



Headers, Footers and Cover Pages for Microsoft Word Documents

In this lesson you will find out how to make your Microsoft Word documents look more professional by adding and customising Headers, Footers and Cover Pages.

Headers and Footers allow you to insert details such as title, date, page numbers etc. so that they appear on each page and update automatically. A Cover Page will make your document look more polished and is a desirable addition to any formal report.

If you haven't already, please read "Introduction to the Ribbon" guide as this gives you an idea as to how to use the toolbars at the top of the screen.

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Lesson 1: Adding a Header/Footer to a document

Adding a built-in Header/Footer

1. Create a new blank document and type the following paragraph:

Is global warming bad?

The earth is naturally warmed by rays (or radiation) from the sun, which pass through the earth's atmosphere and are reflected back out to space again.

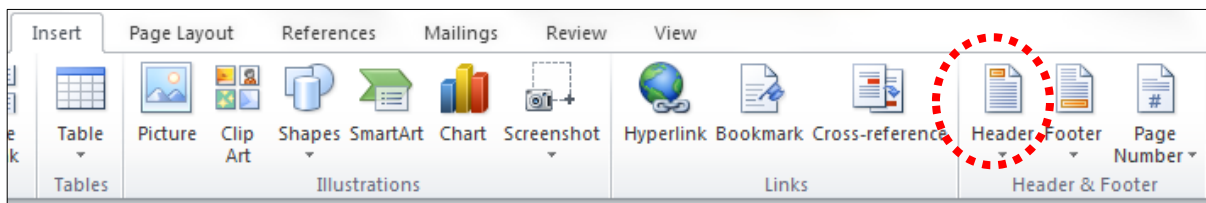
The atmosphere's made up of layers of gases, some of which are called 'greenhouse gases'. They're mostly natural and make up a kind of thermal blanket over the earth.

This lets some of the rays back out of the atmosphere, keeping the earth at the right temperature for animals, plants and humans to survive (60° F/16° C).

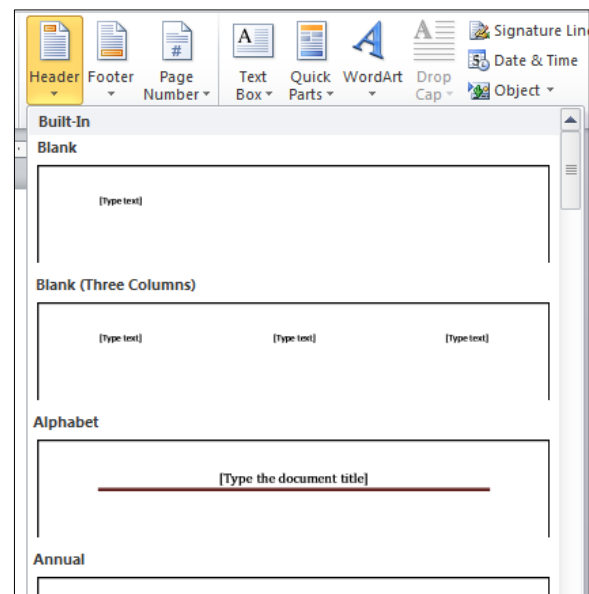
2. Click the **Insert** tab at the top of the Ribbon.



