

OnDemand

class tutorials

To insert a header:

1. Click the **Insert** tab.
2. From the **Header & Footer** group, select **Header**.
3. Select a header style option from the built-in Header Gallery.

To insert a footer:

1. Click the **Insert** tab.
2. From the **Header & Footer** group, select **Footer**.
3. Select a footer option from the built-in Footer Gallery.

