



Al-Mustaqbal University
College of Sciences
Biochemistry Department



جامعة المستقبل
AL MUSTAQBAL UNIVERSITY

College of Science
Department of Biochemistry

Lecture: (10)

More on word processing

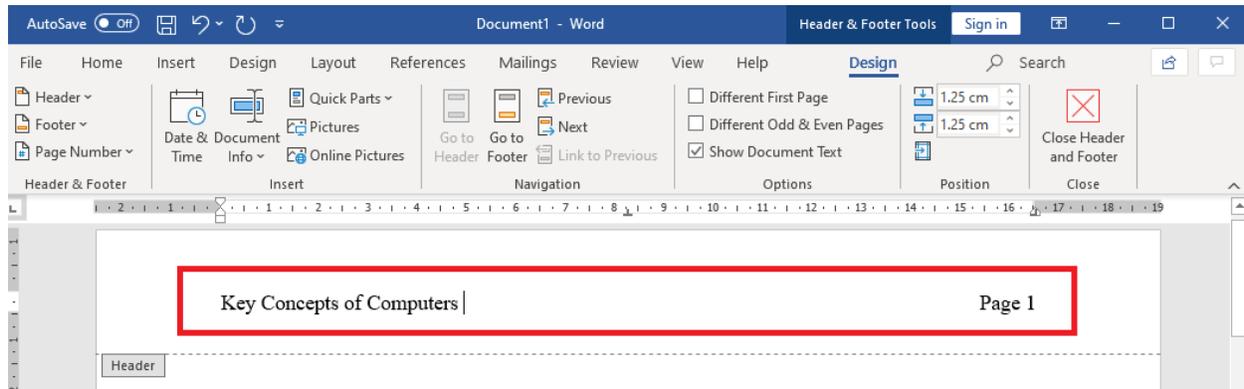
Headers, footers, page numbers, and bullets

Subject: Computer Skill I
Level: First
Lecturer: *Asst. Lect. Ali Al-khawaja*



Create a Header

Header – a section of information that appears at the top margin of each page of a document.

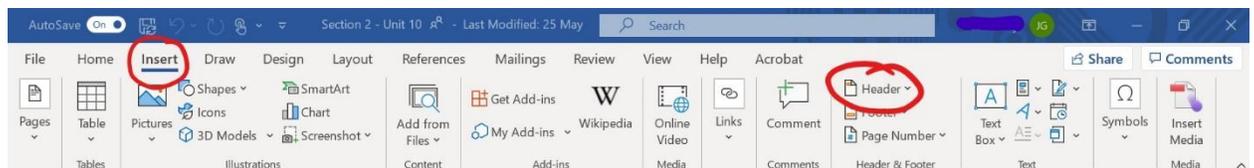


Method 1

1. Double-click anywhere on the top of a page. A straight line (or a dashed line) on the head will appear.
2. Enter any desired information on the header (such as a chapter title, a document tile, a business logo, the creation date, etc.).
3. Double-click on the body of page (or press the **Esc** key) to close the header. The header will be on the top of each page.

Method 2

1. Click the **Insert** tab.
2. Click the **Header** command.



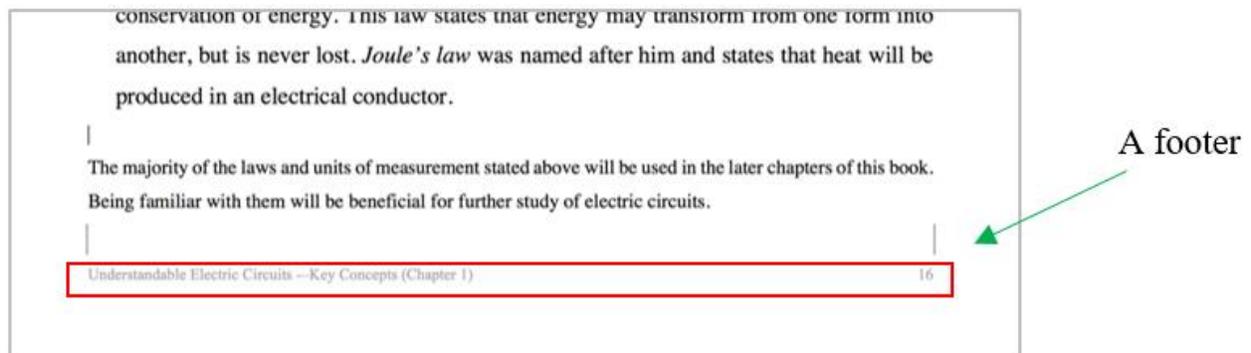
3. In the menu that appears, choose a desired header layout (called content control).



