

Topic 25:- Header and Footer

Headers and footers in Excel are sections at the top (header) and bottom (footer) of each printed page in a worksheet. You can use headers and footers to include information such as page numbers, workbook or worksheet names, dates, and custom text. Here's how to add and customize headers and footers in Excel:

Adding Headers and Footers:

- 1. Open Your Excel Worksheet:** Launch Excel and open the workbook where you want to add headers and footers.
- 2. Go to the "Insert" Tab:** In the Excel ribbon, go to the "Insert" tab.
- 3. Insert a Header or Footer:**
 - In the "Text" group, click on "Header & Footer."
 - This will activate the "Header & Footer Tools" Design tab in the Excel ribbon.
- 4. Choose a Predefined Header or Footer:**
 - In the "Header & Footer Elements" group, you'll find various predefined header and footer options. Click on one of these to insert it into the header or footer section of your worksheet.
- 5. Customize Your Header and Footer:**
 - You can customize the header and footer text by clicking directly within the header or footer section and typing your text. You can also use the "Header & Footer Elements" group to insert elements like page numbers, dates, and workbook or worksheet names.
 - You can format the text using options in the "Header & Footer Tools" Design tab, such as font size, font color, and alignment.

Header and Footer Elements:

Here are some commonly used header and footer elements you can insert into Excel:

- Page Number: Inserts the current page number.
- Number of Pages: Inserts the total number of pages in the printout.
- Current Date: Inserts the current date.
- Current Time: Inserts the current time.

- File Name: Inserts the name of the Excel file.
- Sheet Name: Inserts the name of the current worksheet.
- Picture: Allows you to insert an image or logo into the header or footer.

Different First Page Header/Footer:

If you want to have a different header or footer on the first page of your printed document, check the "Different First Page" option in the "Header & Footer Elements" group. This allows you to create unique headers and footers for the first page.

Previewing Headers and Footers:

To see how your headers and footers will look when printed, click the "Print Preview" button in the "Header & Footer Tools" Design tab. You can also use this view to navigate between pages if your worksheet spans multiple pages.

Removing Headers and Footers:

If you want to remove headers and footers, go back to the "Insert" tab, click "Header & Footer," and choose "Remove Header" or "Remove Footer" from the drop-down menu.

Headers and footers are useful for adding context and professionalism to your printed Excel documents, especially when they span multiple pages. They provide important information and branding while maintaining a consistent layout across all pages.