

Intro To Computers

Word #2 – Headers and Footers

Objective: Copy text from one document and paste in another. Insert headers and footers in a document. Insert page numbers in a document. Insert page breaks. Print preview a document

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_2*.
2. Open a NEW document in Word. The font should be 12 point Times New Roman.
3. Copy the following 5 paragraphs and paste them into your document. Use CTRL+C to copy and CTRL+V to paste.

Bacon ipsum dolor amet beef nulla do dolore est nisi t-bone ea. Aute ullamco landjaeger andouille ribeye. Anim shankle turducken reprehenderit deserunt ea corned beef leberkas. Mollit pork dolore, meatloaf strip steak beef ribs tongue. Beef ribs drumstick short ribs bacon enim, laboris pastrami pork belly ullamco shankle.

Kevin tenderloin et proident. Non doner id biltong pork turkey. Enim consequat in doner leberkas aliquip ullamco pig short loin ea strip steak ham hock. Deserunt jowl pork, short ribs tenderloin flank ea filet mignon cupidatat adipisicing voluptate nulla aliquip.

Irure sausage culpa alcatra in lorem filet mignon dolor kevin ullamco, ad short ribs. Voluptate aute capicola tail. Ham boudin incididunt strip steak salami sint. Dolore frankfurter tenderloin qui andouille turducken meatball duis pork belly flank. Alcatra cupim pancetta picanha tongue pastrami et. Strip steak eiusmod proident, fugiat beef ribs exercitation esse et ut qui veniam pork belly aliqua voluptate swine.

Beef ribs short loin cillum eu in bresaola. Proident tongue porchetta, eu reprehenderit spare ribs consequat sausage. Laborum tail strip steak dolore spare ribs fugiat, ex irure leberkas drumstick beef incididunt corned beef mollit lorem. Labore spare ribs bacon dolore minim occaecat adipisicing capicola ribeye. Salami boudin qui jowl. Dolore qui in, turducken landjaeger laborum sirloin veniam elit picanha kevin prosciutto alcatra.

Magna ut dolor turducken chicken. Drumstick dolor minim duis aliqua non ad kielbasa swine shoulder in sirloin eiusmod do deserunt. Velit qui nulla ut, ground round pork chop frankfurter ut. Eiusmod deserunt biltong hamburger, ham chuck swine tongue veniam incididunt shankle occaecat tenderloin doner aliqua.

4. Turn on the paragraph mark symbol (¶). Make sure that there is a paragraph mark at the end of each paragraph. If not, add one by moving your cursor to the end of a paragraph and pressing the Enter key.
5. Select the whole document (CTRL+A) and then copy the new paragraphs (CTRL+C)
6. Move your cursor to the bottom of the 5th paragraph and insert a page break. (CTRL+ENTER)
7. Now paste the same 5 paragraphs (CTRL+V) followed by another page break (CTRL+ENTER).
8. Paste the same paragraphs again (CTRL+V). You should now have 3 pages in your document.

9. On page 1 of your document, create a header as follows:
 - a. On the *Insert* tab, find the *Header* pulldown and select *Blank (Three Columns)*.
 - b. Type your name (*First Last*) in place of the *[Type Text]* on the left.
 - c. Type the text *Word #2* in place of the *[Type Text]* in the center.
 - d. Last, type today's date in the format *m/d/yy* in place of the *[Type Text]* on the right.
10. Switch to the footer.
11. In the center of the footer, type the word *Page* followed by a space and then insert the page number.
12. Close the header/footer.
13. Scroll through your document. Make sure that the page number changes as you switch between pages in the document.
14. Save the document in your folder *first_last_word_2* with the name *HeadFoot*.
15. Zip up your *first_last_word_2* folder. Turn in your *first_last_word_2.zip* file.