Format for Printed Work

When you prepare written work for this class, I would like the following heading and footer information as described below:

1. Launch **Word** from your **Desktop**.
2. Choose **View > Headers and Footers**.
3. The “headers area” appears as well as the header and footer toolbar.

4. While those items are displayed, move your mouse up to the **Formatting Toolbar**. (The formatting toolbar looks like this)

5. Choose 14 for the **font size**.
6. Choose **bold** for the style.
7. Type
   - Your **Class Number** and your **First** and **Last Name** on the **1st line**.
8. The **Task #** and its description on the **2nd line**

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**Switch to the Footer**

**NOTE: Do not use the larger and darker font in the footer section)**

9. Click the **Switch Between Header and Footer** icon on the Header and Footer toolbar to view your footer. The footer area will appear.

10. Click the small arrow next to the Insert AutoText button on the Header and Footer toolbar.

11. Choose **Page X of Y** from the list.
12. Press the **Tab key** on your keyboard **twice** to move to the **right edge**.
13. Click the **Date** icon from the Header and Footer Toolbar. This will insert today’s date today but it will change to whatever day you use your hand in sheet from now on.
14. **Close** the Header and Footer Areas
15. Now click the **Close** button on the Header and Footer toolbar to return to the main document.