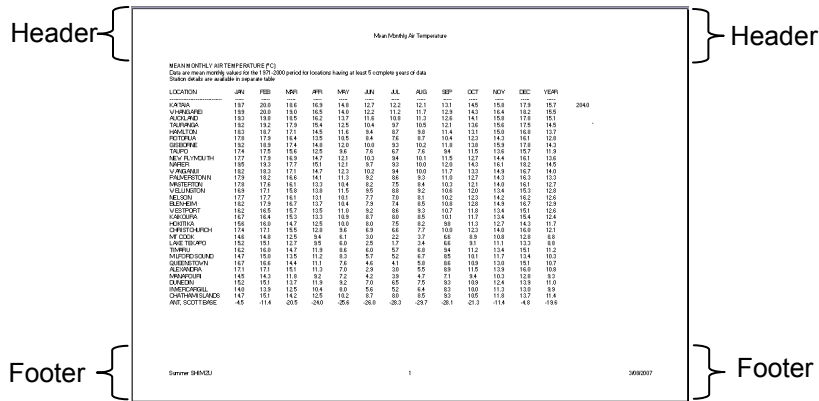


# Inserting headers and footers

## Microsoft Excel 2007

Header and footer texts live inside of the top and bottom margins.



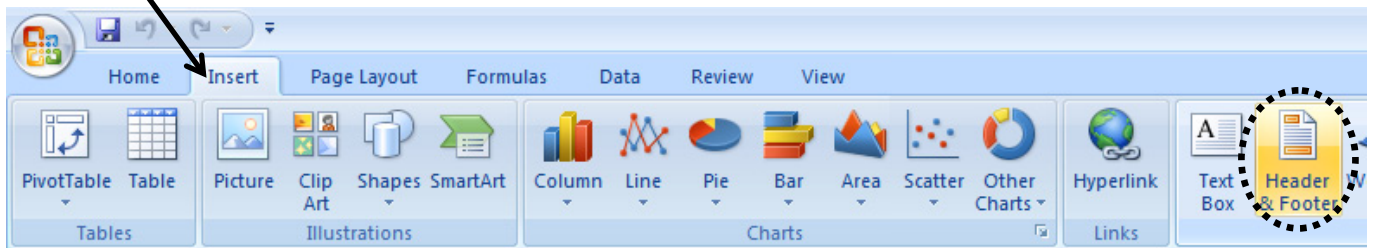
Header

Header

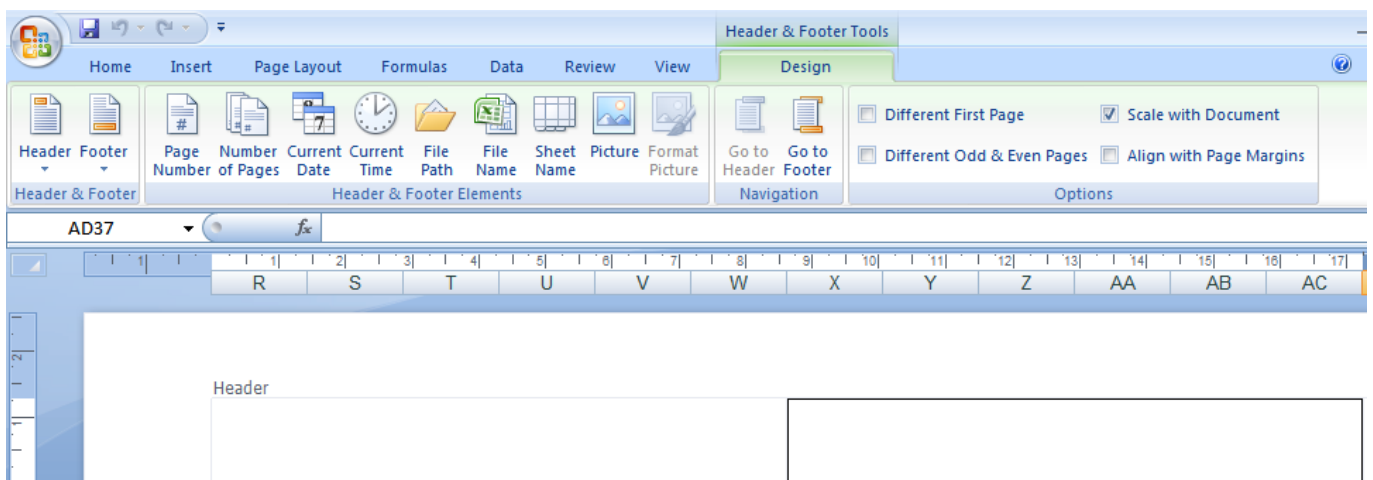
Footer

Footer

1. **Insert > Header & Footer**

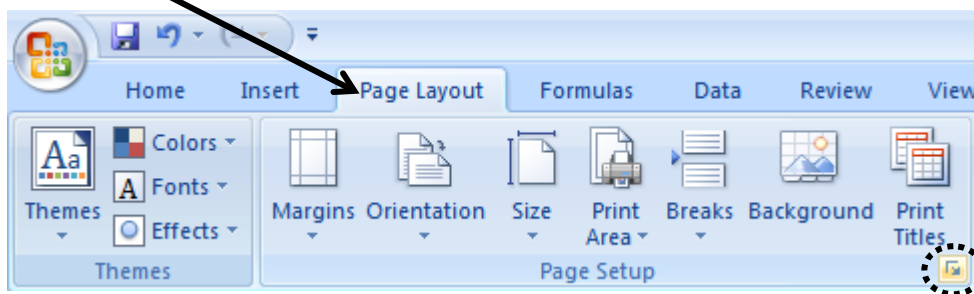


2. The **Header & Footer Tools > Design Tab** appears, allowing you to type in a header and footer



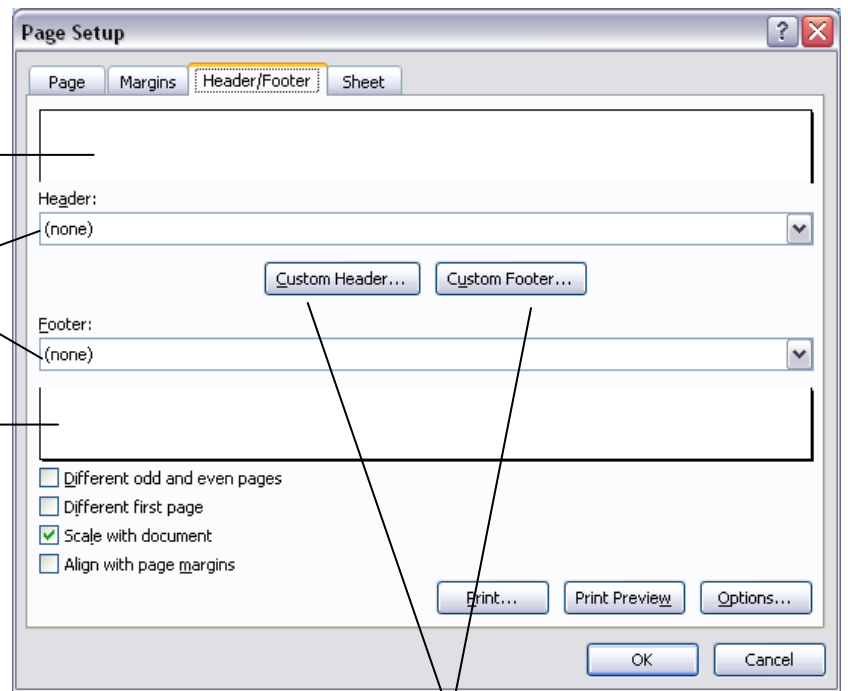


