MS Word Header and Footer

Use the **Header & Footer** group from the **Insert** tab to create headers, footers, or insert page numbers.

MICROSOFT WORD 2007 ADVANCED TIP SHEET

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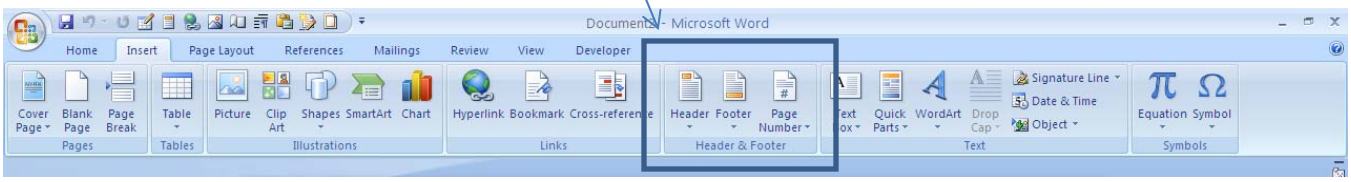

<u>Assignment</u>:
Using the header and footers, create a template document that has your class information and name identified.