

'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

PHASE CONSULTING SAMPLE



WRITING FORMATS

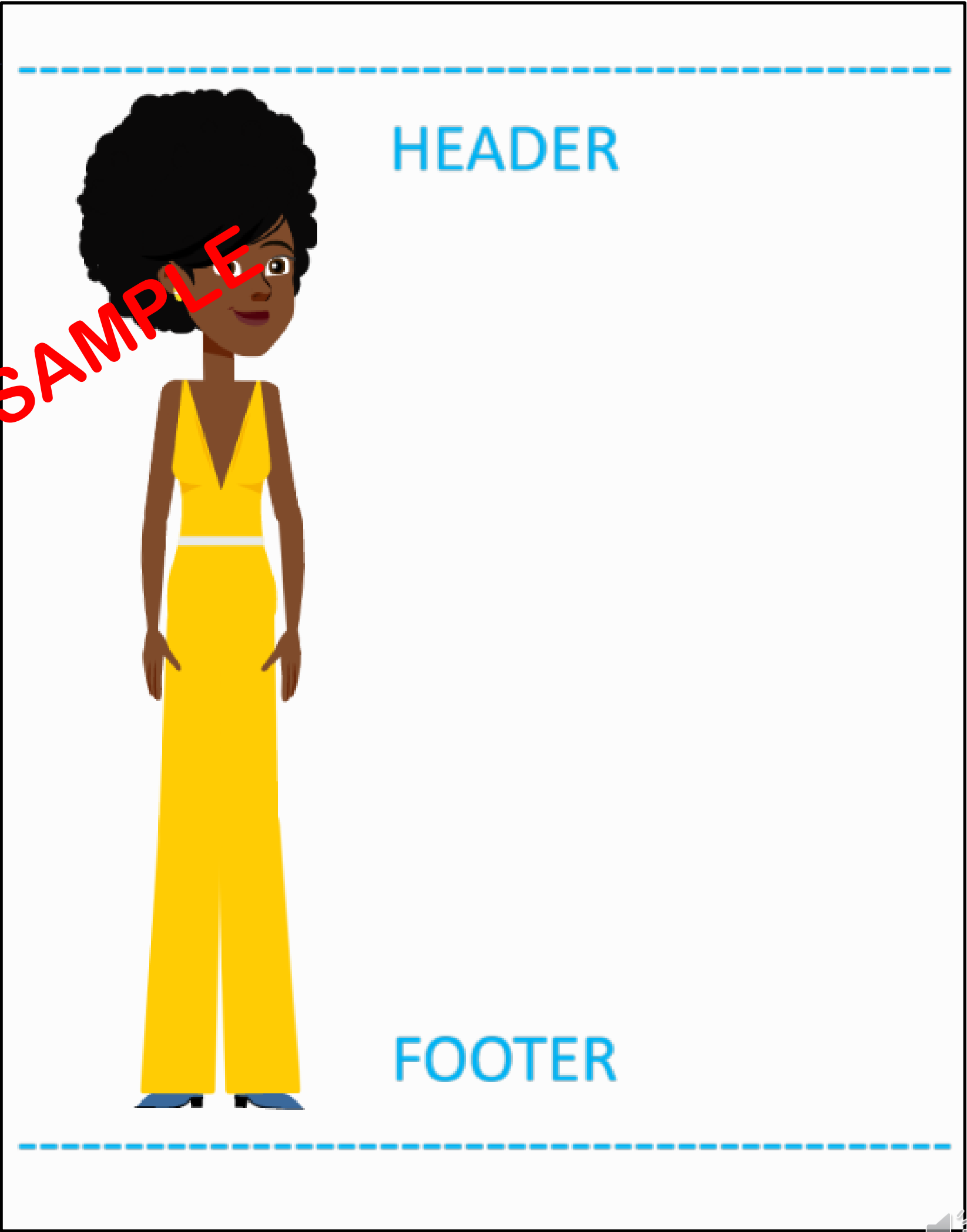
Modern Language Association (MLA):

Popular essay format for students

American Psychological Association (APA):

