

13.3 Headers and Footers

Syllabus 2026 - 2028

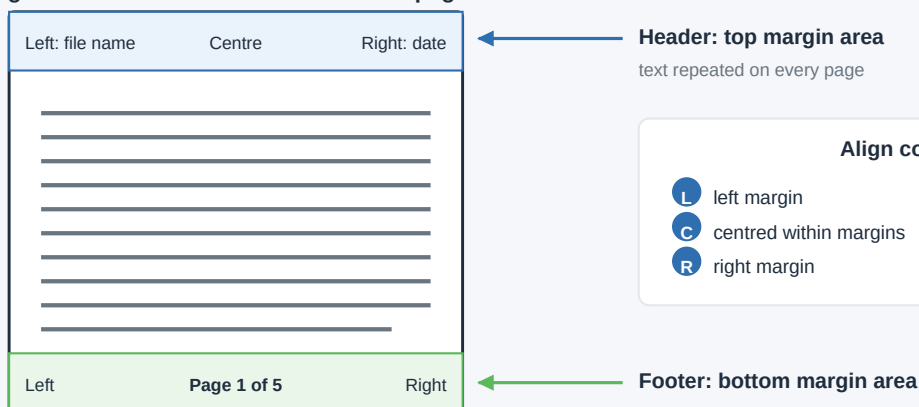
WHAT YOU NEED TO KNOW

- The purpose of headers and footers
- Create or edit headers and footers in a range of software packages
- Align the contents of the header and footer consistently: left margin, right margin or centred within the margins
- Place text and automated objects in headers and footers: file information, page number, total number of pages, date and time

What headers and footers are

A **header** is an area in the top margin of a page, and a **footer** is an area in the bottom margin. Whatever is placed there appears on **every page** (or selected pages) without being retyped, so a document looks consistent and professional.

Figure 65: Header and footer areas of a page



Purpose

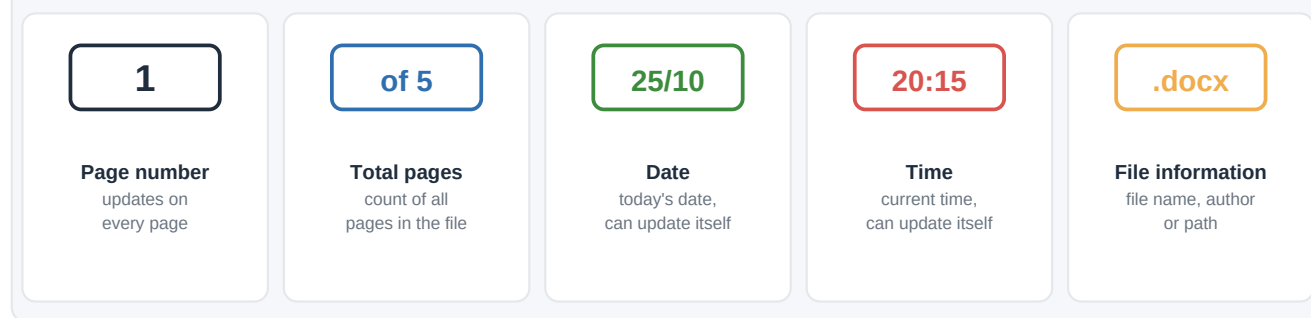
- Show information such as the **title**, author, department, file name and date
- Give **page numbers** so that readers can find their way around and keep pages in order
- Keep a consistent look through a long document
- Save time: they are entered once and apply to all pages, and edits change every page

Creating and editing

- In word processing: Insert, Header or Footer, or double-click in the top or bottom margin
- In spreadsheets and presentations: use the Page Layout or Header and Footer settings, as header and footer areas also exist in these packages and in database reports
- Edit by double-clicking inside the area; click in the body to close it
- Check the **alignment** of each item: left margin, centred between the margins, or right margin, and match it on every page

Automated objects

Figure 66: Automated objects in headers and footers



Object	Example	Benefit
Page number	Page 3	Updates automatically on each page
Total number of pages	Page 3 of 8	Shows how long the document is; updates if pages are added
Date and time	25/10/2026, 20:15	Shows when the document was printed or changed; can update automatically
File information	File name, path, author	Helps to find and identify the file

EXAM TIP

Do not type page numbers by hand: they must be **automatic fields** so they change as pages are added or removed. Check that the header and footer content is **aligned the same way** on all pages and sits within the margins.

Key terms

Term	Meaning
Header	Text or objects shown at the top of every page.
Footer	Text or objects shown at the bottom of every page.
Margin	The blank space between the content and page edge.
Automated field	An object that updates itself, for example a page number.
Alignment	Placing items at the left, centre or right.
File information	Details such as the file name and path.
Page numbering	Automatic numbers on each page.
Consistency	Keeping the same style across all pages.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State the purpose of a header in a document.	[2]
2	State two automated objects that can be placed in a footer.	[2]
3	Describe how the page number can be placed in the centre of the footer of every page.	[3]
4	Explain why page numbers should be automatic rather than typed.	[3]
5	Suggest the contents of a header and footer for a school report of ten pages.	[4]
6	Compare and contrast a header with a footer.	[4]
7	Analyse the effect on a long document of inconsistent alignment in headers and footers.	[3]
8	Evaluate the use of headers and footers when producing a long formal document.	[5]

Total: 26 marks