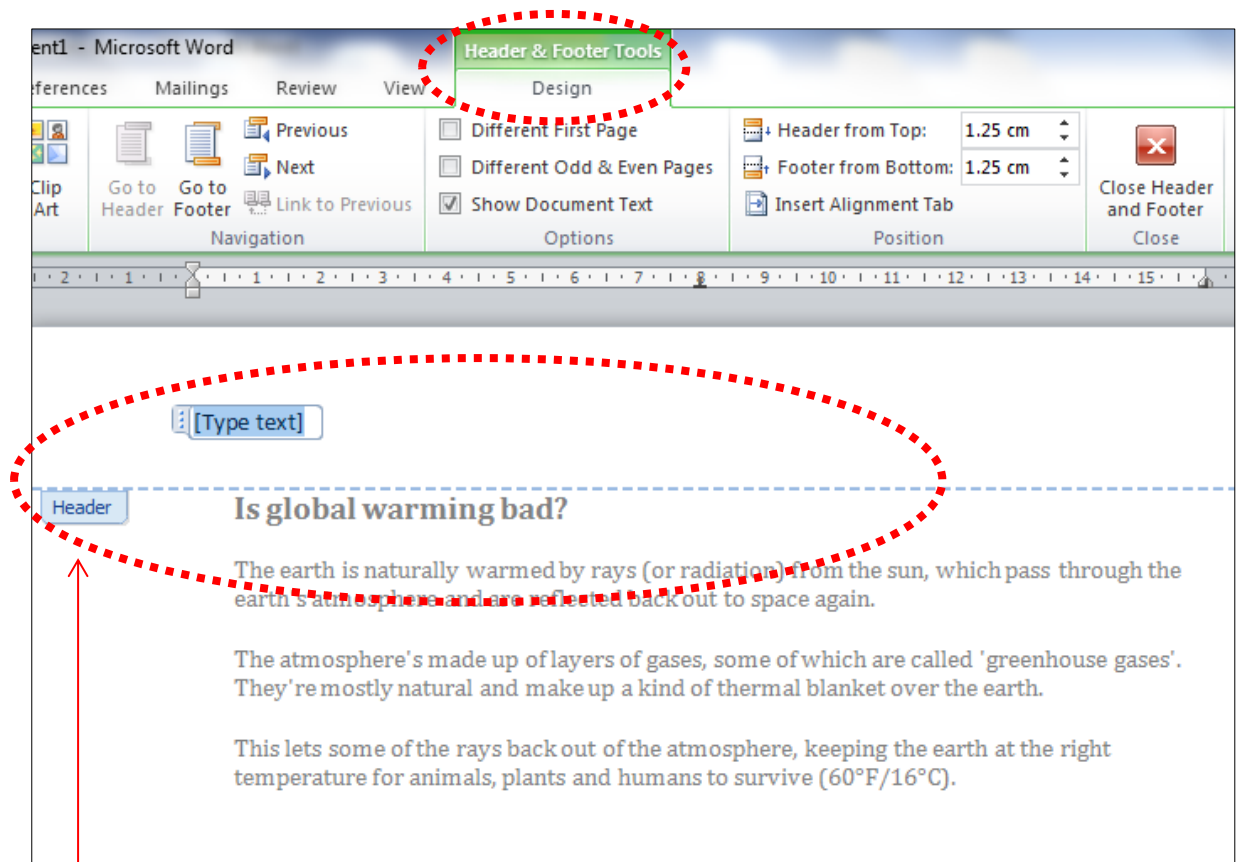
3. Click the **Header** icon.



4. Click on the **Blank** option at the top of the **Built-in** list. Note that the other options on the **Built-in** list are simply variations on the type of **Header** format you can insert. These pre-formatted options will automatically position the text you add into the **Header** for your current document. You might wish to try a few of these later to see how this works. Note that another exercise will also show you a way of designing your own **Header** from scratch.



- The **Design** tab of the **Header and Footer Tools** has now been selected and your screen will now look similar to this:



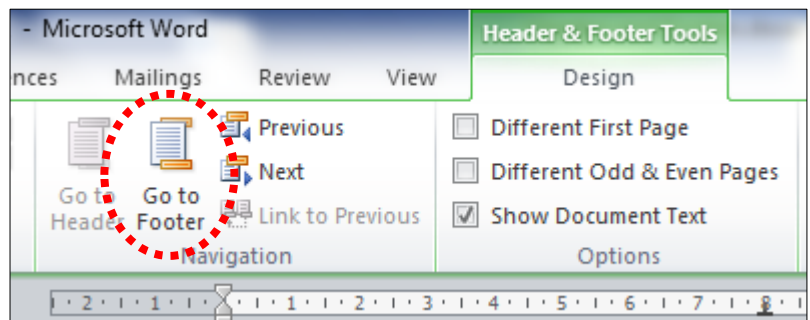
- Note that an underlined **Header** area has now been inserted at the top of your document and you are invited to **Type Text** into a specified location. Type the words **Global Warming** into this text box. Highlight the text then change the font type to Cambria, the font size to 20, and make the text bold.
- You have now created your first simple **Header** and it should look like this:



- Click on the **Go to Footer** option on the ribbon.