4. Enter any desired information on the header.
5. Double-click on the body of page (or press the **Esc** key) to close the header. The header will be on the top of each page.

Create a Footer

Footer – a section of information that appears at the bottom margin of each page of a document.

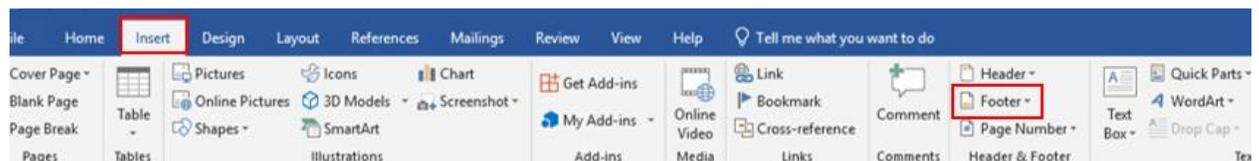


Method 1

1. Double-click anywhere at the bottom of the page. A straight line (or dashed line) on the footer will appear.
2. Enter any desired information on the footer (such as the page number, author's name, copyright, references, etc.).
3. Double-click on the body of page (or press the **Esc** key) to close the footer. The footer will be at the bottom of each page.

Method 2

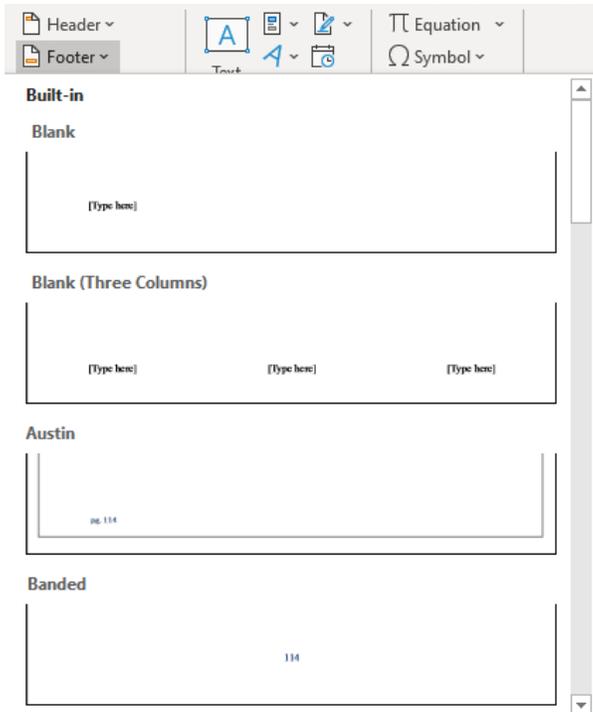
1. Click the **Insert** tab.



2. Click the **Footer** command.



3. In the menu that appears, choose a desired footer layout.
4. Enter any desired information on the footer. The footer will be at the bottom of each page.
5. Double-click on the body of page (or press the **Esc** key) to close the footer.

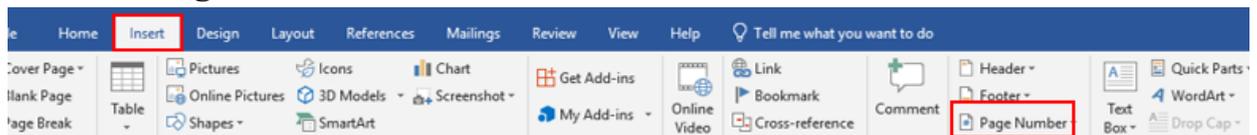


Page Numbers

Page numbers – Word supports automatically adding page numbers in a multi-page document.