Commonly used for research papers

Chicago/Turabian: Often used in History-related fields



The Solar System

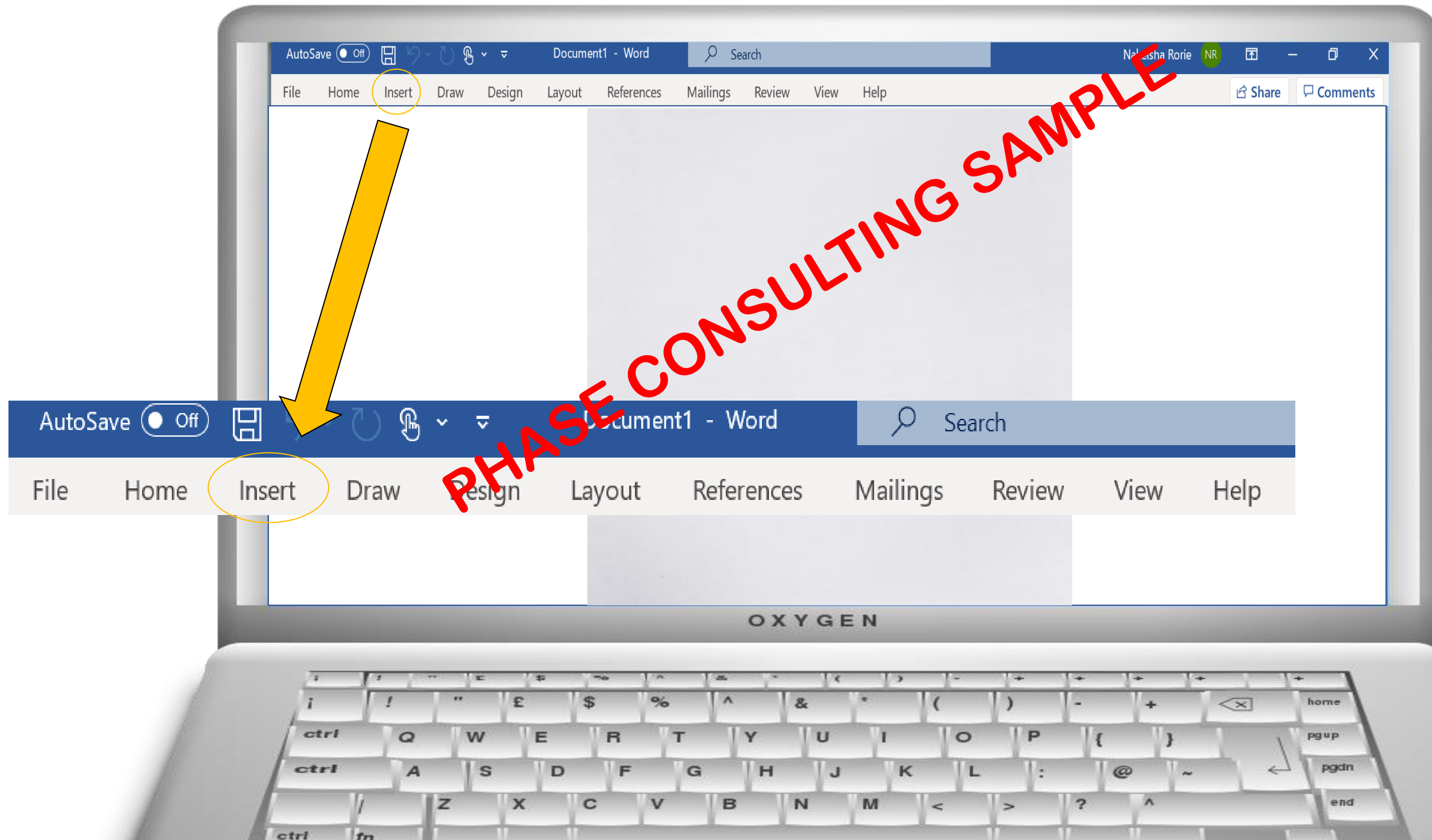
A dwarf planet is smaller than 3031 miles in diameter, while planet is larger. These are one of the three categories of planets that orbit around the sun. Currently, only 5 planets – Pluto, Ceres, Makemake, Haumea, and Eris – are