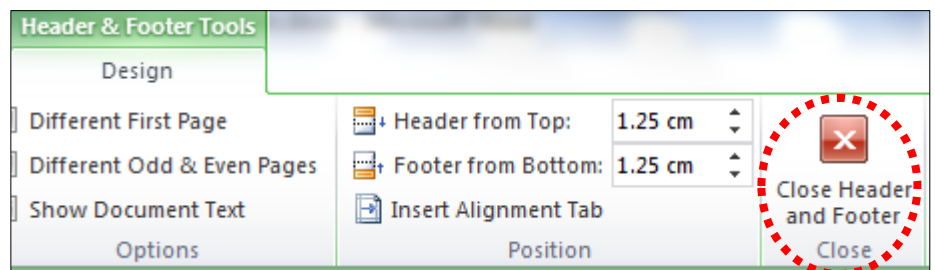
Notice that a blank **Footer** area has also appeared at the bottom of the page.

- The **Footer** will have the same initial formatting as the **Built-in Header** you selected earlier. This area can now be used to hold additional information about the document. This



information can even update automatically where required e.g. page number, date, time etc.

- To remove the underlining but leave the **Header/Footer Text** simply double-click



somewhere else on the document, outside the **Header/Footer** area. Alternatively, you can click the **Close Header and Footer** option on the Ribbon. Your document will now look like this:

Global Warming

Is global warming bad?

The earth is naturally warmed by rays (or radiation) from the sun, which pass through the earth's atmosphere and are reflected back out to space again.

- If you wish to edit the **Header/Footer Text** later, double-click at the top or bottom of the document and the **Header/Footer** areas will reappear.

Creating a Custom Header/Footer

12. Create a **new blank document** and double-click at the top of the page. An empty **Header** area will appear. Scroll down to the bottom of the page and you will see there is also a blank **Footer**.
13. Creating a custom **Header/Footer** in a document allows you to make your own decision, from the start, about what text you want to include in the **Header/Footer** and where the text will appear. You can use the text alignment buttons and the Tab key to adjust the layout and position the text where you would like to see it.
14. When you have finished simply double-click somewhere else on the document or click the **Close Header and Footer** option on the Ribbon.

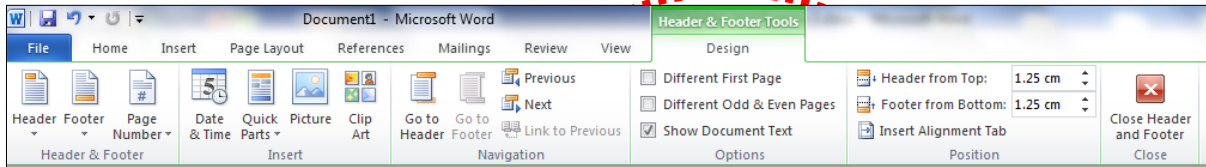
Editing the Header/Footer

15. All the standard MS Word formatting tools are available to use with any text you have typed or added into the **Header** or **Footer** area, so you can change the way it looks and where it appears. This applies to both **Built-in** and Custom **Headers** and **Footers**.
16. Click inside either the **Header** or the **Footer** area and the **Design** tab of the **Header and Footer Tools** will be displayed. The options here include making a different **Header/Footer** for the first page of your document, or creating different **Headers** and **Footers** for odd numbered and even numbered pages. You can also reposition the **Header** and **Footer** to be nearer to, or further from, the edge of the page. Let's try some of these options to see how they work.

