

HEADERS AND FOOTERS - EXERCISES

EXERCISE 1

1. View the **Header and Footer** toolbar on your screen.
2. Hover the pointer over each tool on the toolbar and read each screen tip.
3. Try out each tool by clicking on each one.

EXERCISE 2

1. Open an existing Word document.
2. Insert your name as a header in the top left.
3. Insert today's date as a footer in the bottom left.
4. Insert the document name (filename) in the footer in the bottom right.
5. Print the document if you wish.
6. Save and close the document.

EXERCISE 3

1. Open the document used in exercise 2 above.
2. Change the header so that your name is followed by: (10735)
3. Print the document if you wish.
4. Save and close the document