



TENNESSEE STATE UNIVERSITY



COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wondered how can I insert a header or footer or both into a Microsoft Word document?

Create the same header or footer for each page

1. On the **View** menu, click **Header and Footer** to open the header or footer area on a page.
 2. To create a header, enter text or graphics in the header area.
 3. To create a footer click **Switch Between Header and Footer** on the **Header and Footer** toolbar to move to the footer area, and then enter text or graphics.
Note: If necessary, format text by using buttons on the **Formatting** toolbar.
 4. When you finish, click **Close** on the **Header and Footer** toolbar.
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