Planets & Dwarf Planets

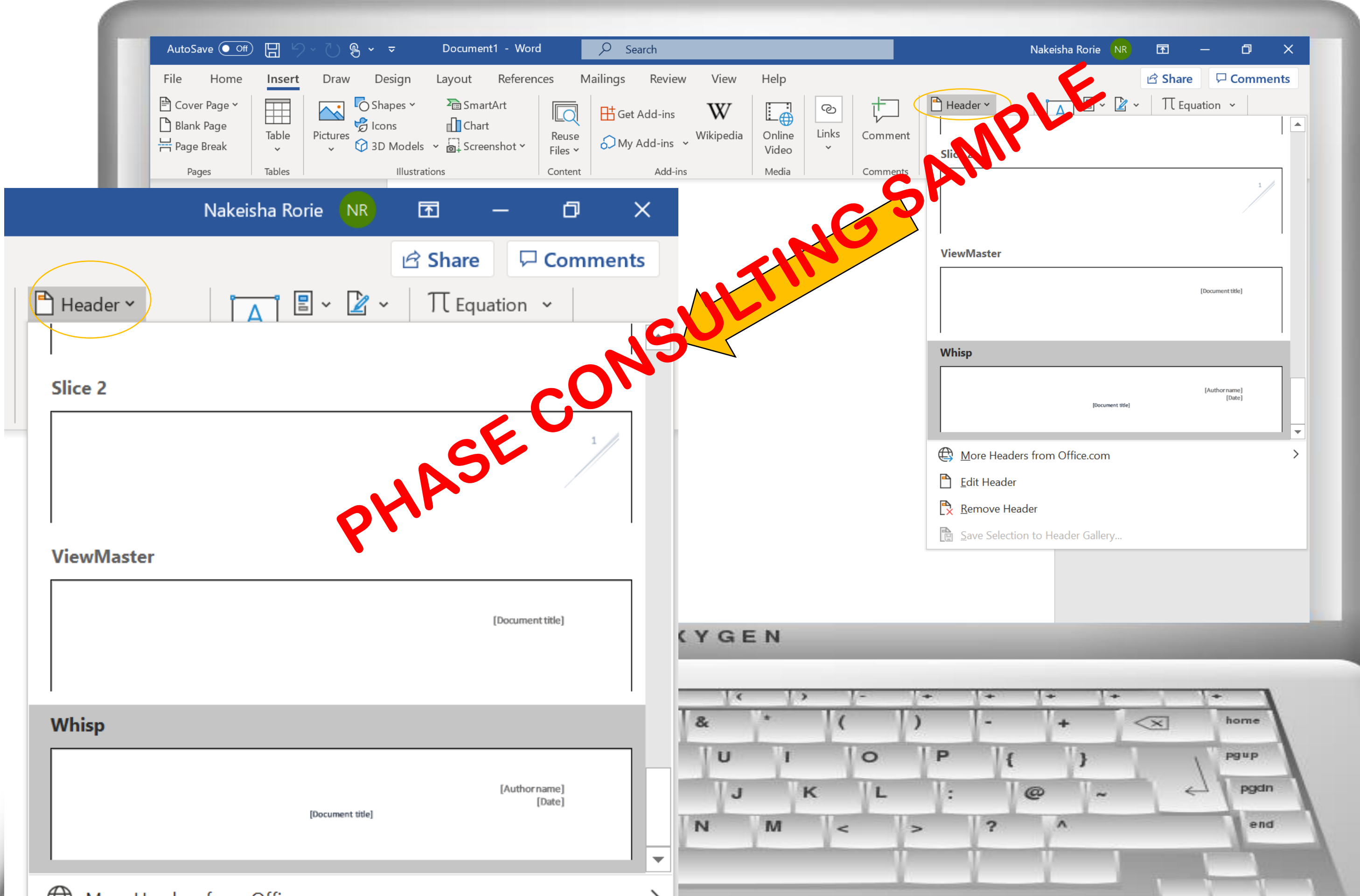
known as dwarf planets, while there are 9 main planets, which includes the earth. In the early Greek times, there were five bodies that were commonly identified as planets orbiting the Earth, including Mercury, Venus, Mars, Jupiter, and Saturn.