3. For custom header and footer options click **Page Layout > Page Setup > Header/Footer**



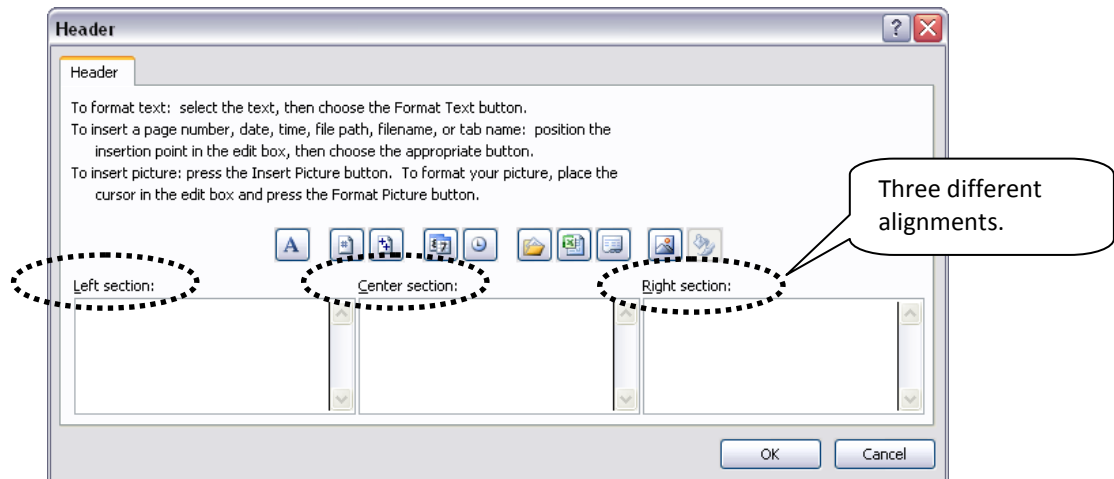
Header preview —  
Header and footer templates are here  
by clicking the drop lists.











Footer preview —



Click **Custom Header** and **Footer** to  
customise your own header and footer

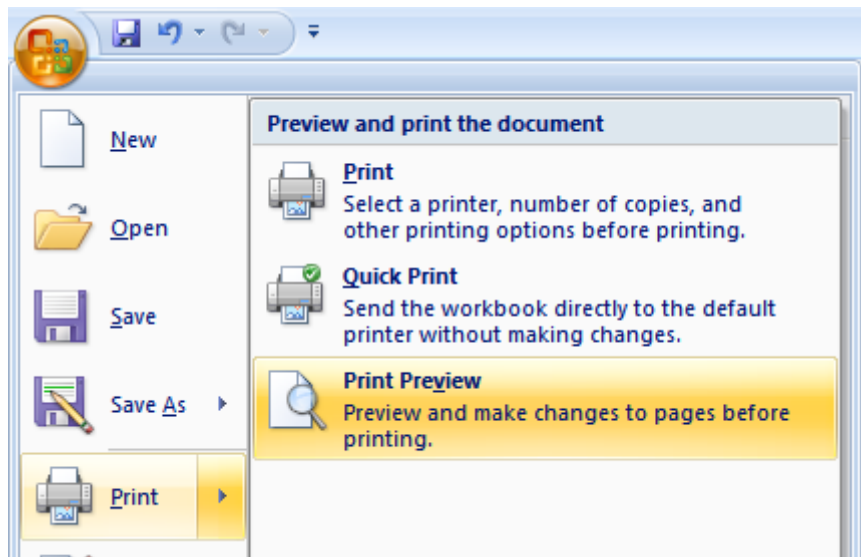
4. Click **Customer Header** or **Custom Footer** button > fill out the appropriate information > Click **OK** when finished.



Button	Code	Function
	---	Changing font style, size,
	&[Page]	Inserts page number
	&[Pages]	Inserts the total number of pages
	&[Date]	Inserts the date
	&[Time]	Inserts the time
	&[Path]&[File]	Inserts the file name and its name
	&[File]	Inserts workbook name
	&[Tab]	Inserts the current worksheet name
	&[Picture]	Displays the Format Picture dialog box to insert a picture, e.g. company logo
	---	Displays the Format Picture dialog box so you can modify picture



5. Perform **Print Preview** (**Office Button** > **Print** > **Print Preview**) to see the finished result



Joe Bloggs

Page 1 of 1

Assignment One

Print preview in footer