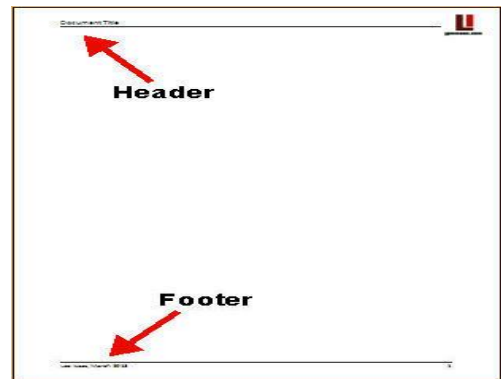## Lesson 3: Page Formatting in MS-Word

In Word, the formatting of text and the page can give your document a professional look.

Including a Header and Footer in your document:

Header:- It is a text that appears at the top of each page of a document.

Footer:- It is the text that appears at the bottom of each page of a document.



### Adding Header



**Activity 1** To insert the Header

1. Click on the *Insert tab.*
2. Click on the *Header button.*
3. The Header gallery opens. Select the Header type from the list of headers displayed.
4. Click on the header placeholder and type the text.
5. Click on the *Close Header and Footer button.*

...The Header is created.

**Remember** *While cursor is in the Header section, click on the Insert tab. You can insert pictures, shapes and SmartArt in the Header/Footer by this.*

### Adding Footer

To add the Footer, all the steps are same but in Step-2, click on the Footer button.

### Removing Header and Footer

To remove the header, click on the Remove Header option at the end of the Header gallery. You can also remove the footer this way.

### Inserting Page Break

A page break is the place in the text where one page ends and the next one begins.



**Activity 2** To insert a Page Break

1. Place the cursor after which you want a page break.
2. Click on the *Insert tab.*

The page break will be inserted and the next page will start.

3. Click on the *Page Break button.*

**On the basis of the above text and explanation, answer the following questions-**

**Q.1. Multiple Choice Questions:-**
1. A Header is:
   a) Text appearing in the top of each page of a document
   b) Text appearing in the bottom of each page of a document
   c) Text appearing in the centre of each page of a document
   d) Text appearing on the top of the first page only
2. To remove a header you will click on:
   a) Remove header button
   b) Remove footer button
   c) Footer button
   d) Header button
3. Which tab will you click on to add a page break?
   a) Home
   b) View
   c) Review
   d) Insert

**Q.2. Write True or False:-**
1. A Header is the text which appears at the top of every page of the document.
2. A Footer is the text which appears at the bottom of first  page  only.
3. A page break will start a new page.
4. To insert a Page Break, click on the Home tab.

**Q.3. Answer the following questions:-**
1. Suggest a Header and Footer for your project on Solar System.
2. Give an example where you need to insert a page break.
3. Define a) Header b) Footer c) Page Break

*__Homework__*
**1. Practice both the activities.**
**2. Complete the above work in your notebook neatly.**

**Lesson 3: Page Formatting in MS-Word**

**Q.1. Multiple Choice Questions:-**

1. A Header is:
    e) Text appearing in the top of each page of a document
2. To remove a header you will click on:
    e) Remove header button
3. Which tab will you click on to add a page break?
    d) Insert

**Q.2. Write True or False:-**

1. True
2. False
3. True
4. False

**Q.3. Answer the following questions:-**

1. Header- A project on Solar System
Footer- By <your name>

2. For example- If we are making a project on solar system, before starting description of another planet, we can add a Page Break.

3. Definitions-
    a) Header: - It is a text that appears at the top of each page of a document.
    b) Footer: - It is the text that appears at the bottom of each page of a document.
    c) Page Break:-A page break is the place in the text where one page ends and the next one begins.