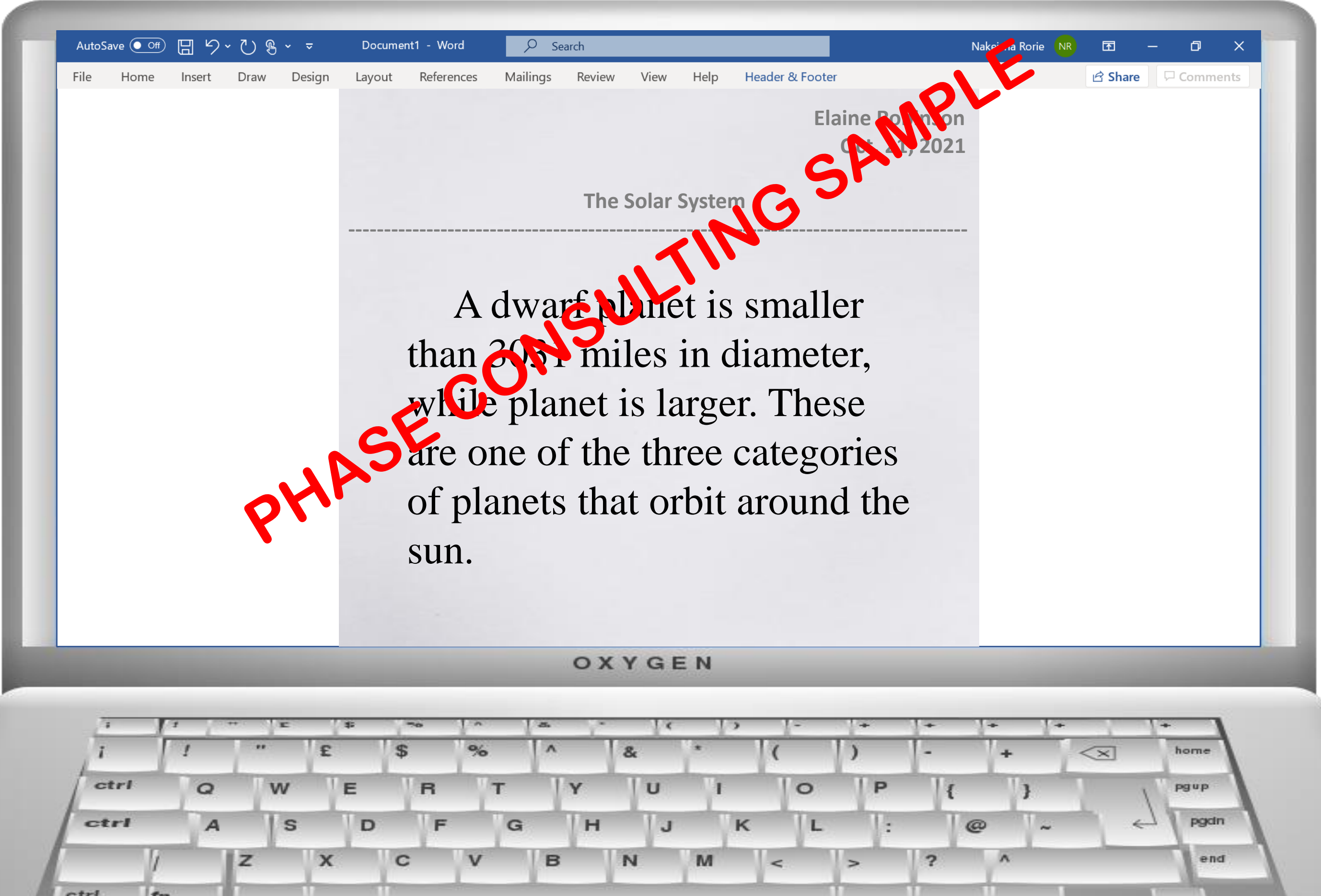


Insert Header-Footer

