



Microsoft Word 101: Headers and Footers for Creative Projects

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Webinar

Microsoft Word is the default word processing program for many writers, editors, and publishers. If you've ever used Word (or tried to use Word), you've noticed that some of its features tend to be a little tricky. Headers and Footers are one of those features. It sounds like it should be so simple, but in actual practice, you just can't get it to work the way you want. Are you tired of struggling with it? I'm excited to get the opportunity to help you use headers and footers in Microsoft Word to create a professional document without all the frustration. This session covers the basics of using headers and footers in Microsoft Word.

I. Introduction

II. What You'll Learn

III. Important Terms

- A. What is a Header/Footer?
- B. How can I use Headers/Footers?

IV. Using Headers and Footers

- A. Opening a Header/Footer
- B. Editing Header/Footer

V. Conclusion