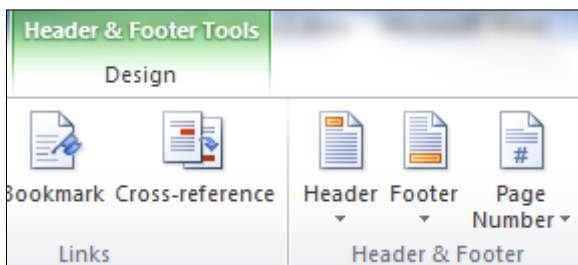
Adding a Page Number to the Footer

17. Go to the **Footer** in your document.

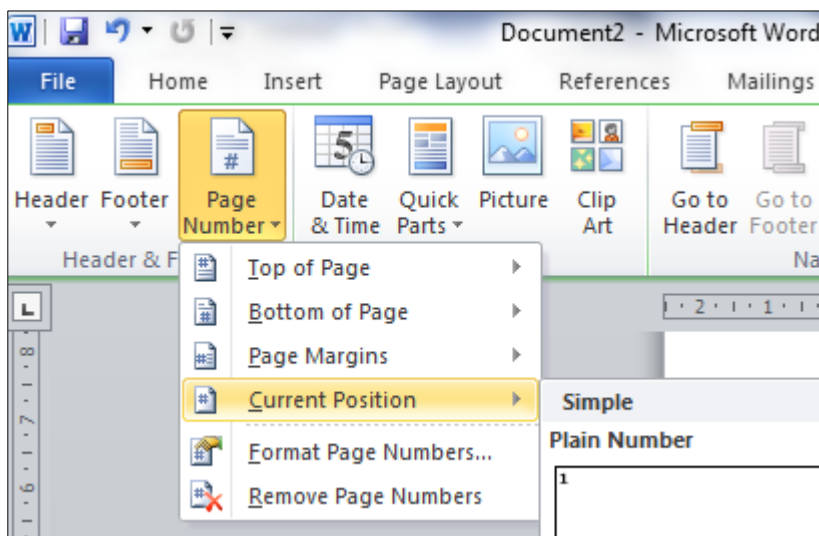
18. Click on the **Design** tab on the Ribbon.



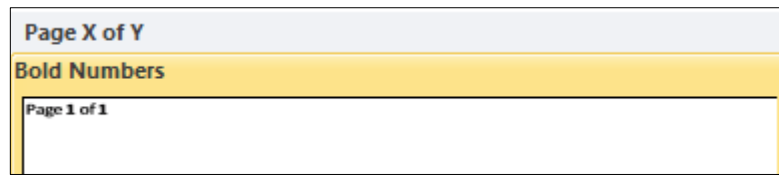
19. Click on **Page Number**.



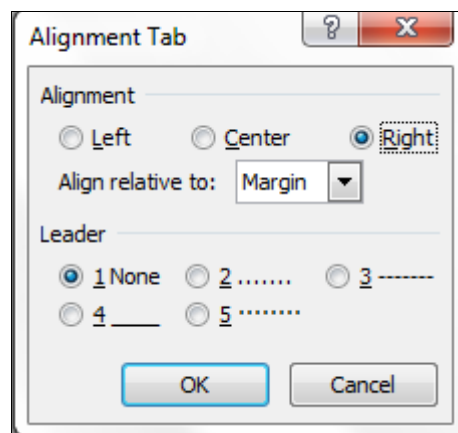
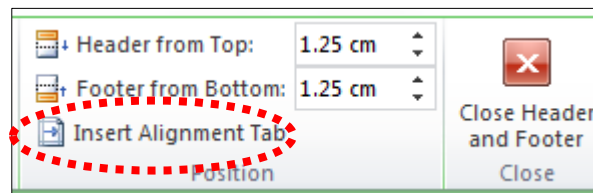
20. Select **Current Position** from the drop-down list.



