

**Course
&
Test Series**

Header and Footer, Endnote and Footnote in MS Word

Microsoft Word

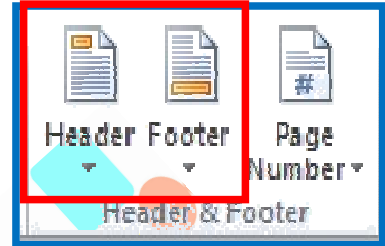
CBSE

Module 16 - Header and Footer, Endnote and Footnote in MS Word

Header Footer Group (Insert Menu)

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In MS Word, you can create a Header/Footer Group, which allows you to access various tools to customize and edit the headers and footers in your document. The Header & Footer Tools group appears when you are editing a header or footer and includes options for:



- Inserting or editing page numbers
- Inserting document elements like the date, time, or file name
- Changing the layout (e.g., switching between different header/footer styles)
- Applying different headers/footers to different sections of the document
- Closing the header/footer editing mode

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Header in MS Word

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A header in Microsoft Word refers to the section at the top of each page in a document. It is typically used to display information that you want to appear consistently across all or selected pages of the document.

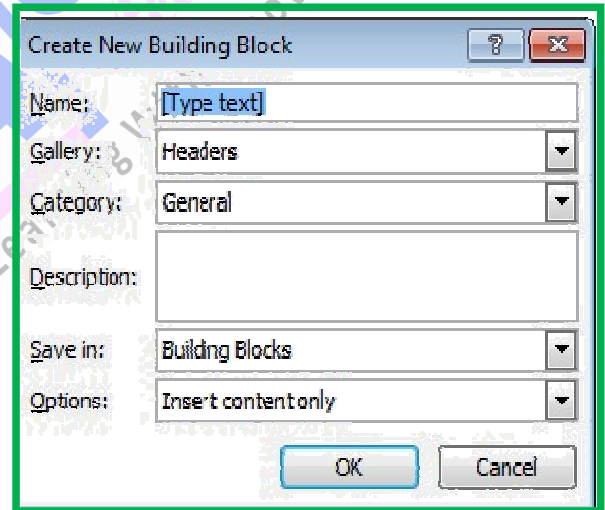
Common items included in headers are:

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- Document title
- Author's name
- Chapter or section title
- Date
- Page numbers (although these can also appear in footers)
- Logo or image (for formal documents or reports)

Headers can be customized for different sections of a document, meaning you can have different headers for different parts (like chapters or sections) using section breaks.

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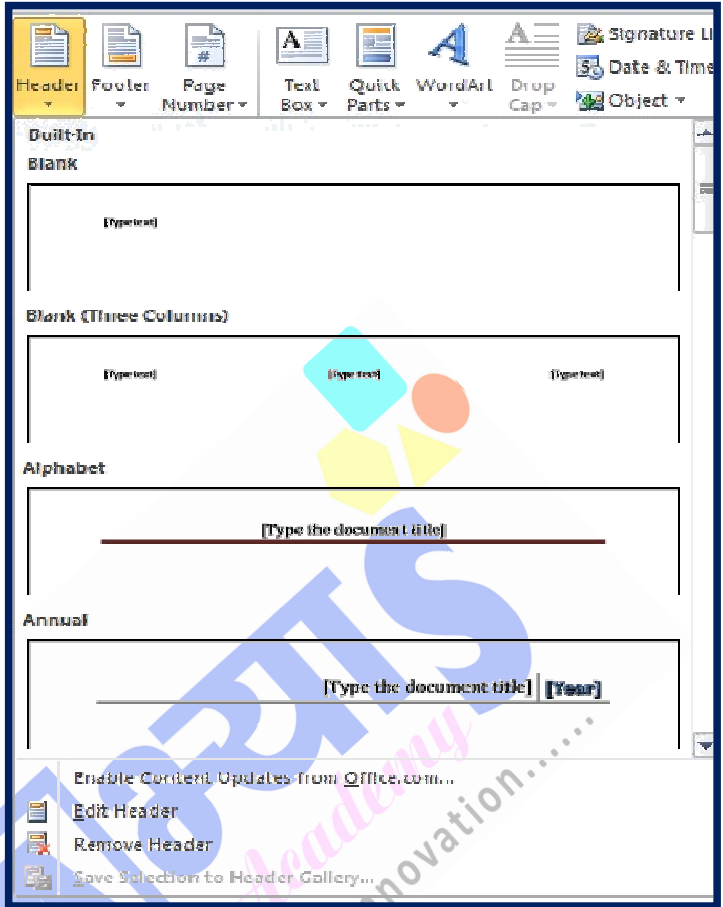
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Header Gallery

In Microsoft Word, the "Save Selection to Header Gallery" feature allows you to save a customized header as a reusable Header Style. This can be helpful if you often use a specific header format across multiple documents. Instead of creating it from scratch each time, you can save your design and apply it easily in future documents.

