Exercise

# Headers and Footers





Follow along with the video and use this Exercise document to practice with Headers and Footers.

1. Move mouse to top inch of the page, and double click. Observe the three changes to your screen:
	1. The document portion is shaded and the header portion is bright
	2. The dashed line appears with the header label
	
	3. A new ribbon opens at the top: 
2. Scroll to the bottom of the page and change the footer text
3. Close the Header/Footer
	1. With a double click into the document page
	2. Or with the “Close Header/Footer” button on the ribbon
4. Open the Header by using the Insert Ribbon, Header button
5. Close the Header/Footer