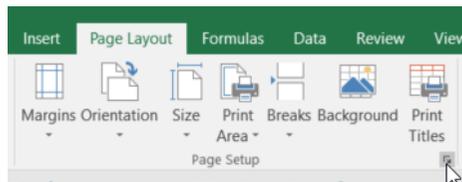


Application: Excel - Headers & Footers

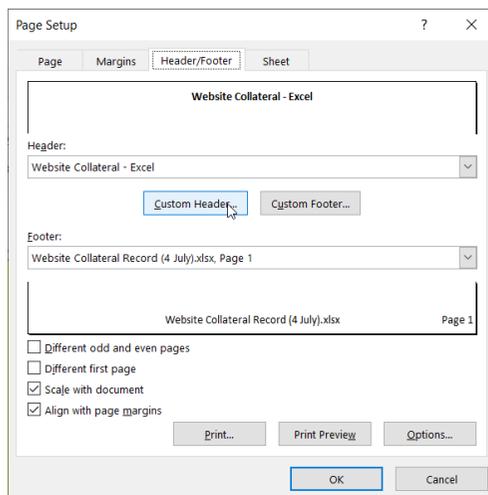
A header is the information that appears at the top of each printed page and a footer is the information that appears at the bottom of each printed page.

Headers and Footers may be added to the printed Excel Workbook to include text, fields (date, time, tab name, file path, file name), a picture and page numbers.

1. **Open** the Excel Workbook, select the **Page Layout** tab, and click on the dialog box launcher at the bottom of the **Page Setup** group.



2. From the **Page Setup** dialog, select the **Header/Footer** tab.



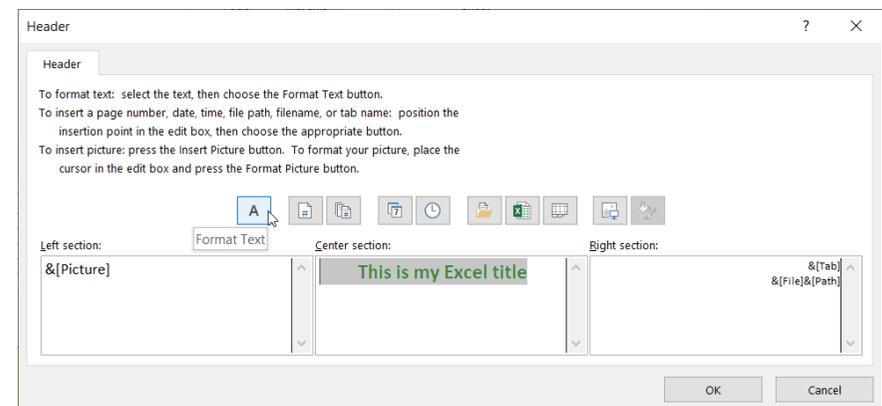
3. Select the **Custom header...** or **Customer Footer...** button as appropriate to edit.
4. Header and Footers are laid out in three column sections, **Left**, **Centre** and **Right**, allowing you to position your chosen elements on the printed page.
5. **Insert** elements into the appropriate section by selecting the relevant icons.

Tip: Hover over the icon if you are unsure of its purpose.



6. Select the **Format Text** icon to modify the font, font size and font colour of the chosen elements if required and select **OK** when done.

Tip: Click into the section box to format spacing and/or include return to wrap text for the most suitable layout.



7. Select **Print Preview** from the **Header/Footer** tab to view the applied changes to the Workbook Header.

This is my Excel title

Website Collateral Record (4 July).xlsx\U:\Personal\UKDEG\Training resource\

KEY:		Calculations				
Completed Not Reviewed		Completed	Review Complete	Reviewed	Quality Check	Published
Completed and Reviewed		21	5	5	5	0
Completed and Published		10	26	26	31	31
(NAME)	Assigned					
Blank	Not Assigned					
Total		21	5	5	5	0
Outstanding		10	26	26	31	31
Grand Total		31	31	31	31	31

8. Repeat the steps above to **Insert** elements to the Footer at the bottom of the printed Workbook.
9. Increase the **Top** or **Bottom** margins from the **Margins** tab on the **Page Setup** dialog if necessary to improve spacing.

