Unit 7
Using Headers and Footers

Unit 7: Using Headers and Footers

Business Letterhead
Using Headers and Footers

New Skills

- Inserting a Header
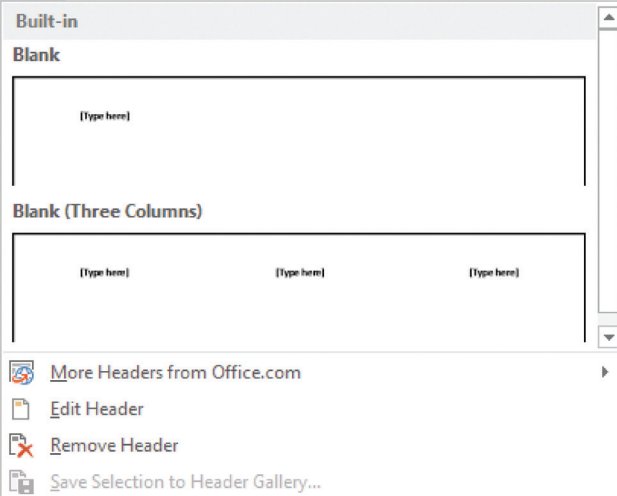- Inserting a Footer

Lesson Overview

Your neighbor is opening a new restaurant and asked for your help in creating a letterhead for his business. A letterhead is a sheet of stationery preprinted to include the name, address, logo, and other information of an organization. Businesses use letterhead stationery to send letters and other forms of correspondence. This information is usually placed inside of a header, a footer, or a combination of both.

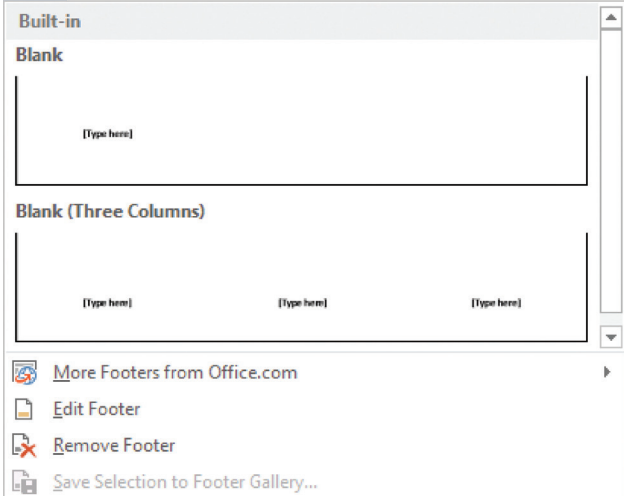*In this lesson, you will create a letterhead in the header and footer of a document.*
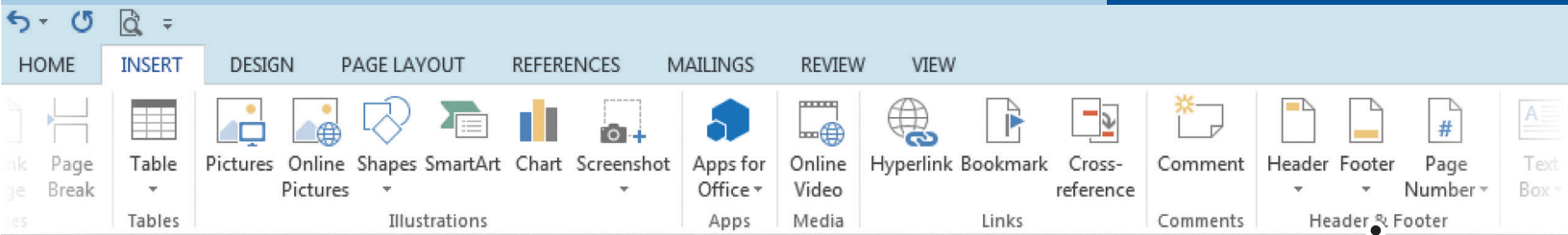
Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Header:
Use this icon to help you repeat content at the top of each page.

