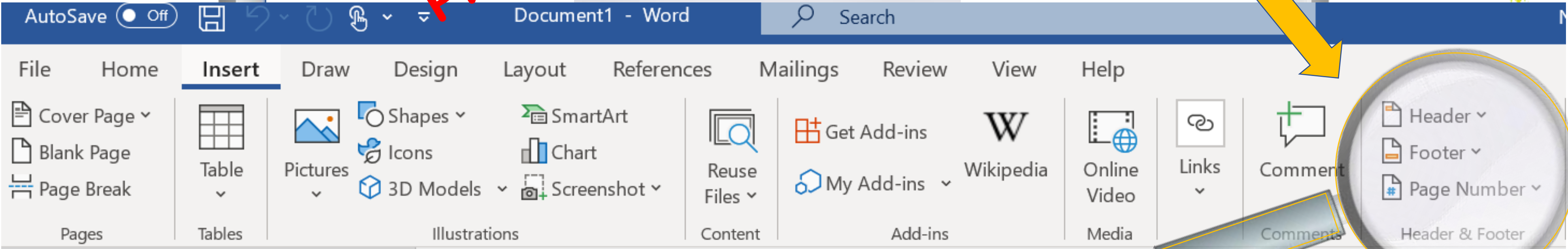
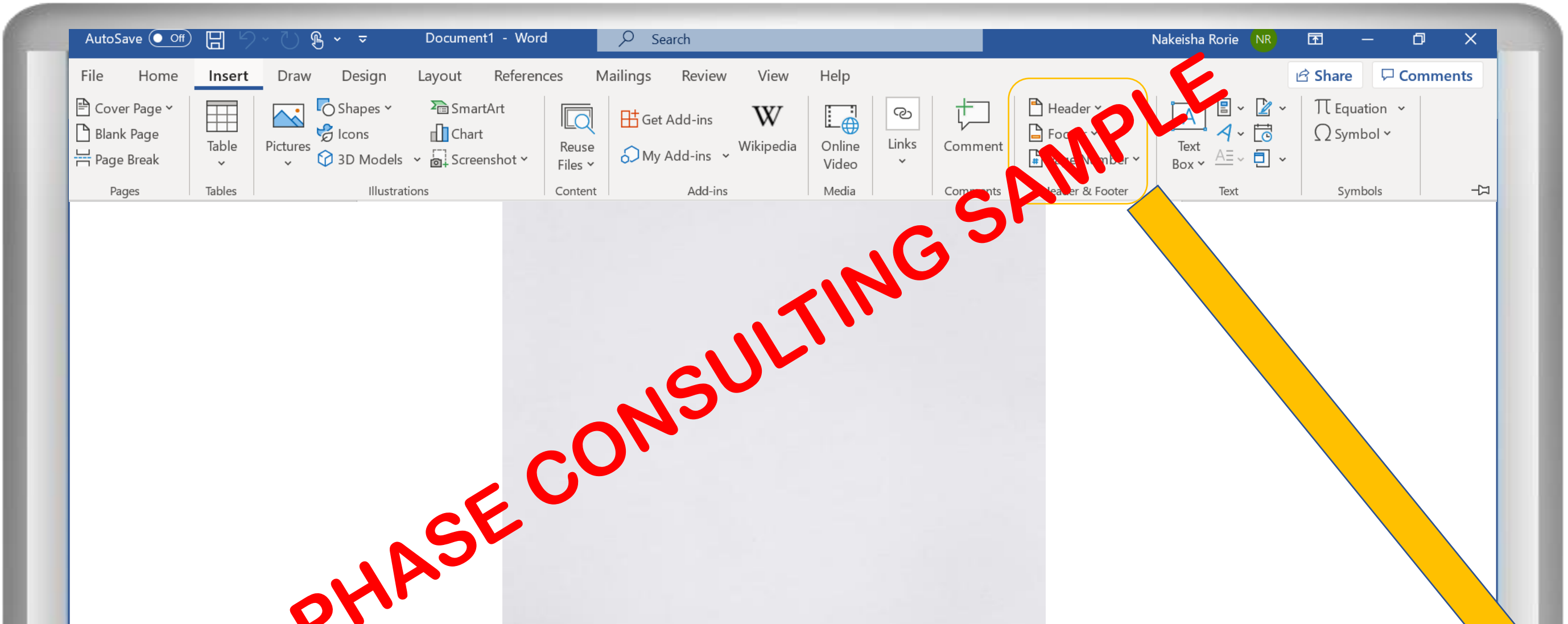


Quick Tip: Date & Time





# Insert Page Number





# Insert Page Number

**PHASE CONSULTING SAMPLE**

The image shows a Microsoft Word interface with the 'Insert' tab selected. The 'Page Number' option is highlighted in the 'Header & Footer' group. A yellow arrow points to the 'Bottom of Page' option in the dropdown menu. The document content includes 'Page X', 'Accent Bar 1', 'Accent Bar 2', and 'Accent Bar 3'. The status bar at the bottom indicates 'Page 1 of 1' and '0 words'.