Insert page numbers

1. Click the **Insert** tab.
2. Click the **Page Number** command.



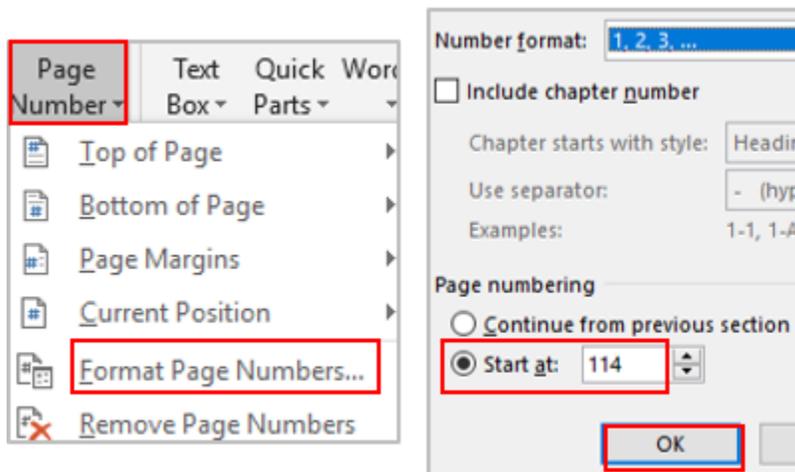


3. Select a desired position (such as Top of Page, Bottom of Page, etc.) you wish the page number to appear in.

4. Select a desired style (such as Plain Numbers 1, Plain Numbers 2, etc.).

- Top of Page >
- Bottom of Page >
- Page Margins >
- Current Position >
- Format Page Numbers...
- Remove Page Numbers

Change the starting page number



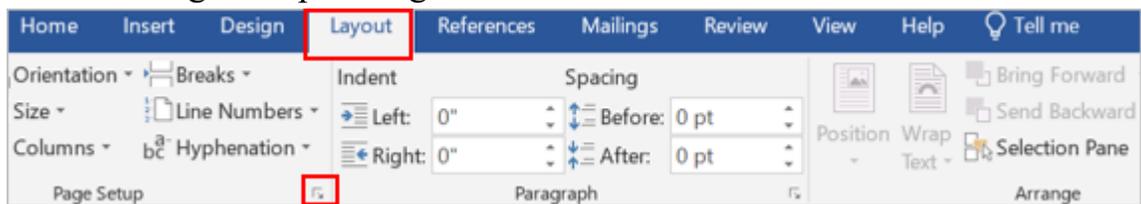
1. Click the **Insert** tab.
2. Click the **Page Number** command.



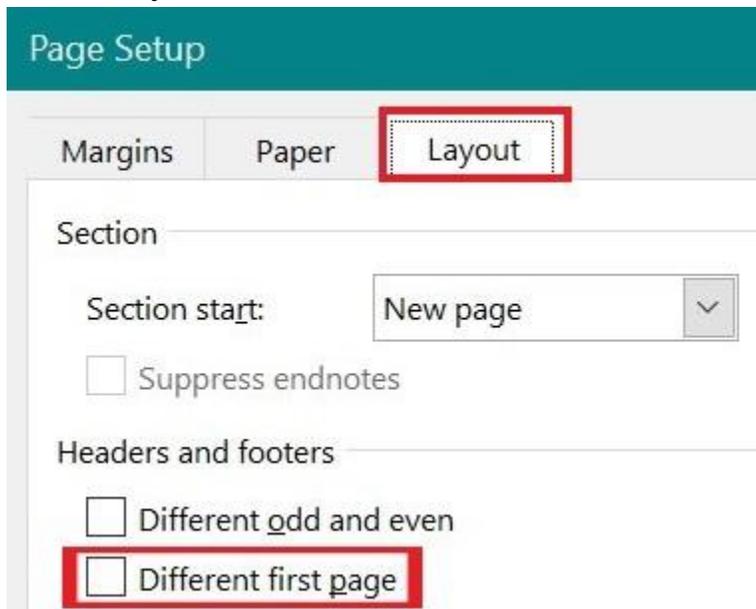
3. Select **Format Page Numbers**.
4. Click **Start at** and type the page number you wish to appear on the first page.
5. Click **OK**.