Footer:
Use this icon to help you repeat content at the bottom of eack page.

HOME   **INSERT**   **DESIGN**   **PAGE LAYOUT**   **REFERENCES**   **MAILINGS**   **REVIEW**   **VIEW**

Tables   Illustrations   Apps   Media   Links   Comments   Header & Footer

4.

Instructions

1. Using Microsoft Word 2013, create a new Blank document.

2. Save the file as *7.1 Business Letterhead* in your **My Word Projects** folder.

Use 7.1 Source Doc. A as a guide to make the following changes:

3. Change the margins as follows: top margin 2", bottom margin 1", left margin 1", and right margin 1".

4. From the **INSERT** tab, **Header & Footer** group, do the following:

    a. Insert a **Header** and select **Blank** in the built-in drop-down menu

    b. Key the text [Wicked Kick'n BBQ] on line 1

    c. Key the text ["The Only Thing Stick'n is the Chicken"] on line 2

    d. Insert a **Footer** and select **Blank** in the built-in drop-down menu

    e. Key the text [150 Post Road] on line 1

    f. Key the text [Springfield, MA 01234] on line 2

    g. Key the text [617-555-1212] on line 3

5. Make the following formatting changes:

    a. Click in the Header, select line 1 and change the font size to 16 and the font to Comic Sans MS

    b. Select line 2 in the header and change the font size to 14 and the font to Comic Sans MS

    c. Place your cursor at the beginning of line 1 in the header and hit the Enter key two times

    d. Move your cursor to the end of line 2 in the header, hit the Enter key once, then add a bottom border

    e. Click in the Footer, select all of the text and change the font size to 12, the font to Comic Sans MS, and center align

    f. Move your cursor to the beginning of line 1 in the footer, hit the Enter key once, then add a top border

6. Proofread your document for accuracy and format, then resave the file.

7. Print preview. Your document should look similar to *7.1 Source Doc. B.*
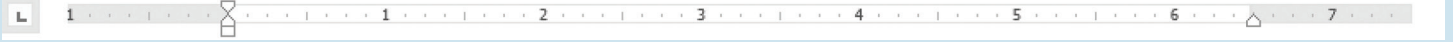
8. Print a copy if required.

4a.

4d.
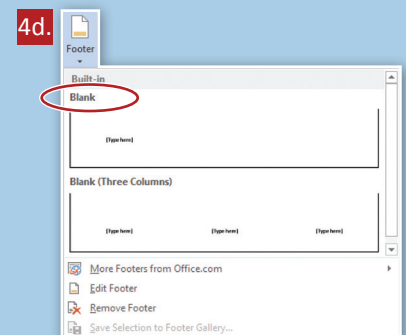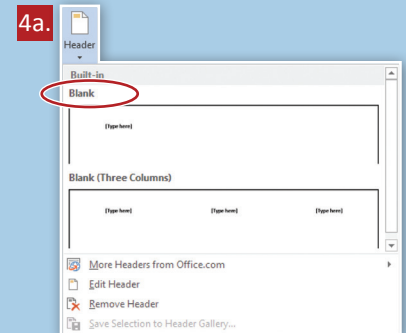
7.1 Source Doc. A

Wicked Kick'n BBQ
"The Only Thing Stick'n is the Chicken"

150 Post Road
Springfield, MA 01234
617-555-1212

7.1 Source Doc. B

Wicked Kick'n BBQ
"The Only Thing Stick'n is the Chicken"

150 Post Road
Springfield, MA 01234
617-555-1212

Unit 7: Using Headers and Footers

Prom DJ Contract

Formatting Headers and Footers

Lesson Overview

One of the biggest responsibilities when planning the prom is securing the right DJ to spin the tunes all night. After careful research, you have found the perfect DJ and want to book him now before some other school discovers him. You need to create a contract that both you and the DJ will sign that details the agreement for this transaction.
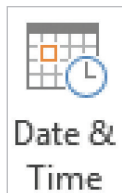
In this lesson, you will create a Prom DJ Contract.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

