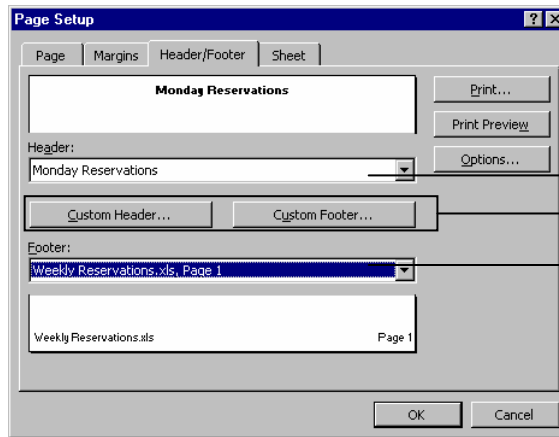


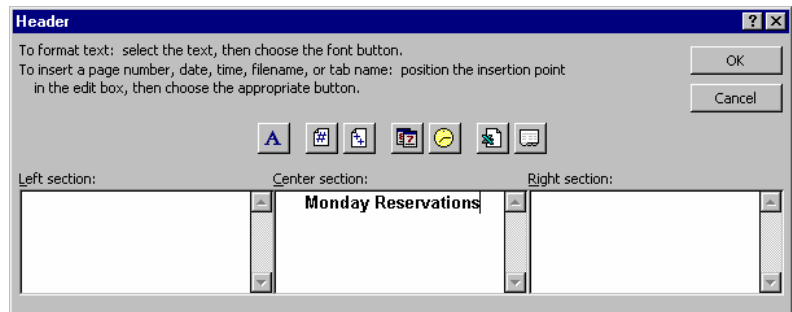
CREATING HEADERS, FOOTERS, AND PAGE NUMBERS

1. Add headers and footers to your worksheet by **selecting File → Page Setup from the menu and clicking the Header/Footer tab.**













Select a preset header
Create a custom header or footer
Select a preset footer

2. **Select a preset header or footer from the Header or Footer drop-down list or create your own by clicking the Custom Header or Custom Footer button.**



Header and Footer buttons... help automate the creation of headers and footers. See Excel help for more details.

Button	Description	Button	Description
 Font	Formats the font for the header and footer	 Page Number	Inserts the current page number
 Total Pages	Inserts the total number of pages in the workbook	 Date	Inserts the current date
 Time	Inserts the current time	 Path & File	Inserts the path and file name of the active workbook
 File Name	Inserts the workbook file name	 Sheet Name	Inserts the worksheet name
 Insert Picture	Allows you to choose a picture to place in the active worksheet.	 Format Picture	Allows you to size, rotate, scale, crop and adjust the image in the header or footer.