

# Headers & Footers

## What are Headers & Footers?

Headers and Footers place specific information at the top or bottom of the page. They are useful when you need to repeat information in the same place on every page, such as page numbers, dates, or titles.

## Creating Headers

1. Click on the Insert tab
2. Click on Header
3. Select the Header design you want

## Creating Footers

1. Click on the Insert tab
2. Click on Footer
3. Select the Footer design you want

## Inserting Page Numbers

1. Click on the Insert tab
2. Click on Page Number
3. Select where you want the page numbers to be located

## Editing Headers & Footers

1. Click on the Insert tab
2. Click Header or Footer
3. Click Edit Header or Edit Footer
4. Make your changes