Date & Time:
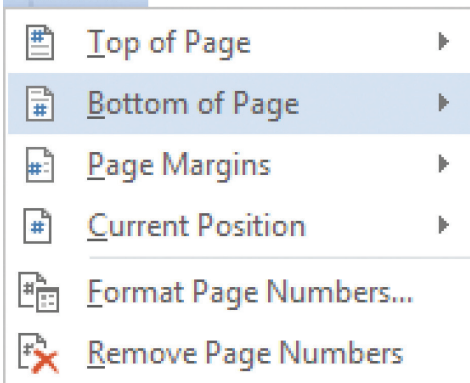Use this icon to quickly add the current date or time.

Page Numbers:
Use this icon to automatically number the pages in your document.

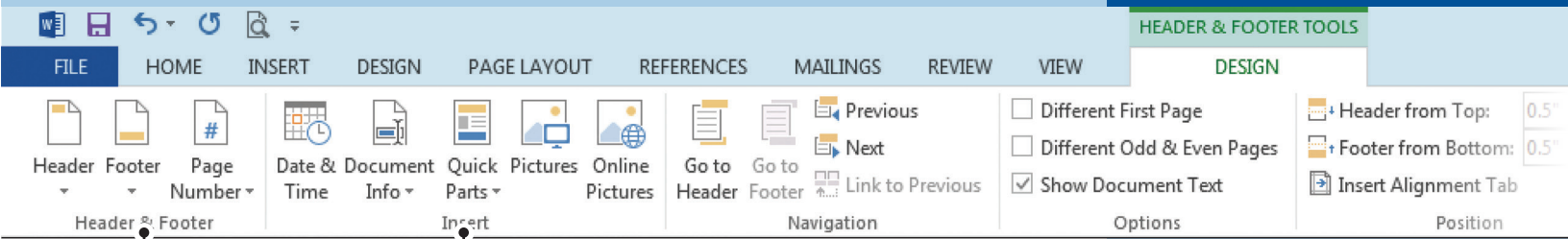**Signature Line:**
Use this icon to insert a signature line that specifies the individual who must sign the document.
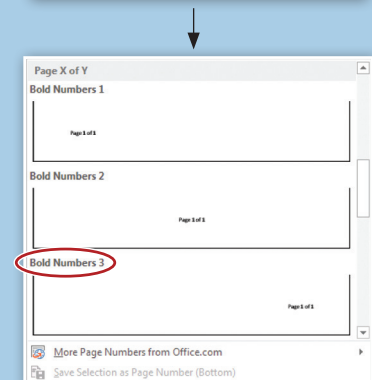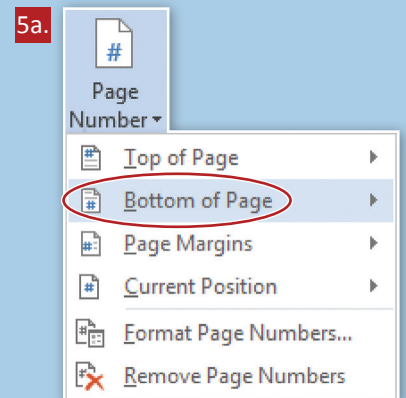
Page Break:
Use this icon to add a page or section break at your current location.

HEADER & FOOTER TOOLS

| FILE | HOME | INSERT | DESIGN | PAGE LAYOUT | REFERENCES | MAILINGS | REVIEW | VIEW | DESIGN |

Header | Footer | Page Number | Date & Time | Document Info | Quick Parts | Pictures | Online Pictures | Go to Header | Go to Footer | Previous | Next | Link to Previous | Different First Page | Different Odd & Even Pages | Show Document Text | Header from Top: 0.5" | Footer from Bottom: 0.5" | Insert Alignment Tab

Header & Footer | Insert | Navigation | Options | Position

5.   4.

