

# Using Computers

## Word Processing Module

### Task 5

#### Objective

#### Using Headers and Footers in a document.

As well as the main area of a document (the area you have been using to type your documents so far) Word XP has areas at the top and bottom of the page called the Header and the Footer. Unlike the main area, anything you put into the header or footer appears on every page of your document. Headers and footers can contain the authors name, a title or special fields that update automatically. The page number and date are examples of this. Other examples are the file name of the document and the time.

#### Task 5

Add headers and footers to all of your previous documents. The header should contain your name, Trade Union Studies Centre and the day that you attend the college (or Distance Learning). The footer should contain the filename on the left, the page number and the number of pages in the centre and the date and time on the right. When you have created your header and footer re save your file as 5a, 5b etc and get a new print for your portfolio.

From now on, every document you produce should have headers and footers in this format.

Make sure you are viewing your document in Print Layout mode to see your header and footer.

## Methodology Task 5:-

Before you start creating your header and footer make sure you are looking at your document in Print Layout mode. To do this pick View + Print Layout. This mode makes the screen look like a paper print. You can now create your header and footer. Select View + Hheader and Footer. A dotted rectangle will appear titled 'Header' All of the text in the main area of the document will turn grey – Don't Panic!!! This tool bar will also appear.



Note that the cursor is blinking at the top left of the Header box. Type your name and press the Tab key to jump to the centre of the header. Now type: Trade Union Studies Centre and press Tab again. Finally type in the day you attend (or Distance Learning). Your header is now complete!

You can now move on to the footer. To do this, click on the third icon left of the word 'close' in the toolbar shown above; this is the 'Switch Between Header and Footer' icon. The screen will jump to the bottom of the page and show another dotted rectangle, this time titled 'footer'. First we need to insert the filename. Click on the Insert AutoText button on the toolbar shown above. Select Filename. Word will automatically insert the name of the file you are working on. Now press the Tab key to jump into the centre of your footer.

Now select Insert AutoText again. This time pick 'Page X of Y'. Now, press the Tab key again to jump to the right. Look for the date icon on the toolbar shown above (a calendar showing the number 7). Click on this and today's date will appear. Press enter to drop onto the line below. Notice how the cursor jumps back to the left. Press the Tab key twice to get it back to the right hand side. Now click on the time icon (the clock). The current time will appear. These fields will update every time you open or print your document. Finally click Close on the toolbar.

Your header and footer will turn from black to grey and your main document from grey to black. Once again – Don't Panic!!!

Save your document as 5a, 5b etc and print it.