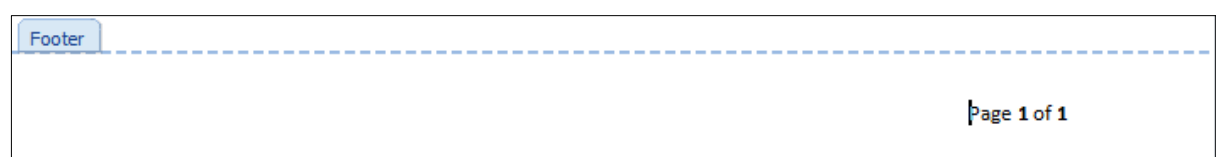
20. Scroll down the built-in options until you come to **Page X of Y** and click on the **Bold Numbers** option.



21. Click on **Insert Alignment Tab** and select the **Right Alignment** option, make sure that the cursor Insertion Point is to the left of "Page 1 of 1". Click **OK**.

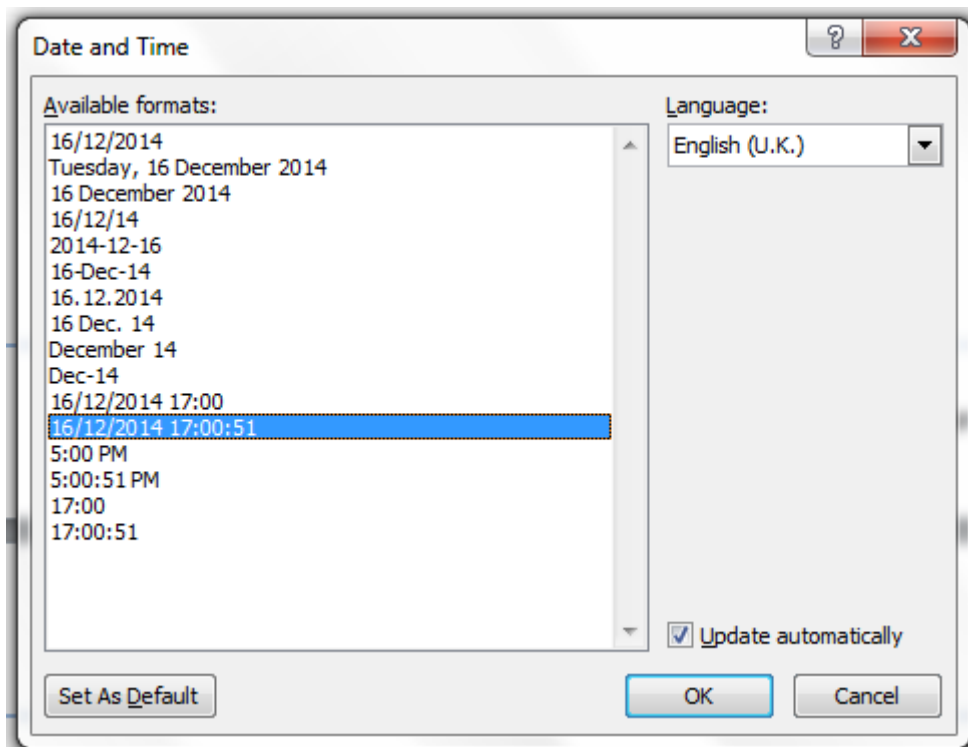


22. Your **Footer** should now look like this

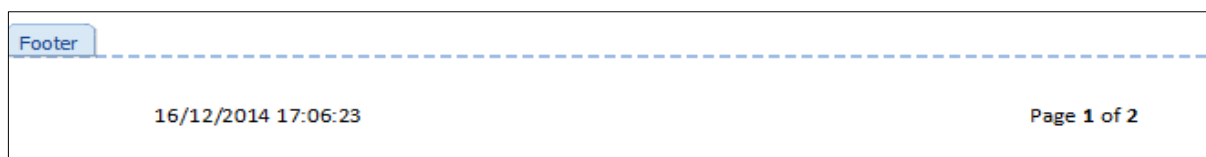


Adding a Date to a Footer

23. Reposition the cursor to the left hand side of the Footer section, Click on the **Date & Time** option on the Ribbon. Select the format of your choice, tick the **Update Automatically** checkbox and click **OK**.

