

Headers and Footers

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Step 16: Add a **Header**, **Footer**, the **Date** and a **Page Number**

Exercise

*Adding &
Formatting a
Header, Footer,
Date & Page
Numbering*

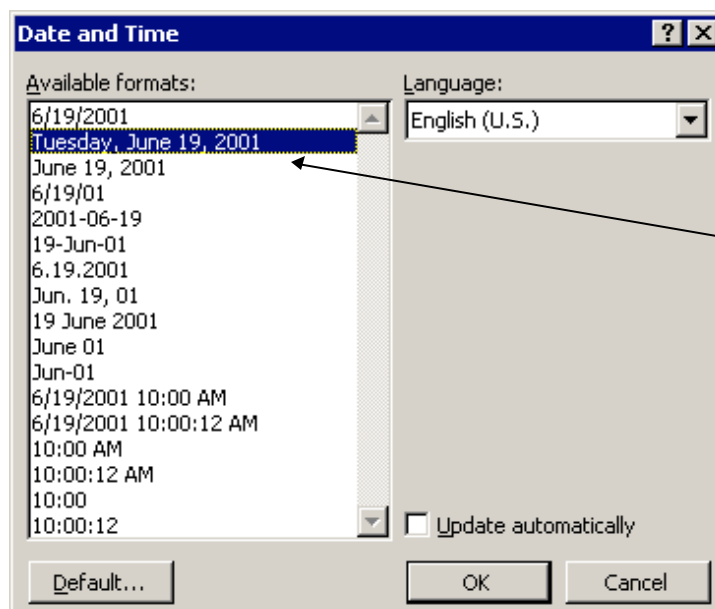
- Select the **View...Header and Footer** menu item

The **Header and Footer** toolbar will appear:



The Header and Footer toolbar is a convenient way of accessing some of the more advanced Word editing options.

- Insert the date in the header by selecting the **Insert...Date and Time** menu item



- Click on the date format you want. Day, month, date and year is a good format for a newsletter.
- Click the **OK** button

- Hit the **[Tab]** key twice. Notice how a **Right** aligned **Tab** stop appears on the ruler bar after the second tab.
- Type **\$2.80** (the price of your newsletter)