

**Video length 3:32s**

**By Kelsey Cones**

**Source:** <http://www.youtube.com/watch?v=2QSbzGsvw68>

**Materials:**

To carry out this activity you need the following materials:

1. Video: How to Insert Header, Footers and Page Numbers
2. Students handout: provided below.
3. Grids (photocopied and cut out) with instructions to be sequenced provided below.
3. Teacher's handout with answers. Provided below.
3. The video script provided below.

**When to carry out this video exercise:**

You can carry out this activity at the end of any of the three sections in Unit 7 (1, 2 or 3).

**Procedure:**

The handout contains a series of exercises to do before watching the tutorial and while watching it.

**Help for Teachers:**

1. *To bind* a book means to secure all the pages and covers of a book, traditionally a paperback (=libro de bolsillo) or a hardback (=libro de tapa dura). An electronic document can also be binded, meaning that it is given a proper format as of that in a book.

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## VIDEO SCRIPT

Note that:

- Answers to exercises are in blue bold.
- Words explained in the teacher's help section are in black bold.
- There are indications of the minutes throughout the script.

### HOW TO INSERT HEADER, FOOTERS AND PAGE NUMBERS

#### **From beginning to minute 0:30**

Hello, my name is Kelsey and during this screen cast I will show you how to insert headers, footers and page numbers using Microsoft Word 2007 for Windows. Headers and footers are found on the top and bottom margins of the page and appear on every single page. They are usually used to place titles and page numbers. They can be very useful on research papers, resumes or anything else requiring titles or page numbers.

#### **0:27 to 1:06**

To insert a header, **1. click on the Insert tab**. From there you will **2. click on the Header button, which is located in the Header and Footer group** -, under the Insert tab. **3. This will then show a drop-down list of options. Now you can scroll through the different headers and decide which one you would like to use. At the top is a basic option where you can customize it yourself or below there are more classic looking headers. Pick a classic-looking one.** I chose "Alphabet". **4. Then you will type in the title of your header**, I chose to type in Rethorical Analisis: Obesity because that is the title of my paper.

#### **1:06 to 1:30**

To insert a footer, **1. click on the Insert tab on the ribbon. 2. From there you will click on the Footer icon and a drop-down menu will appear.** From there you are going to **3. click on Edit footer**. Here you have the option to pick Different odd and even pages. This is good for when you are using a book because then you can have different odd and even pages when it is binded.

#### **1.30-2:00**

Now go back to the Insert tab and click on Footer again. **4. You are going to go down and click "Austere" for even or odd pages.** ⓘ ("Austere" is a footer style). This will then insert it on the Even and Odd pages a different Footer. Here you can see the odd page and the even page switched to the left. The odd page is back on the right, the even page on the left.

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**2:00 to 2:32**

Again, this is good for books when you are binding them. 1.c If you are including a title page where you would not need a header or a footer, it is possible to remove them from that page. 2. a If you want to insert a title page, go to the Insert tab, click on Cover page, and select the one you like best. 3.b To then remove the header and the footer, double-click on the header or footer. The design tab will appear on the ribbon with header and footer tools. There you can check the box Different First Page.

**2:00 to 3:00**

You can do the same for the footer. This is helpful for when you are doing a title page and you do not want to have a header or a footer on that page. Like any other text on the page, you can edit the font, the font size, location and font type. First you double-click on the header-footer to edit it. The document text will turn lighter which indicates you have selected either the header or footer.

**3:00 to 3:32**

4.c To then change the font, you will go to the Home tab, where you will find the option to change the font, size, colour or anything else. When finished, double-click on the document text to exit out the footer (3:15) or click the design tab and go to the Close header and footer red button up in the right and the header and footer will become light again. I hope you have enjoyed learning how to use headers, footers and page numbers.

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