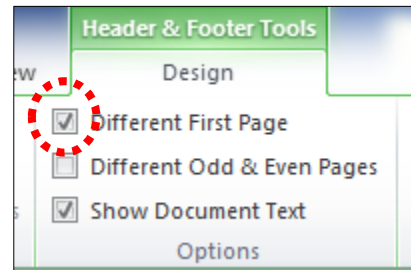


24. Your Footer should now look something like this:



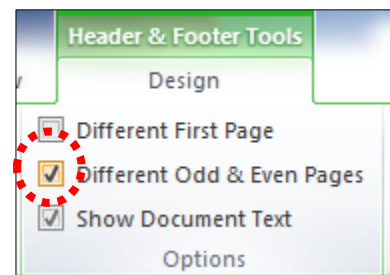
Using a different First Page Header/Footer

25. Click inside either the **Header** or the **Footer** area and the **Design** tab of the **Header and Footer Tools** will be displayed.

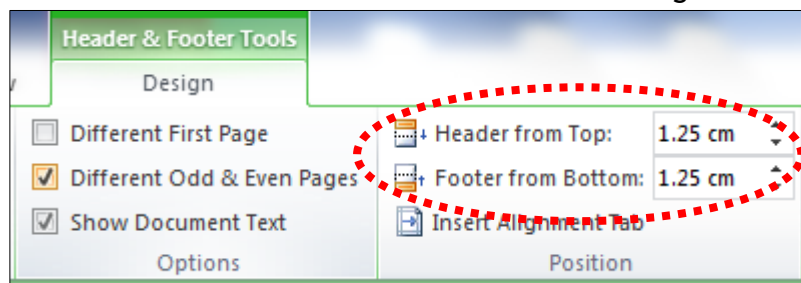


26. Tick the checkbox to select **Different First Page**

27. Tick the **Odd and Even Pages** checkbox if you want a different **Header/Footer** on alternate pages of your document. You will then have to create the text for each alternate **Header/Footer** - create Odd pages using Page 1 and Even pages using Page 2.



28. You can also adjust the position of the **Header/Footer** in relation to the edge of your document but be careful when doing this as it will alter the depth of the typing area on your document, and the position of any existing text.



Lesson 2: Adding a Cover Page to a document

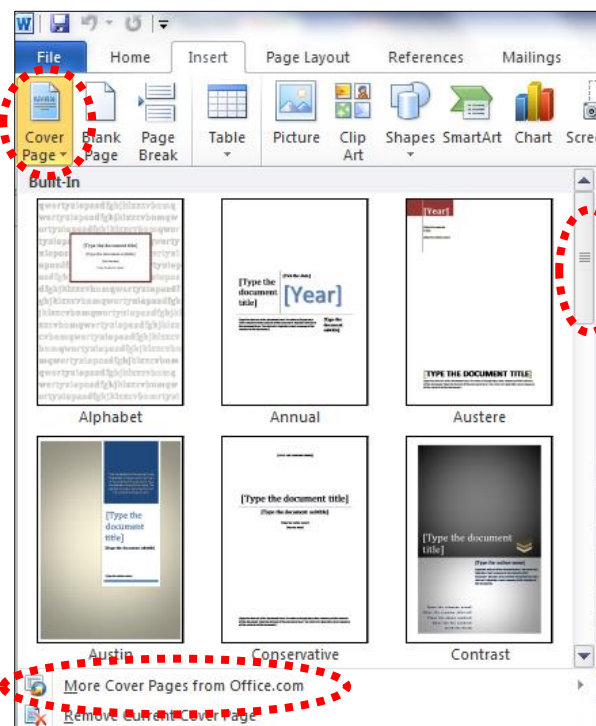
If you would like your document to have a Cover Page you can either create this manually by simply designing Page 1 of your document to meet your requirements - for example, you might want to insert an image, or add a frame to the page, or colour the background. There are other Microsoft Word training documents to show you how to do these things. Alternatively Microsoft Word has a selection of pre-formatted Cover Pages for you to choose from.