Here's how it works:

- **Create your Header:** First, you create a header with the elements you want to include (like text, page numbers, images, etc.).
- **Save to Gallery:** Once you're satisfied with your custom header, you can save it to the Header Gallery. To do this:
 - Select the content in the header that you want to save.
 - Go to the Insert tab, click on the Header dropdown, and then choose "Save Selection to Header Gallery".
 - **Give it a Name:** When you choose "Save Selection to Header Gallery," you'll be prompted to give your header a name. This makes it easier to identify later.
- **Reuse Your Header:** After saving, the header is added to your Header Gallery. The next time you need to use the same header, just go to the Header dropdown and select it from the gallery.



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Footer in MS Word

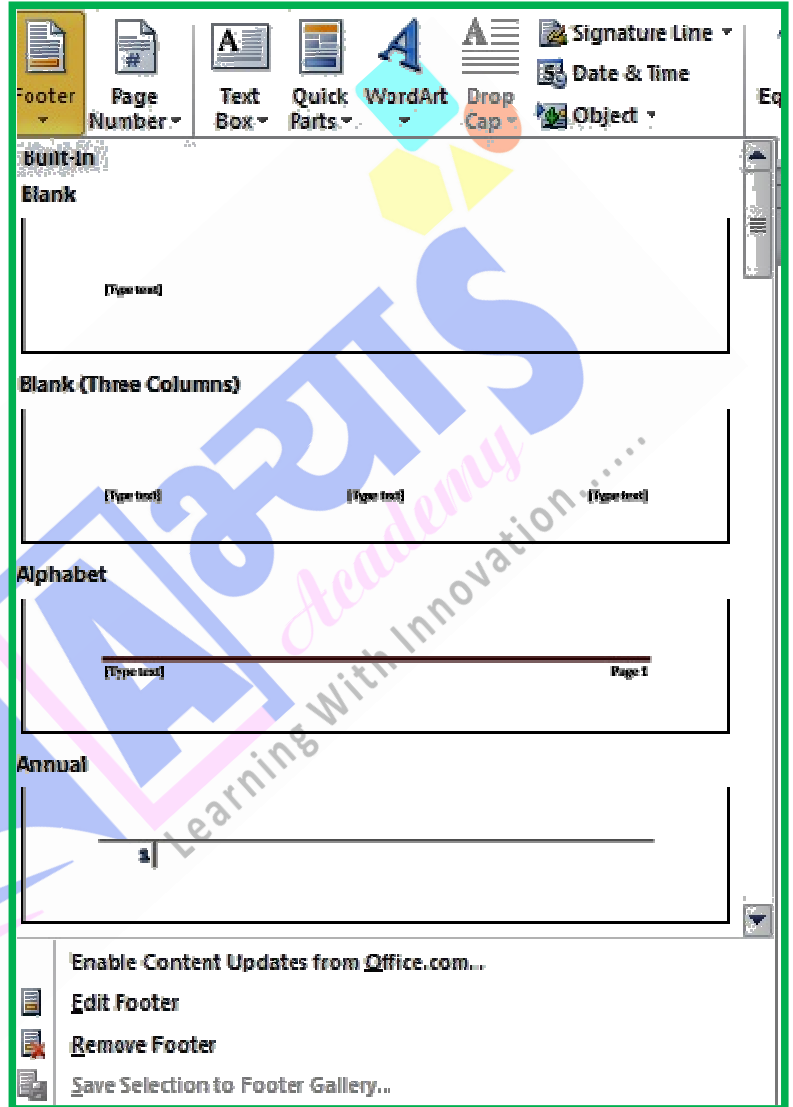
A footer in Microsoft Word is the section at the bottom of each page in a document. Like headers, footers are used to display information that you want to appear consistently at the bottom of every page or in specific sections of the document.

Common content included in footers are:

- Page numbers
- Document version or copyright information
- Author name or document title
- Date or time
- Footnotes or references
- Company logo or branding.

Footer Gallery

In Microsoft Word, a Footer Gallery refers to a collection of predefined footer styles that you can easily insert into your document. These styles typically include a combination of elements such as text, page numbers, date, document title, or even images, which can be automatically inserted into the footer section of every page in your document.



