

What is a Header?

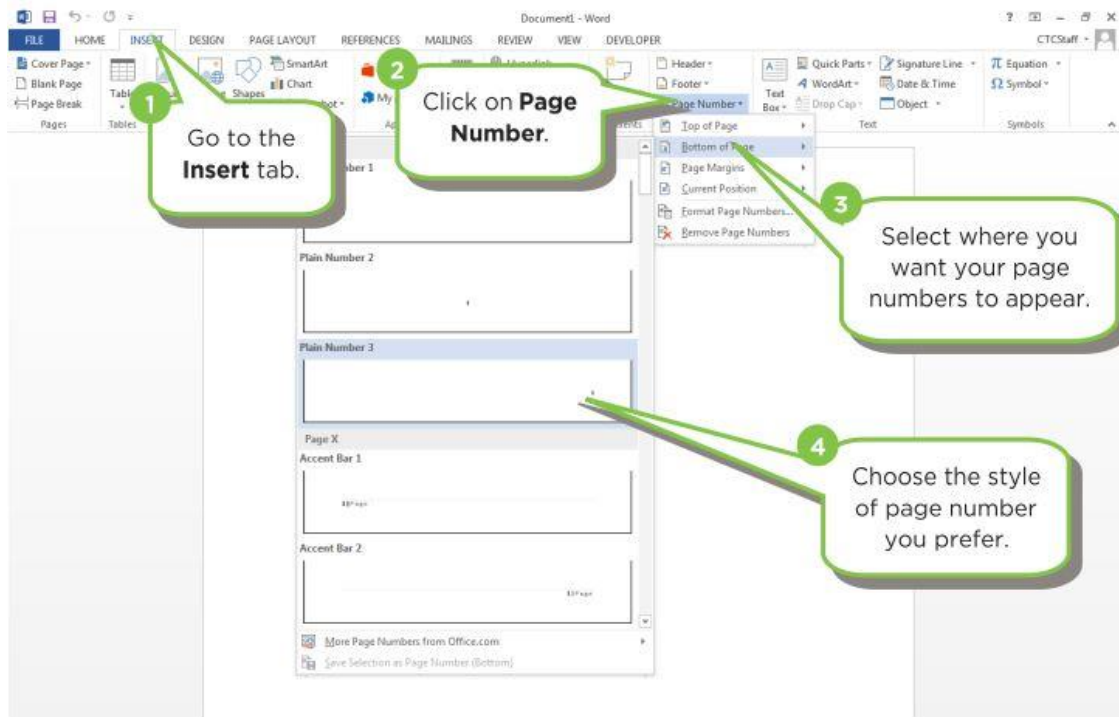
- A Header is a section of a document that appears in the very top of the page. The Header is a separate section of the document. To edit your Header, double click on it. To get back to the body, double click in the body of the page.

What is a Footer?

- The only difference between a Header and a Footer is where it appears. The Footer is located at the bottom of the page.

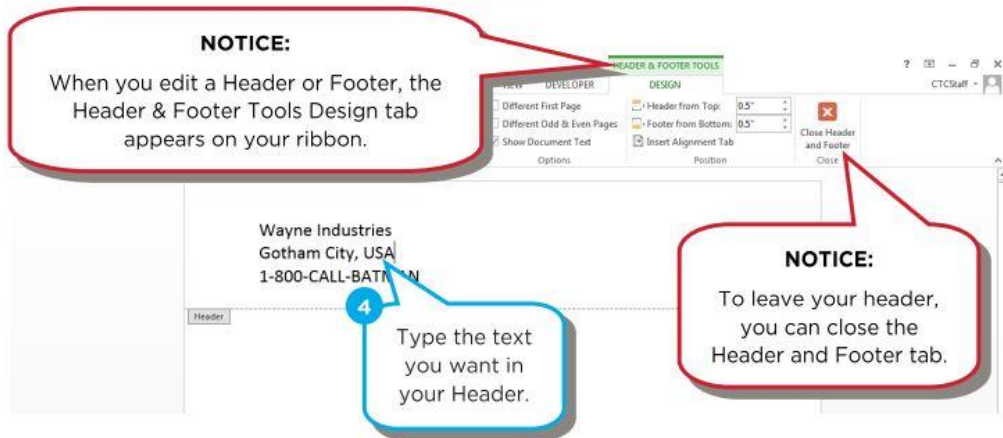
Insert a Page Number

- The most common use of Headers or Footers is to add page numbers on longer documents.

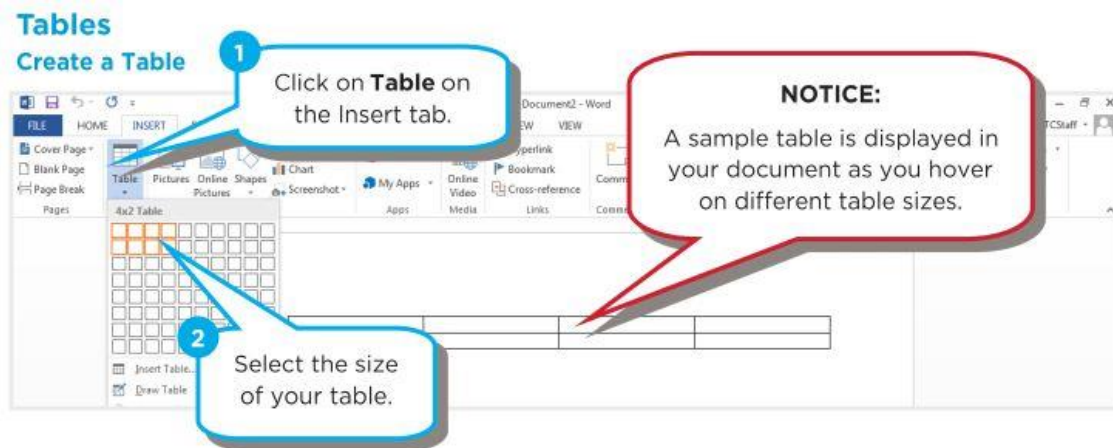


Insert a Header or Footer

- The process for inserting a header or footer is the same. Just select the page position you want.

