

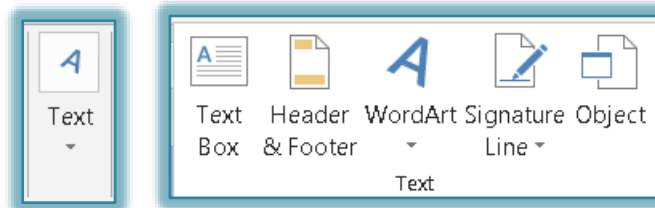
INSERT HEADERS AND/OR FOOTERS

Headers and footers can be applied to any worksheet or chart sheet in a workbook. There are a couple of things that you need to keep in mind when working with Headers and Footers. These are:

- ✦ Individual headers and footers must be inserted for each sheet in the workbook.
- ✦ The headers and footers will display when the workbook is in Page Layout view.
- ✦ The headers and footers will not display when in Normal or Page Break view.

INSERT HEADER AND/OR FOOTER

- ✦ Click the **Insert Tab**.
- ✦ Click the **Text Group** list arrow (see illustration below left).
- ✦ Select the **Header and Footer** button (see illustration below right).



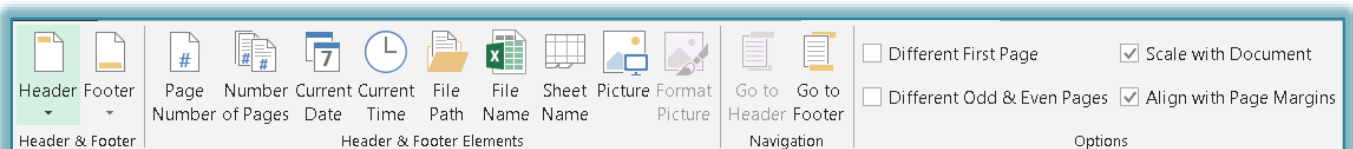
- ✦ The worksheet will display in **Page Layout View** with the **Header** displayed (see illustration below).



- ✦ The **Header and Footer Tools Design Ribbon** will display.
 - ✦ Text can be added to the header or footer directly or by clicking the options in the **Header and Footer Group**.
 - ✦ The **Header** and **Footer** are each divided into three sections to accommodate inserting text horizontally aligned at the left, center, or middle of the page.
 - ✦ It is possible to insert more than one element into each section of the **Header** and **Footer** when inserting items from the **Elements Group**.
 - ✦ When some elements are inserted, such as File, an ampersand will appear along with the Field Name.
 - ✦ When the mouse is removed from one box to another, the text for the Field will appear (see illustration below).



HEADER AND FOOTER TOOLS DESIGN TAB



The table below describes the buttons in the **Header and Footer** groups for the **Header and Footer Tools Design Tab**.

Groups/Buttons	Description
Header and Footer Group	
Header	This button is used to add text to the header in a worksheet. When the button is clicked, a list of possible headers will appear. To insert the header, just click the item in the list.
Footer	Use this button to insert text into the footer of the worksheet. A list of possible footers will appear when the button is clicked. To insert the footer, just click the item in the list.
Header and Footer Elements Group	
Page Number	Click this button to insert a page number into the Header or Footer. Once the element is inserted, click away from the Header or Footer box to display the page number.
Number of Pages	To display the total number of pages in a worksheet document, click this button. This button is typically used in conjunction with the Page Number element. A typical format would be Page Number ___ of ___ pages.
Current Date	This button is used to insert the current date into the Header or Footer. This date will change each time the workbook is opened.
Current Time	Use this button to insert the current time into the worksheet. This time will change each time the workbook is opened.
File Path	This button is used to insert the name of the file, including the current path, into the Header or Footer.
File Name	To insert the name of the file into the Header or Footer, click this button.
Sheet Name	Click this button to insert the name of the worksheet into the Header and Footer. The worksheet name is determined by what the tab at the bottom of the window has been named.
Picture	To add a picture to the Header and Footer of a worksheet, click this button. The Insert Picture dialog box will display. In this box, it is possible to select which picture is to be inserted into the Header or Footer.
Format Picture	This button will open the Format Picture dialog box. In this dialog box, it is possible to change the size of the picture, crop the picture, change the brightness of the picture, and change the contrast of the picture.
Navigation Group	
Go to Header	Use this button to move back to the Header while in the Footer area of the page.
Go to Footer	Click this button to move to the Footer area of the page while in the Header area.

Groups/Buttons	Description
Options Group	
Different First Page	This button is used to specify a different Header and/or Footer for the first page of the document. A check mark must appear in the check box in order for this option to work.
Different Odd and Even Pages	To insert a different Header and/or Footer for the odd and even pages of the document, place a check mark in this check box.
Scale with Document	Make sure that a check mark appears in this check box when the Header and/or Footer need to scale to a different size when the Fit to Page option is used to print a document.
Align with Page Margins	This button is used to align the right and left side of the Header and Footer to the Page Margins. Click the check box to place a check mark in it. This will activate the command.