



Tables Headers and Footers

Instructional Technology

This sections explains how to add and edit Tables, Headers and Footers by creating a letterhead

Presented By: Terence Peak



What you will Need

- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zip file For Word.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

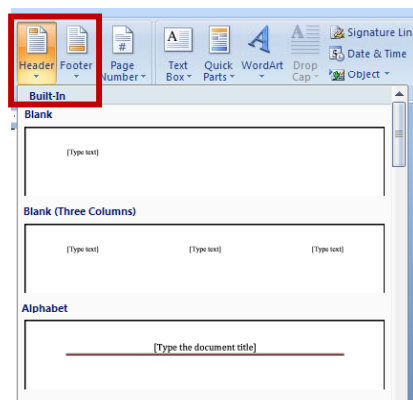


HEADERS AND FOOTERS

- ❶ Headers and footers are the identifiers that run through the top or bottom of your document, providing important background information about it. They can include:
 - ❶ Page numbering
 - ❶ Title
 - ❶ Author Name
 - ❶ Chapter Number
 - ❶ Date
- ❷ Headers appear at the Top of a page; Footers at the bottom.

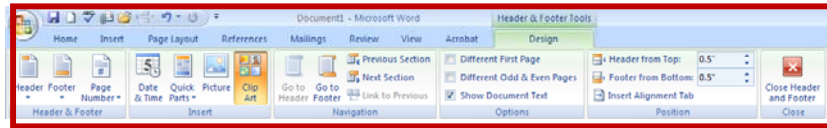


INSERT A HEADER OR FOOTER



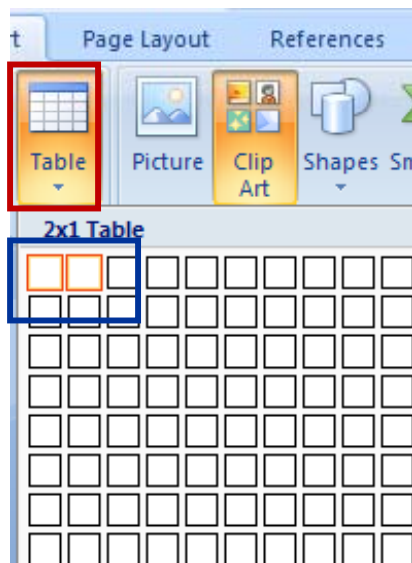
- ❶ Open **“Letterhead”**
- ❶ Click the **Insert** tab
- ❶ Click **Header** or **Footer**
- ❶ There are several choices for pre-formatted headers
- ❶ Scroll down to the bottom and click **Edit Header**

INSERT A HEADER OR FOOTER



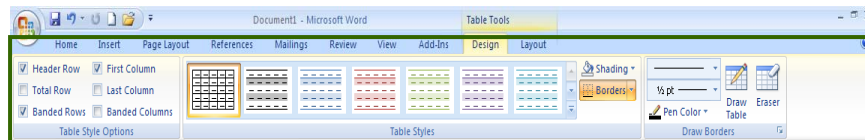
- ❶ A new **ribbon** appears called **Header and Footer tools**, this ribbon will be used to create a letterhead.
- ❷ At the top of the document, a dotted line appears. The area above the line is active. The letterhead will be placed here. (The header can also be used for page numbers, date, time, etc.)
- ❸ Below the line is inactive, and this is the text of your document. Note that the text is grey.

INSERT A TABLE



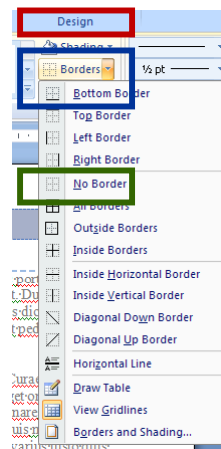
- ❶ Click inside the header
- ❷ From the **Insert tab**, click **table**
- ❸ Mouse over the number of rows and columns to create the table - for this lesson, **2 columns and 1 row**

THE TABLE TOOLS TAB



- ➊ After a table is created, **The table Tools tab** opens with **Design** and **Layout** tabs
 - ➋ **Design tab:** This ribbon features table design options for style, shading, and borders
 - ➌ **Layout tab:** This ribbon features table layout options to format cells, insert rows and columns, cell alignment, and size

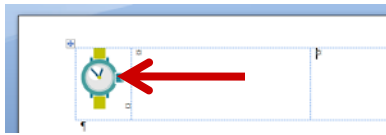
INSERT A TABLE IN THE HEADER



- ➊ Highlight the table
- ➋ Click on the **Border Icon** in the **table Tools Design tab**
- ➌ Change the border to **No Border**



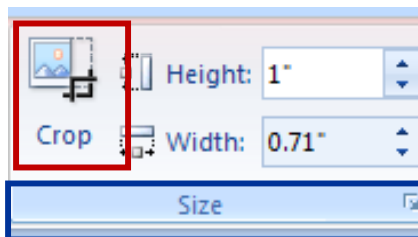
ADD CLIPART TO THE HEADER



- 1 Click inside the table and insert a **ClipArt**
- 2 Double click on the Clip Art, and resize the clip Art to 1"
- 3 Click on the cell border and move it **to the left**



CROP CLIPART



- 1 It is possible to edit ClipArt by cropping it
- 2 Locate the **Crop Tool** on the **Size group** at the right end of the menu
- 3 Click on a corner, and
- 4 **Drag inward** until the desired section is cropped
- 5 If you crop too much, reverse the process
- 6 Complete the letterhead by adding name, address, etc.



QUESTIONS?

Terence Peak, M.Ed.

Coordinator of Technology Training

Blackboard Certified Trainer

The University of the Incarnate Word

(210) 829-3920

tpeak@uiwtx.edu