

STUDENT'S HANDOUT

1.  Before you begin, make sure you are familiar with the following words:

header	footer	drop-down menu	odd page	even page
customize	pick	scroll (through)	switch	remove

2.  Read the instructions that your teacher has given you. Then, watch and listen to a video on how to insert a header. Arrange the instructions in the video in the order you hear them. (0:26-1:06)

3.  Follow the same procedure with the instructions on how to insert a footer. (1:06-2:00)

4.  Read the beginning of the sentences below and choose a possible ending (a, b or c). To check if your answers were correct, watch minutes 2:00-3:32 of the tutorial on how to remove headers and footers and how to make font changes:

1. If you are including a title page without header and footer, it is possible to:
 - a. keep the header and the footer in that page.
 - b. move them to the end.
 - c. delete them from that page.
2. To insert a title page, you can:
 - a. click on Cover page and select the title.
 - b. go over the page and write your title.
 - c. insert a tab and type your title.
3. To remove the header and footer (from the title page):
 - a. double-click on the Cover page and select a different page.
 - b. click twice on header and footer and choose Different First Page.
 - c. click on the header and go to the next page.
4. To change the font size, color or size:
 - a. exit the header and footer and choose the Home tab to introduce your changes.
 - b. click on the Home tab, make your changes and click the header and footer.
 - c. double-click on header and footer and go the Home tab, find the option to change font and make your changes.

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