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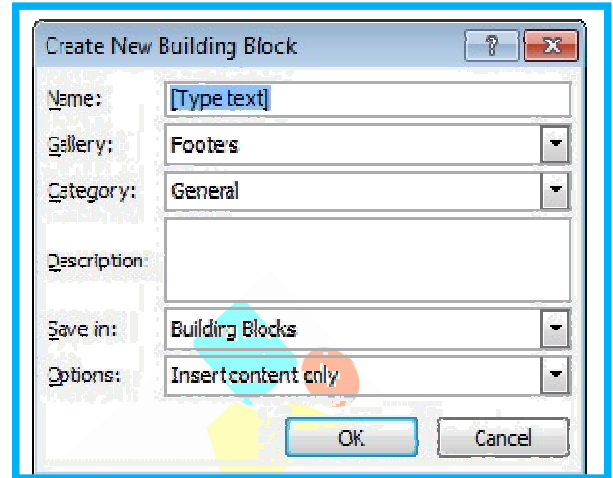
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Common Uses of Footers in Word:

- **Page Numbers:** Displaying page numbers in a consistent format.
- **Document Information:** Adding document titles, file names, or author names.
- **Corporate Branding:** Adding company logos, slogans, or contact details.
- **Legal or Formal Documents:** Inserting confidentiality notices, copyrights, or disclaimers.
- **Formal Reports:** Including references to document sections, dates, or version numbers.



Helping Tool of Header and Footer (Design Menu)

In Microsoft Word, the Header & Footer Tools menu provides a range of options to help you design and manage headers and footers in your document. This tool is available when you are editing the header or footer of a document. Here's a breakdown of the Header & Footer Tools design menu in MS Word:



Features and Options in the Header & Footer Tools - Design Tab:

Header & Footer Group:

- **Header:** Opens a dropdown menu where you can choose a pre-designed header style from the **Header Gallery**.
- **Footer:** Similar to the Header option, this dropdown lets you choose from a variety of footer designs that can include page numbers, text, and other elements.
- **Page Number:** Allows you to insert page numbers into the header or footer. You can choose from several positions (top, bottom, etc.) and formats (e.g., numeric, Roman numerals).
- **Format Page Numbers:** Opens a dialog box where you can change the number format (e.g., 1, 2, 3; i, ii, iii) and set starting page numbers.
- **Remove Page Numbers:** Deletes page numbers from the header or footer.

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- **Date & Time:** Inserts the current date and/or time into the header or footer. You can choose from different date formats.

Insert Group:

- **Picture:** Lets you insert an image (such as a logo) into the header or footer.
- **Clip Art:** Lets you insert clip art into the header or footer.

Navigation Group:

- **Go to Header:** Takes you to the header section of the document.
- **Go to Footer:** Takes you to the footer section of the document.
- **Previous/Next:** Allows you to navigate between headers and footers in different sections of the document, like different first pages or odd/even pages.

Options Group:

- **Different First Page:** Allows you to have a unique header or footer for the first page of the document. This is useful for documents where the first page has a different format, such as a title page.
- **Different Odd & Even Pages:** Allows you to set different headers and footers for odd and even pages. This is commonly used in documents with two-sided printing, where the odd pages and even pages need different layouts.
- **Show/Hide:** Toggles the visibility of the header and footer on the screen, allowing you to focus on editing the document content without being distracted by the header/footer.

Close Group:

- **Close Header and Footer:** Exits the header/footer editing mode and returns to the normal document view.
- **Close:** You can also click the Close button to exit the header/footer editing mode.

Header & Footer Gallery:

- This gallery offers a range of pre-designed header and footer styles. You can insert these designs into your document quickly. You can also customize these styles once inserted.

Additional Tools:

- **Quick Parts:** Under the Insert tab, you can use Quick Parts to insert pre-defined blocks of text (like author names or document properties) into the header or footer.
- **Document Info:** You can insert fields such as author name, document title, or file name into the header/footer.



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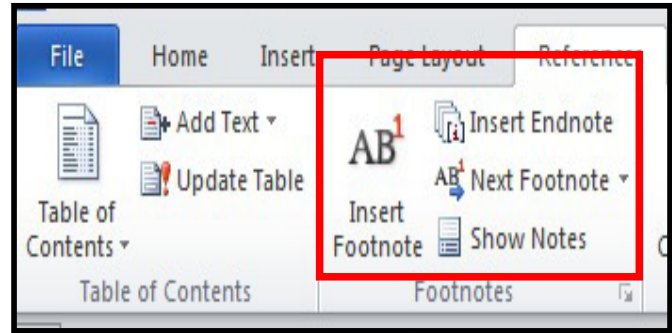
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Reference Menu

In Microsoft Word, the Reference tab provides a set of tools designed to help you manage citations, references, footnotes, endnotes, and more. It is especially useful for academic, research, and professional writing where referencing and citing sources are necessary.