Start page number on page two (hide the page number on the first page)

1. Click **Layout**.
2. Click the Page Setup Dialog box launcher.



3. Select **Layout tab** and Check the box next to **Different first page**.

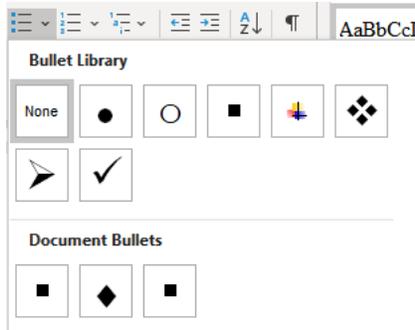


4. The page number will disappear from the first page.



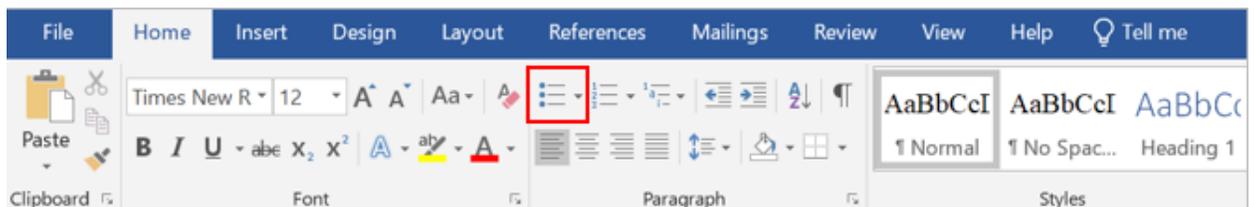
Bulleted or Numbered Lists

Bullet – a dot, a small circle, diamond, or other symbols that is found before the text (a phrase, sentence or paragraph, etc.) to help organize information, make it easier to read, or differentiate between the different points.



Insert a bulleted list (a list whose items are bulleted)

1. Select the text you wish to format as a list.
2. Click the **Bullets** icon.



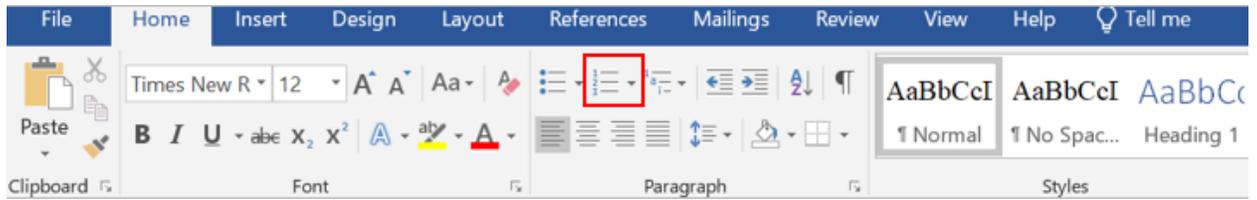
3. Click to select a bullet symbol (i.e., a dot, a small circle, diamond) that you wish to use for the bullet.
4. Deselect the text.

Insert a numbered list (a list whose items are numbered or lettered)

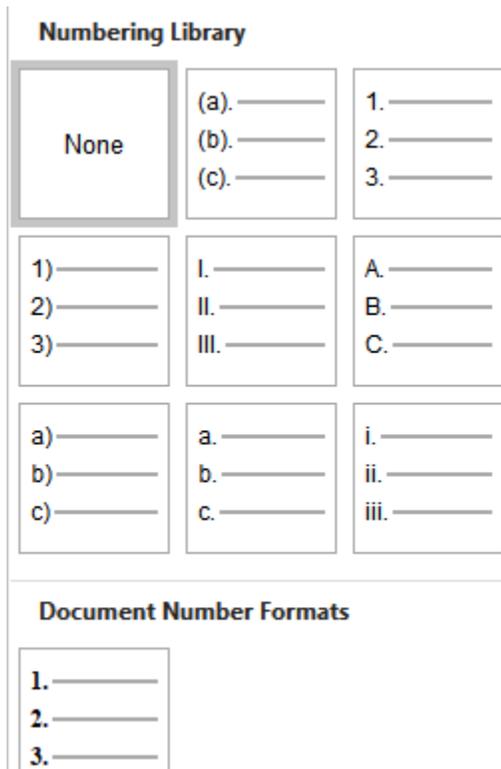
1. Select the text you wish to format as a list.



2. Click the **Numbering** icon.



3. Click to select a number or letter symbol that you wish to use for the list.



4. Deselect the text.

When you delete or add items in the list, or change the numbering format of the style, the numbers / letters in a list are updated automatically.