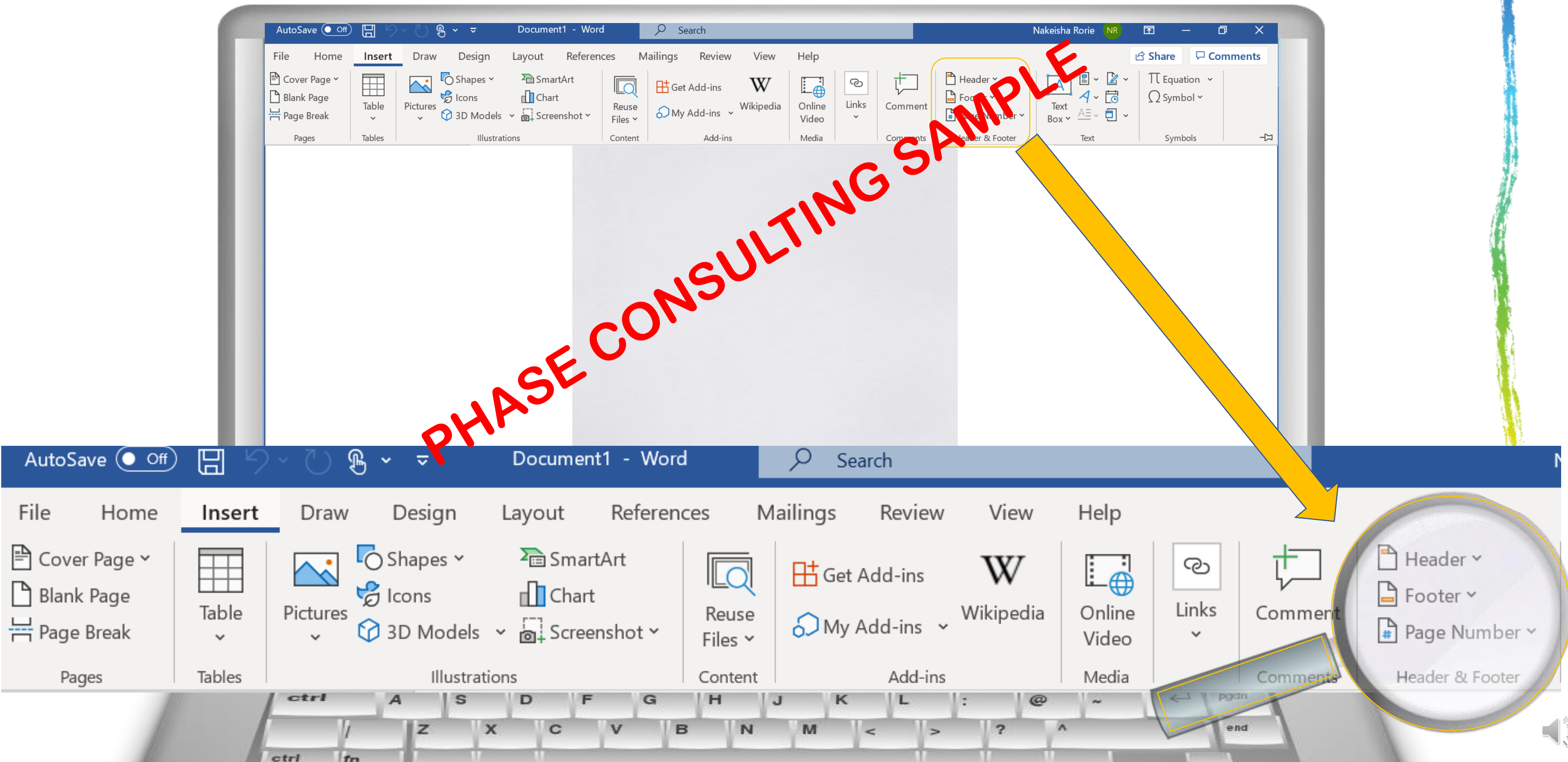


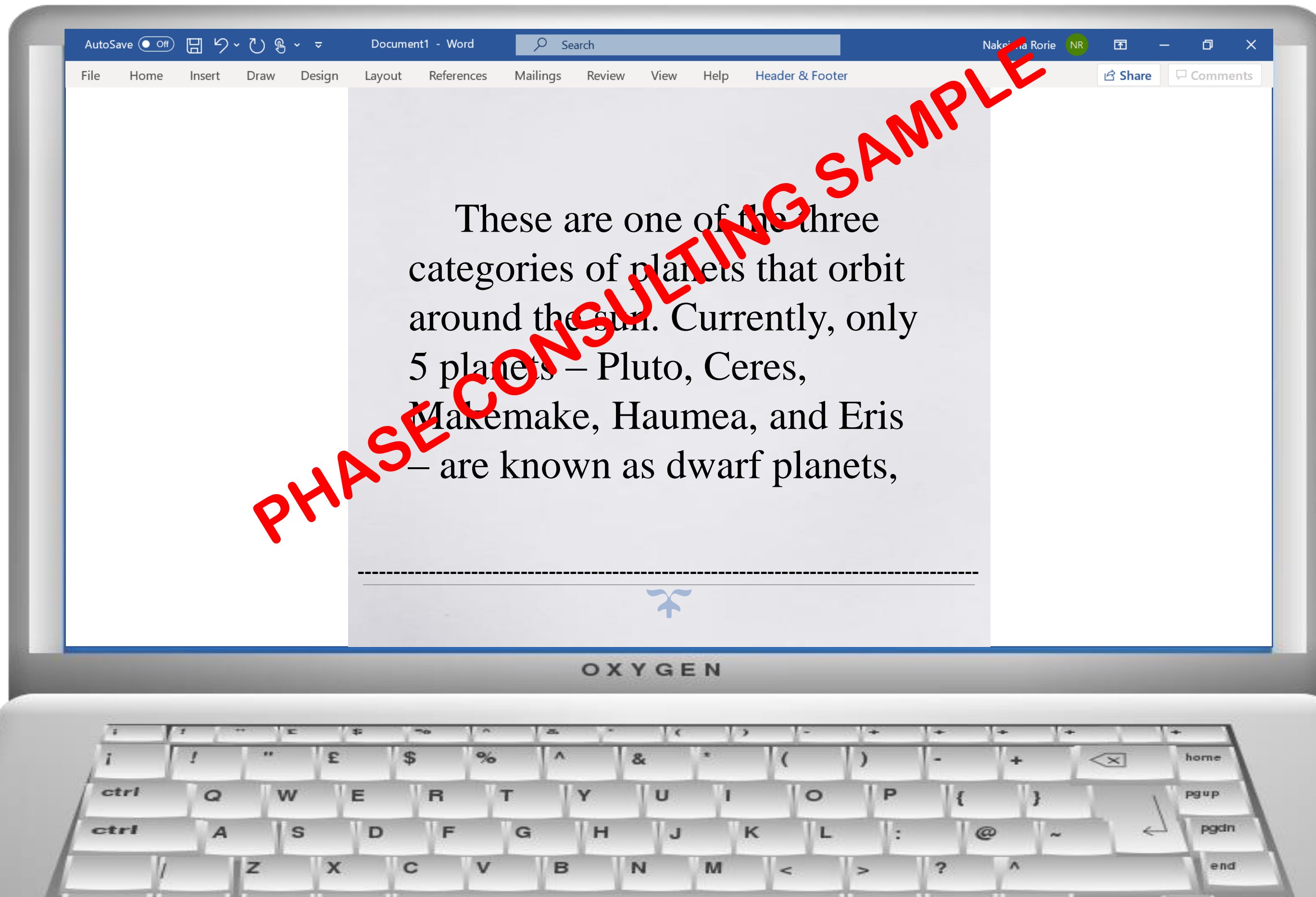