Footnotes Group

The Footnotes Group is used for adding and managing footnotes and endnotes.

- **Insert Footnote:** Inserts a footnote at the cursor's current position. **Footnotes appear at the bottom of the page.**
- **Insert Endnote:** Inserts an endnote at the cursor's position. Endnotes appear at the end of the document (or section).
- **Next Footnote:** Navigates to the next footnote in the document.
- **Previous Footnote:** Navigates to the previous footnote in the document.
- **Show Notes:** Opens the footnote/endnote pane to view and manage footnotes and endnotes more easily.
- **Convert:** Converts footnotes to endnotes (or vice versa).
- **Footnote and Endnote Dialog Box Launcher:** Opens the Footnote and Endnote dialog box for additional settings like choosing footnote/endnote formats, numbering style, and positioning.

Footnote

A footnote is a reference or explanatory note that appears at the bottom of a page in a document. Footnotes are commonly used in academic, legal, and professional writing to provide additional information or citations without interrupting the flow of the main text. Key Characteristics of Footnotes:

Placement:

- Footnotes appear at the bottom of the page where the reference number is located. This allows the reader to easily find the additional information without losing their place in the text.

Format:

- **Numbering:** Footnotes are usually numbered sequentially (1, 2, 3, etc.) or in some cases, they can use symbols (*, †, ‡, etc.). Each number in the main body of the text corresponds to a specific footnote at the bottom of the page.
- **Text:** The footnote text itself is placed in a smaller font size at the bottom of the page and typically provides more details, explanations.

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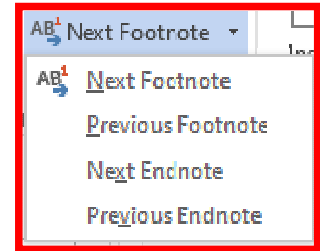
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Next Footnote

In Microsoft Word, the "Next Footnote" button is used to quickly navigate between footnotes within a document. When you have multiple footnotes in your document, this feature allows you to jump directly from one footnote to the next, which can be especially helpful when you're reviewing, editing, or managing footnotes.



Endnote

An endnote is similar to a footnote, but instead of appearing at the bottom of a page, an endnote is placed at the end of a document, a section, or a chapter. Endnotes are often used to provide additional information, references, or citations that would disrupt the flow of the main text if included directly in the body of the document. Key Characteristics of Endnotes:

Placement: end of the document

- Endnotes are located at the or at the end of each section (depending on the document settings).
- This is in contrast to footnotes, which are placed at the bottom of the same page.

Format:

- Like footnotes, endnotes are numbered sequentially (1, 2, 3, etc.). Each reference number in the main body of the text corresponds to an endnote at the end of the document.
- The endnote content is written in a smaller font size and usually provides detailed information or a citation for the main text.

Show Notes

The "Show Notes" feature in Microsoft Word allows you to view and manage footnotes and endnotes in a separate pane. It helps you quickly navigate, edit, or delete footnotes and endnotes in your document.

Difference Between Header Footer

Header	Footer
A header is text or content placed at the top of each page in a document.	A footer is text or content placed at the bottom of each page in a document.
Appears at the top of every page.	Appears at the bottom of every page.
Used for titles, page numbers, or document details (e.g., author's name).	Used for page numbers, copyright, or additional notes.
Typically includes page numbers, document titles, and author info	Typically includes page numbers, document copyright, or section titles.

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Difference Between Footnote and Endnote

Footnote	Endnote
A footnote is a reference or explanatory note at the bottom of a page.	An endnote is a reference or explanatory note placed at the end of a document or section.
Appears at the bottom of the page where it's referenced.	Appears at the end of the document or section.
Provides references, citations, or explanations related to text on the same page.	Provides references, citations, or explanations related to text, located at the end of the document or section.
Text is usually smaller and appears as a superscript number within the document.	Text is usually smaller and placed after the main text, with a corresponding number in the body.

Assignment

Make this Following File

- You have to add infotech header in this poster.
- You have to add footer of Ambala Cantt in this poster.

