Headers and Footers

The **header** is a section of the document that appears in the top margin, while the **footer** is a section of the document that appears in the bottom margin. **Headers and footers** generally contain information such as the page number, date, and title.

STEPS TO INSERT HEADER OR FOOTER:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, choose one of the **built-in options**.
4. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

N.B.: After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

Endnote and Footnote

You can use footnotes and endnotes in documents to explain, comment on, or provide references to something you've mentioned in your document. Usually, footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

STEPS TO INSERT FOOTNOTES AND ENDNOTES :

1. Click where you want to reference to the **footnote** or **endnote**.
2. On the References tab, select **Insert Footnote** or **Insert Endnote**.
3. Enter what you want in the **footnote** or **endnote**.
4. Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

Symbols and Special characters

Special text characters are normal characters that don't appear on standard keyboards;

STEPS TO INSERT A SYMBOL:

1. From the **Insert** tab, click **Symbol.**
2. Choose the symbol that you want from the drop-down list. If the symbol is not in the list, click **More Symbols**. In the font box, choose the font you are using, click the symbol you want to insert, and select **Insert.**

STEPS TO INSERT A SPECIAL CHARACTER:

1. From the **Insert** tab, click **Symbol.**
2. Click **More Symbols**.
3. Select the **Special Characters** tab.
4. Choose the character you want to insert, and select **Insert**.

Answer the following questions:

1. **What is the difference between headers and footers?**

   Ans : The **header** is a section of the document that appears in the top margin, whereas the **footer** is a section of the document that appears in the bottom margin.

2. **Write the steps to add document title across all pages in your document.**

   Ans: STEPS **:**

   a. Select the **Insert** tab.
   b. Click the **Header** command. A drop-down menu will appear.
   c. From the drop-down menu, choose one of the **built-in options**.
   d. The **Design** tab will appear on the Ribbon, and the header will appear in the document.
   e. Type the document title into the header.
   f. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.
   g. You will find that the document title is available across all pages of your document.

3. **Mention the steps to add © symbol in our document.**

   Ans: STEPS **:**

a. Place the cursor in desired place.
b. Select the **Insert** tab.
c. Click the **Symbol** option from Symbols group. A drop-down menu will appear.
d. Select the © symbol from the drop-down menu.

4. **Differentiate between endnote and footnote.**

Ans: Footnote is a comment or references to something we've mentioned in our document that appear at the bottom of the page whereas endnotes come at the end of the document or section.