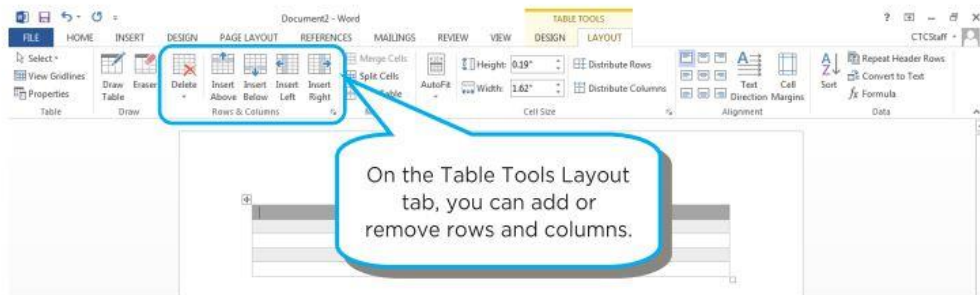
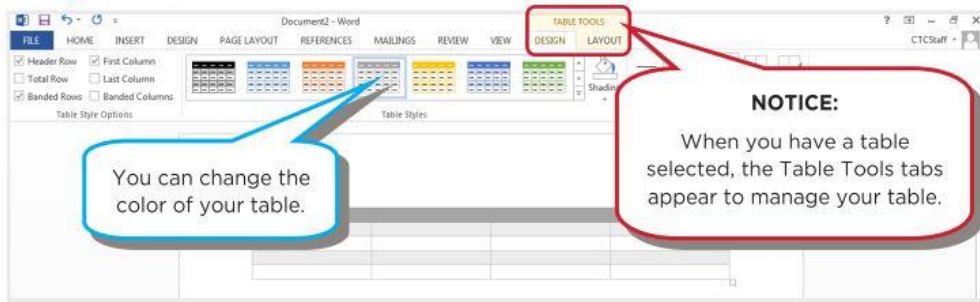


Create a Table



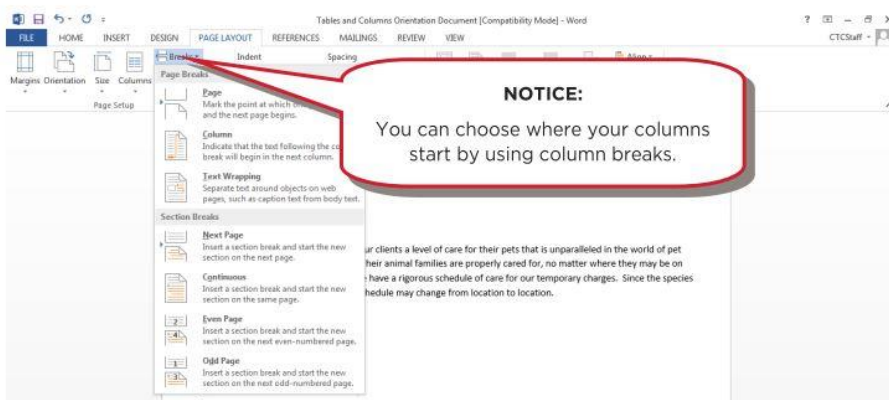
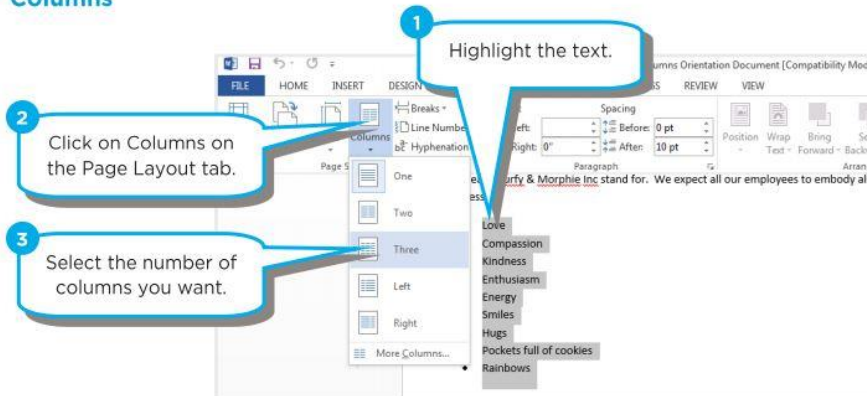
Manage Your Table

Manage Your Table



Columns

Columns



Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Come to the library and practice on a library computer.
- Go to: <http://www.gcflearnfree.org/word2016>
- Call Pam at the Baldwin Library and schedule a one-on-one appointment: 412-885-2255.