Instructions

1. Using Microsoft Word 2013, create a new Blank document.

2. Save the file as *7.2 Prom DJ Contract* in your **My Word Projects** folder.

3. From the **INSERT** tab, **Header & Footer** group, do the following:

   a. Insert a Header and select Blank in the built-in drop-down menu

   b. Key the text [Contractual Agreement], left aligned, in the Header

4. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Insert** group, do the following:

   a. Place your cursor at the end of the text in the Header and hit the Tab key two times. Insert the **Date** using the third option listed

5. From the **HEADER & FOOTER TOOLS, DESIGN** tab, **Header & Footer** group, do the following:

   a. Insert a **Page Number**, **Bottom of Page**, **Bold Numbers 3** in the footer

6. Close the Header & Footer.

7. Key the text as shown in *7.2 Source Doc. A, Page 1 and Page 2.*

   ➔ Note: Do not insert the Signature Lines.

4a.

5a.

8.

9.

9a.
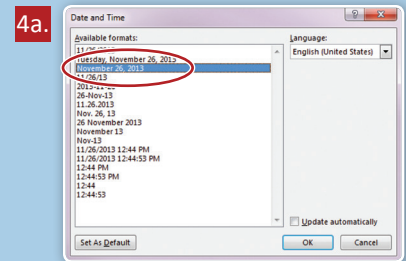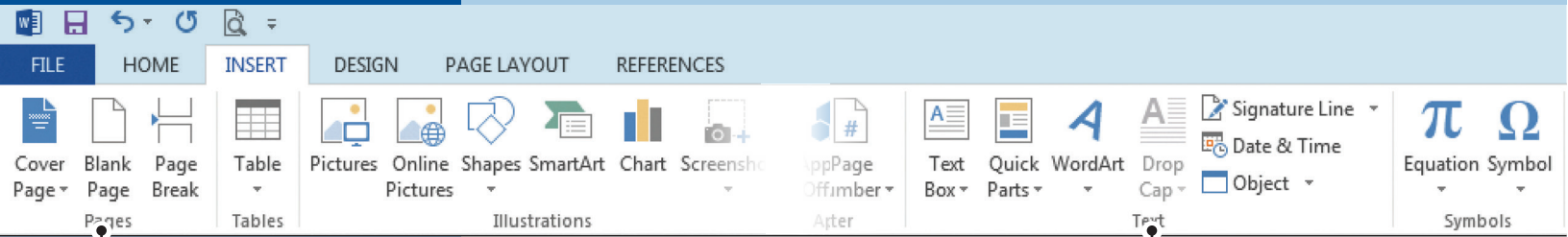
8. From the **INSERT** tab, **Pages** group, do the following:

   a. Place your cursor at the beginning of the General Information line and insert a **Page Break**

   ➔ *Note: You are now on page two of the document.*

9. From the **INSERT** tab, **Text** group, do the following:

   a. Insert a **Signature Line** beneath the INSTRUCTIONS section and key the Signature Line text as shown in *7.2 Source Doc. A, Page 2*

   b. Hit the Enter key, then insert the second Signature Line and key the text

10. Make the following formatting changes:

    a. Center align and change the font size of the title to 26

    b. Apply Fill – White, Outline - Accent 1, Shadow text effects to the title

    c. Apply Bullets to the CONTACT INFORMATION section and change the line spacing to double

    d. Apply Numbering to the PAYMENT INFORMATION section and change the line spacing to double

    e. Italicize the GENERAL INFORMATION section and change the font size to 12

    f. Bold all section headings

    g. Bold the INSTRUCTIONS section and change the font size to 16

11. Proofread your document for accuracy and format, then resave the file.

12. Print preview. Your document should look similar to *7.2 Source Doc. B.*

13. Print a copy if required.

7.2 Source Doc. A, Page 1

Connell Entertainment

Event Contract

CONTACT INFORMATION

Customer Name: Jackson High School Senior Prom

Address: 555 Post Road, Springfield, MA 01234

Phone: 617-555-1212

Contact Person: Kristjana McCarthy

Date: May 28, 20XX

Time: 7:30 to 11:30 p.m.

