

PHOTOCOPIABLE SHEET FOR QUESTION TWO

How to insert a header (0:26-1:06)

- Type the title of your header.
- To insert a header, click on the **Insert** tab.
- Scroll through the different headers options in the drop-down list and choose one.
- Click on the **Header** button, in the **Header** and **Footer** group.

How to insert a footer: (1:06-2:00)

- Pick a style for your even or odd pages.
- Click on the **Footer** icon.
- Click the **Insert** tab on the ribbon.
- Click on **Edit** Footer.

How to insert a header (0:26-1:06)

- Type the title of your header.
- To insert a header, click on the **Insert** tab.
- Scroll through the different headers options in the drop-down list and choose one.
- Click on the **Header** button, in the **Header** and **Footer** group.

How to insert a footer: (1:06-2:00)

- Pick a style for your even or odd pages.
- Click on the **Footer** icon.
- Click the **Insert** tab on the ribbon.
- Click on **Edit** Footer.

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