Insert Header



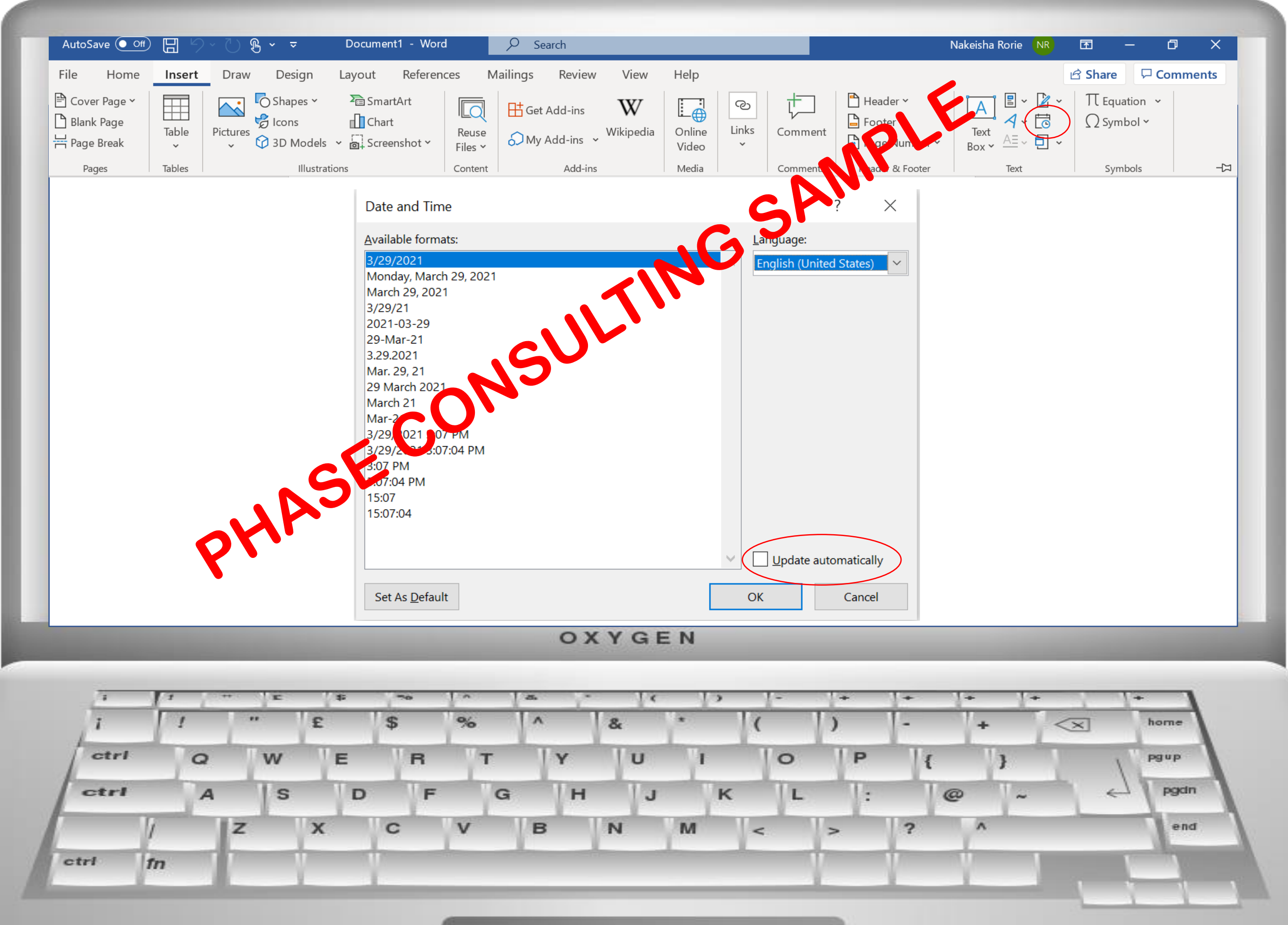


Insert Footer