Adding a Built-in Cover Page

1. Click the **Insert** tab at the top of the Ribbon.



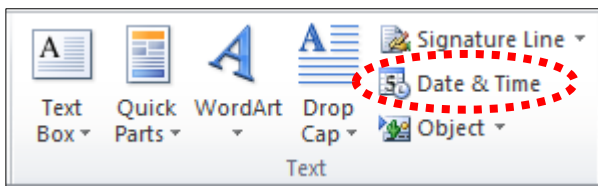
2. Click the **Cover Page** icon and a selection of **Built-in** cover pages will appear. Note that you can see further Cover Pages by using the scroll bar at the side of the pop-up window and an even wider selection is available if you access the Office.com website.



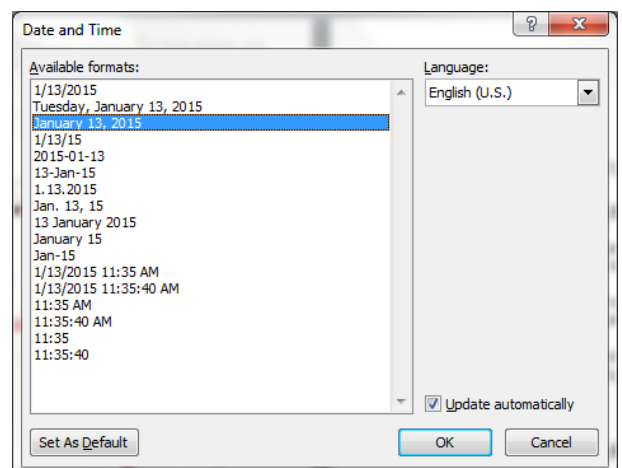
3. Click on the **Alphabet Cover Page** or **any other page** and the design will automatically appear as Page 1 of your document. Any text you had previously typed will now become Page 2 etc.

Editing the Cover Page

4. Each **Built-in Cover Page** can be customised to contain the details you require. The format you have selected is a template and you can now edit in your own information.
5. Click inside the brackets around **Type the Document Title** and type Climate Change. Highlight the text and change the Font to Cambria, size 22, and the colour to Blue. Click outside the brackets to save the changes.
6. Click on **Type the Document Subtitle** and type The Effects of Global Warming. Highlight the text and change the Font to Cambria, size 16, and the colour to Red. Click outside the brackets to save the changes.
7. Click on **Date**, and click the drop-down arrow that appears, this will give you a calendar and you can select a date. Select today's date. If the date is in the wrong format (e.g. American mm/dd/yyyy), click the **Insert** tab on the Ribbon and select the **Date & Time** option.