**Microsoft Word Interface:**

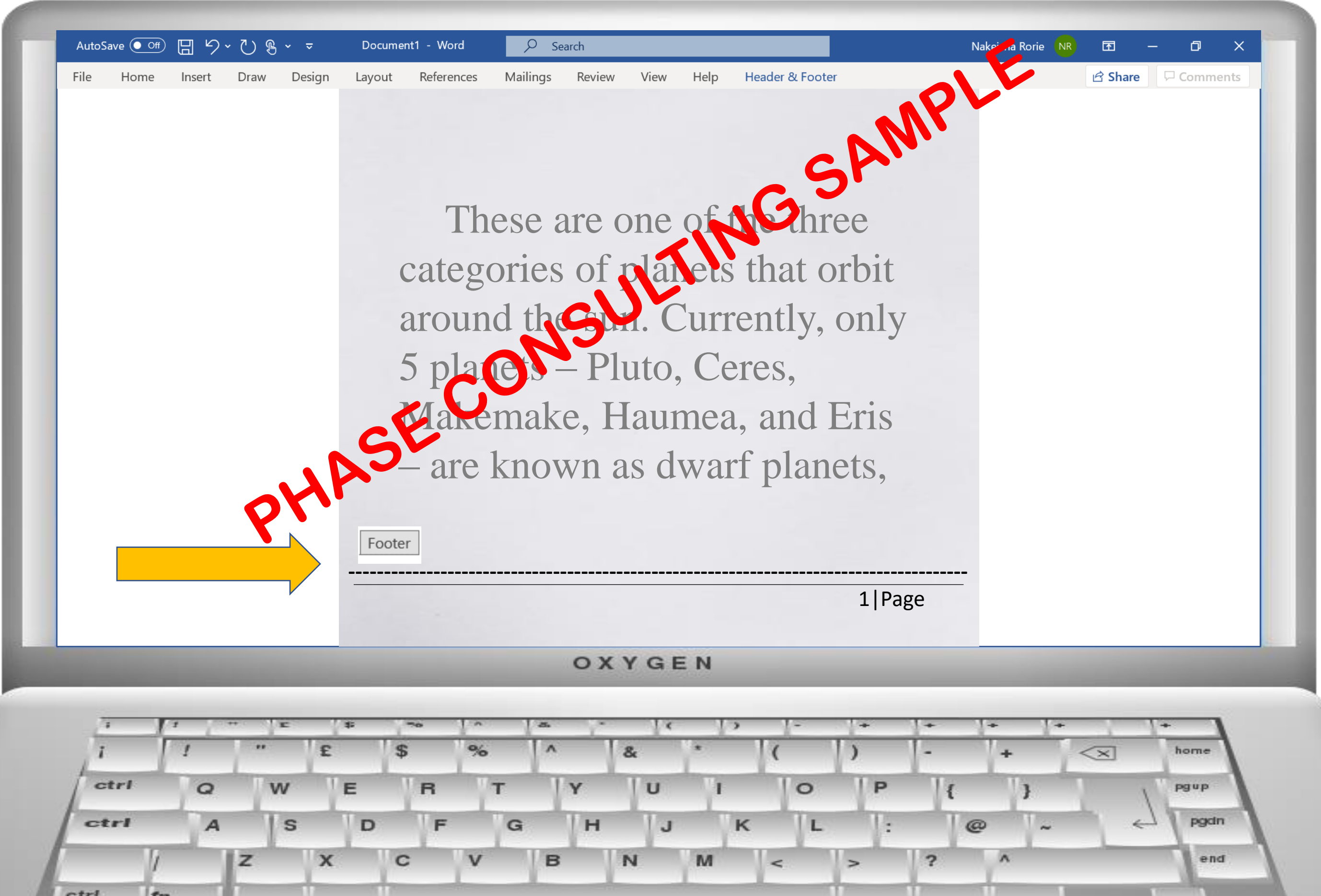
- File Name:** Document1 - Word
- User:** Nakeisha Rorie
- Tab:** Insert
- Group:** Header & Footer
- Options:** Header, Footer, Page Number, Top of Page, Bottom of Page, Page Margins, Current Position, Format Page Numbers..., Remove Page Numbers

**Document Content:**

- Page X
- Accent Bar 1
- Accent Bar 2
- Accent Bar 3

**Status Bar:** Page 1 of 1 0 words

Insert Page Number



Edit or Remove

Header

Share Comments

Equation

Document title

Author name

Date

More Headers from Office.com

- Edit Header
- Remove Header
- Save Selection to Header Gallery...

Header

Footer

Share Comments

Equation

Symbol

Page 1 | 1

Author name

1

More Footers from Office.com

- Edit Footer
- Remove Footer
- Save Selection to Footer Gallery...

Header

Footer

Page Number

Text Box

Top of Page

Bottom of Page

Page Margins

Content Position

Format Page Numbers...

Remove Page Numbers





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# The Header/Footer Activity

NOW IT'S YOUR TURN