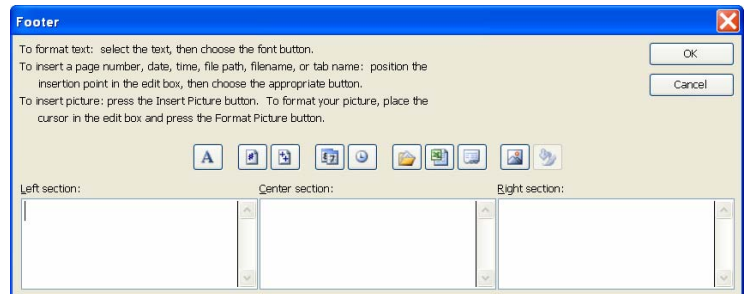
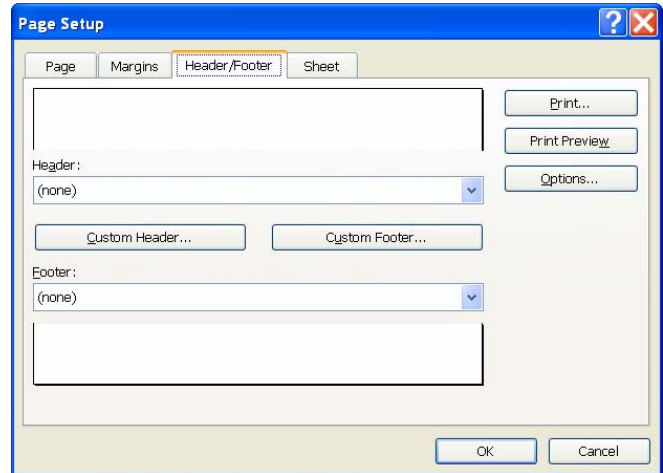












INSERTING HEADERS AND/OR FOOTERS

Headers and footers can be applied to any worksheet in a workbook. There are a couple of things that you need to keep in mind when working with Headers and Footers. These are:

- ✦ Individual headers and footers must be inserted for each sheet in the workbook.
- ✦ The Headers and Footers will not display until the worksheet is previewed or printed.
- ✦ Click **View** on the **Menu Bar**.
- ✦ Choose **Header and Footer** from the list.
- ✦ The **Page Setup** dialog box will open with the **Header and Footer** tab selected.
- ✦ Click the **Custom Footer** button to insert a footer (text at the bottom of the worksheet).
- ✦ Click the **Custom Header** button to insert a header (text at the top of the worksheet).
- ✦ The information for the header and the footer are input the same way.
 - Information can be keyed into the Left, Center, or Right boxes.
 - Click in the left section and input the desired information or click one of the buttons on the toolbar.
 - **Tab** to the **Center** box and input the desired information or click a button on the toolbar.
 - **Tab** to the **Right** box and input the desired information or click a button on the toolbar.
- ✦ Click **OK** to exit the **Header** and/or **Footer** dialog box.
- ✦ Click **OK** again to exit the **Header and Footer** dialog box.
- ✦ The list below describes the buttons in the Header and Footer dialog box.



Button	Description
Format Text	 This button can be used to format text that has been inserted into any of the three boxes. After the text has been inserted, select it and then click this button. The font dialog box will appear when this button is clicked.
Page Number	 This button is used to insert a page number into the header or footer. When this button is clicked, &[Page] will be inserted into the box.
Page Numbers	 Click this button to insert the total number of pages in the worksheet. With this option, you would need to click the Page Number button, insert a space and the words of and then click this button. The text in the box would look like &[Page] of &[Pages] . An example of the text would be 1 of 5 .

Button	Description
Date	 This button is used to insert the current date into the worksheet. The text in the box will display as &[Date] .
Time	 Use this button to insert the time of day into the worksheet. The information in the box will display as &[Time] .
File Path and Name	 This button is used to insert the name of the file and the path where the document is stored into the worksheet. The information in this box will appear as &[Path]&[File] .
File Name	 To insert the name of the workbook (file) into the worksheet, click this button. The text that will appear when this button is clicked will be &[File] .
Worksheet Name	 Click this button to insert the name of the worksheet into the header or footer. &[Tab] will appear in the box when this button is clicked.
Picture	 This button is used to insert a picture into the header or footer of the worksheet. &[Picture] will display when this button is clicked.
Format Picture	 To add formatting to the picture, such as text wrapping, borders, and so forth, click this button. When this button is clicked, the Format Picture dialog box will display.