Location: The Palms Mansion, Newport, RI

PAYMENT INFORMATION:

4 hours: $400.00

1 additional hour: $100.00
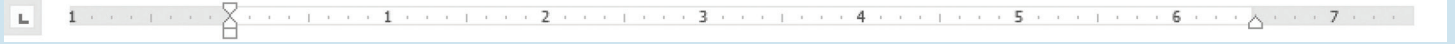
Karaoke: $50.00

GENERAL INFORMATION:

Connell Entertainment agrees to provide a DJ Service for the Customer at the above-mentioned location.

The said DJ Service shall consist of primarily providing musical entertainment by means of a recorded music format.

The parties agree to the above-mentioned date, times, and payment information.

To reserve your date, please sign and return this contract along with an advanced payment of 50%. You may also choose to pay the full contractual amount and receive a 10% discount. The balance due must be paid two weeks prior to your event. Please make checks payable to Connell Entertainment.

The Customer and Connell Entertainment agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation in writing. Cancellation of this contract within 90 days of your event will require full payment of contracted amount. All cancellations must be made in writing.

7.2 Source Doc. A, Page 2

It is hereby further agreed that the Customer shall be held liable for any injury or damages to the DJ, or property of the DJ, while on the premises of said engagement, if damage is caused by Customer or guest, whether invited or not.

This agreement is not binding until signed by both Customer and Connell Entertainment.
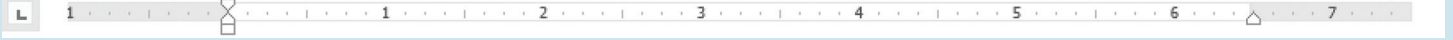
INSTRUCTIONS:

Please sign and date below. A signed copy of this contract will be returned to you.

X _____

Andrew Connell
Connell Entertainment

X _____

Kristjana McCarthy
JHS Prom Advisor

7.2 Source Doc. B, Page 1

Contractual Agreement   June 4, 20XX
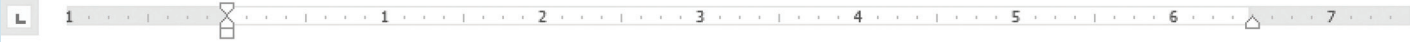
Connell Entertainment

Event Contract

CONTACT INFORMATION

- Customer Name: Jackson High School Senior Prom

- Address: 555 Post Road, Springfield, MA 01234

- Phone: 617-555-1212

- Contact Person: Kristjana McCarthy

- Date: May 28, 20XX

- Time: 7:30 to 11:30 p.m.

- Location: The Palms Mansion, Newport, RI

PAYMENT INFORMATION:

1. 4 hours: $400.00

2. 1 additional hour: $100.00

3. Karaoke: $50.00

Page **1** of **2**

Contractual Agreement   June 4, 20XX

GENERAL INFORMATION:

Connell Entertainment agrees to provide a DJ Service for the Customer at the above-mentioned location.

The said DJ Service shall consist of primarily providing musical entertainment by means of a recorded music format.

The parties agree to the above-mentioned date, times, and payment information.

To reserve your date, please sign and return this contract along with an advanced payment of 50%. You may also choose to pay the full contractual amount and receive a 10% discount. The balance due must be paid two weeks prior to your event. Please make checks payable to Connell Entertainment.

The Customer and Connell Entertainment agree that this contract is not subject to cancellation unless both parties have agreed to such cancellation in writing. Cancellation of this contract within 90 days of your event will require full payment of contracted amount. All cancellations must be made in writing.

It is hereby further agreed that the Customer shall be held liable for any injury or damages to the DJ, or property of the DJ, while on the premises of said engagement, if damage is caused by Customer or guest, whether invited or not.

This agreement is not binding until signed by both Customer and Connell Entertainment.

INSTRUCTIONS:

Please sign and date below. A signed copy of this contract will be returned to you.

X _____

Andrew Connell
Connell Entertainment

X _____

Kristjana McCarthy
JHS Prom Advisor

Page **2** of **2**