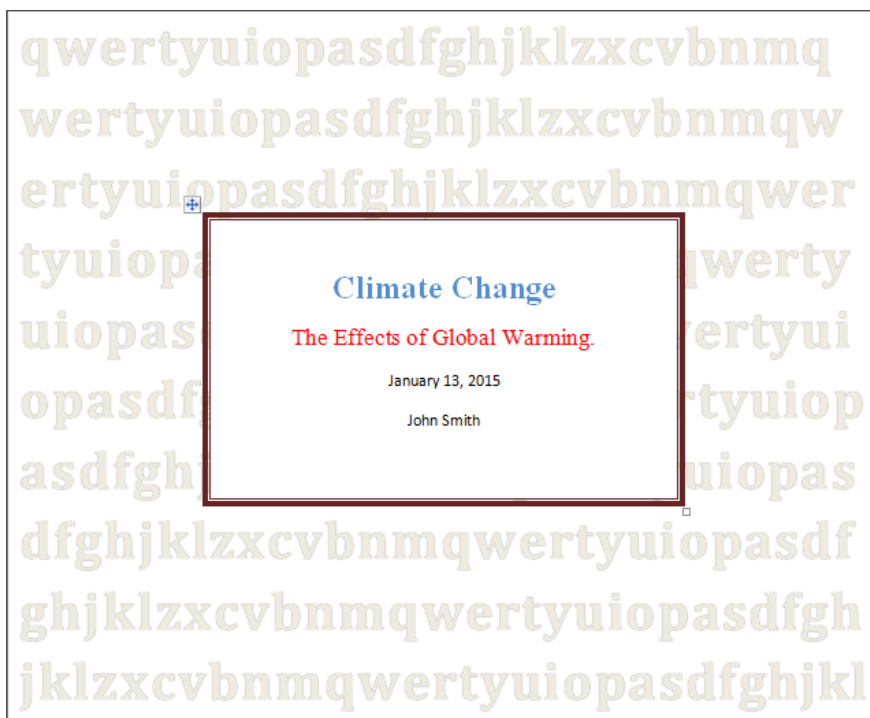


8. Choose the date format you prefer, change the **Language** to English (U.K.), and click **OK**.



9. Click on the field below the date and the label **Author** will appear, this field will already contain some text. The name of the PC owner will automatically have been entered here. Change this to your own name and click outside the field to save the changes.

10. Your **Cover Page** will now look something like this

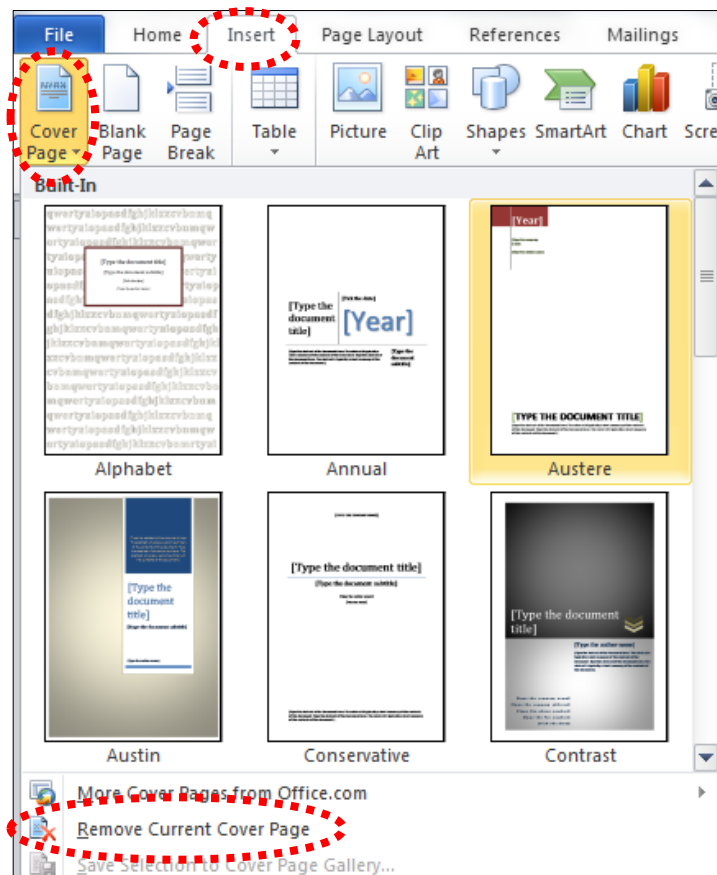


11. This will now be the first page of your document. Remember that if you previously created a different **First Page Header**, this will no longer exist as your former Page 1 is now Page 2 of the document.

12. Try creating a few different styles of **Cover Page** to see what other options are available.

13. To remove a **Cover Page**, click on the **Insert** tab, select the **Cover Page** icon and the **Remove Current Cover Page** option.

14. All previous page numbers will then be reset.



END OF EXERCISE.