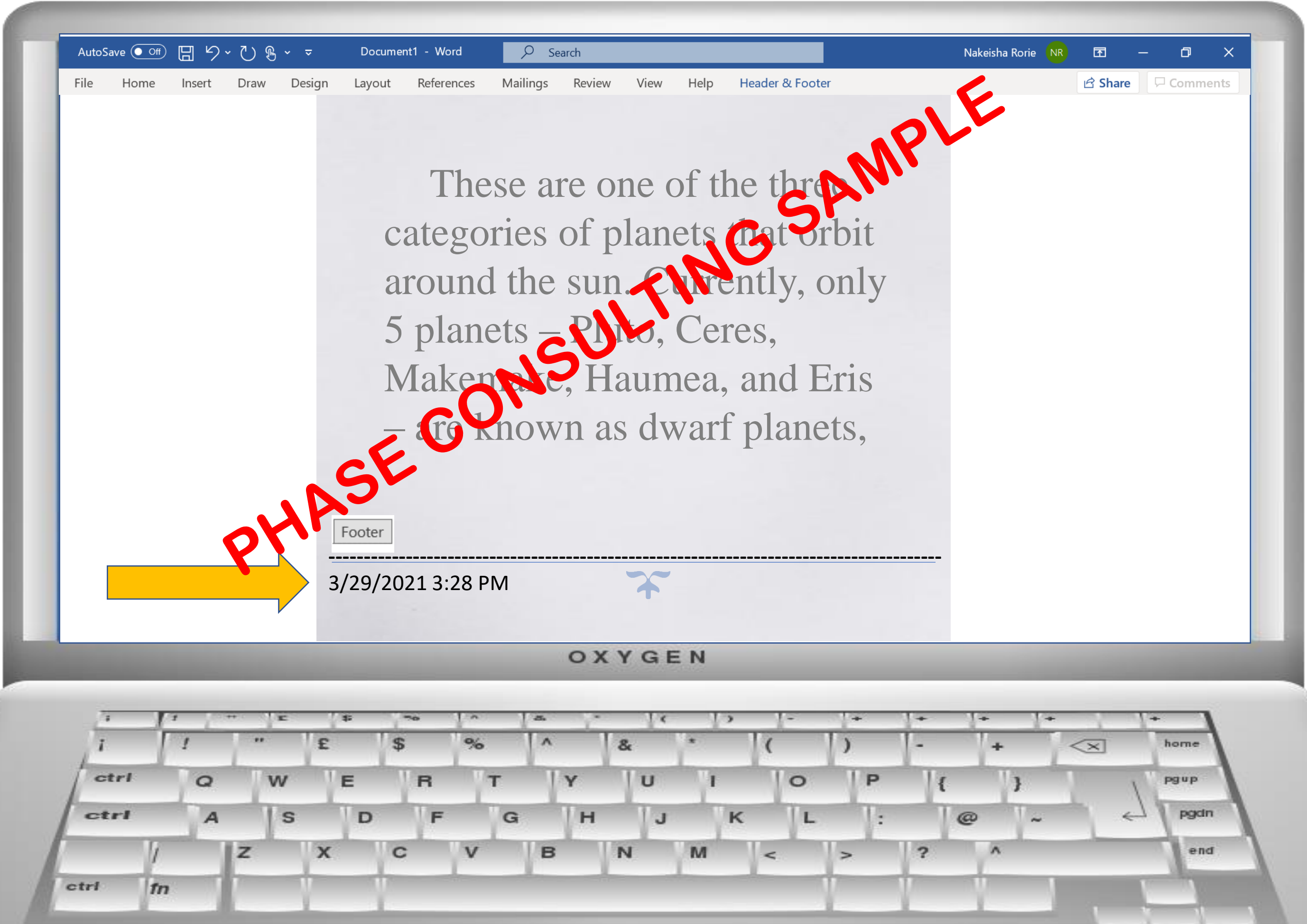




Quick Tip: Date & Time



Quick Tip: Date & Time



PHASE CONSULTING SAMPLE

The Header/Footer Activity

NOW IT'S YOUR TURN