

This is a HEADER

Steps

1. Click on the INSERT menu
2. Look across the ribbon to the right: click on HEADER
3. Choose the first one at the top of the list.
4. Type your first and last name in size 20
5. Click on the HOME menu
 - a. Highlight your name
 - b. Center your name
 - c. Change the font size to 20
6. Now click on FOOTER
7. Choose the first one at the top of the list.
8. Type CIS 101 and this period
9. Click on the HOME menu
 - a. Highlight the text
 - b. Center it
 - c. Change the font size to 20
10. Double click somewhere in the middle of the page to exit

SAVE

CLOSE

This is a FOOTER