

Microsoft Word: Headers and Footers

This course is designed to teach students how to insert, edit, and remove headers and footers. This hands-on presentation will show you how to create, format, and style headers and footers to work with a variety of page layouts.

- Use headers and footers in letters and documents
- Insert section breaks
- Create multiple headers and footers within one document
- Insert left, right, center, decimal, and bar tabs
- Adjust paragraph indentation markers
- Create and align bullets and numbers

Prerequisites: Prior experience with Microsoft Word

Cost: \$39.00 per person (2 hour class)
Class Materials Included

For additional information, please contact
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