

Microsoft Excel 2013: Headers and Footers

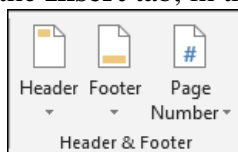
You can add headers or footers at the top or bottom of a printed worksheet. For example, you might create a footer that has page numbers, along with the date and time. You also might want a Header that has a title of your file. These are both done using Headers and Footer. Using the Headers and Footers in Excel will keep you sheet with data only which will help when you use the data for formulas and merges.


Headers and footers are **not** displayed on the worksheet in Normal view — they are only displayed in Page Layout view and on the printed pages. You can insert headers or footers in Page Layout view where you can see them, or you can use the **Page Setup** dialog box if you want to insert headers or footers for more than one worksheet at the same time. For other sheet types, such as chart sheets, you can only insert headers and footers by using the **Page Setup** dialog box.

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Add or Change the Header or Footer Text in the Page Layout View

1. Click the worksheet to which you want to add headers or footers, or that contains headers or footers that you want to change.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.



Excel displays the worksheet in Page Layout view. You can also click **Page Layout View**  on the status bar to display this view.



- **Do one of the following:**
- To add a header or footer, click the left, center, or right header or footer text box at the top or the bottom of the worksheet page.
- To change a header or footer, click the header or footer text box at the top or the bottom of the worksheet page respectively, and then select the text that you want to change.
- Type the new header or footer text.
- To start a new line in a header or footer text box, press **Enter**.
- To delete a portion of a header or footer, select the portion that you want to delete in the header or footer text box, and then press **Delete** or **Backspace**. You can also click the text and then press **Backspace** to delete the preceding characters.

- To include a single ampersand (&) in the text of a header or footer, use two ampersands. For example, to include "Subcontractors & Services" in a header, type **Subcontractors && Services**.
- To close the headers or footers, click anywhere in the worksheet. To close the headers or footers without keeping the changes that you made, press **ESC**.


Add or Change the Header or Footer Text in The Page Setup Dialog Box

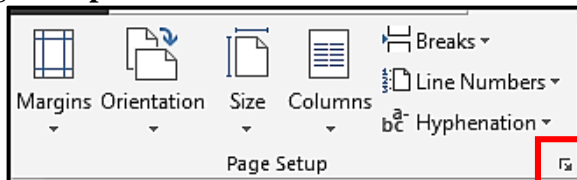
1. Click the worksheet or worksheets, chart sheet, or embedded chart to which you want to add headers or footers, or that contains headers or footers that you want to change.

How to select multiple worksheets

TO SELECT	DO THIS
A single sheet	<p>Click the sheet tab.</p>  <p>If you don't see the tab that you want, click the tab scrolling buttons to display the tab, and then click the tab.</p> 
Two or more adjacent sheets	Click the tab for the first sheet. Then hold down SHIFT while you click the tab for the last sheet that you want to select.
Two or more nonadjacent sheets	Click the tab for the first sheet. Then hold down CTRL while you click the tabs of the other sheets that you want to select.
All sheets in a workbook	Right-click a sheet tab, and then click Select All Sheets on the shortcut menu.

When multiple worksheets are selected, **Group** appears in the title bar at the top of the worksheet. To cancel a selection of multiple worksheets in a workbook, click any unselected worksheet. If no unselected sheet is visible, right-click the tab of a selected sheet, and then click **Ungroup Sheets** on the shortcut menu.

2. On the **Page Layout** tab, in the **Page Setup** group, click the **Dialog Box Launcher**  next to **Page Setup**.



Excel displays the **Page Setup** dialog box.

If you selected a chart sheet or embedded chart, clicking **Header & Footer** in the **Text** group on the **Insert** tab will also display the **Page Setup** dialog box.

3. On the **Header/Footer** tab, click **Custom Header** or **Custom Footer**.
4. Click in the **Left section**, **Center section**, or **Right section** box, and then click the buttons to insert the header or footer information that you want in that section.
5. To add or change the header or footer text, type additional text or edit the existing text in the **Left section**, **Center section**, or **Right section** box.
 - To start a new line in a section box, press **ENTER**.

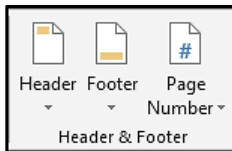
- To delete a portion of a header or footer, select the portion that you want to delete in the section box, and then press DELETE or BACKSPACE. You can also click in the text and then press BACKSPACE to delete the preceding characters.
- To include a single ampersand (&) in the text of a header or footer, use two ampersands. For example, to include "Subcontractors & Services" in a header, type **Subcontractors && Services**.
- To base a custom header or footer on an existing header or footer, click the header or footer in the **Header** or **Footer** box.


Add a Predefined Header or Footer

For worksheets, you can work with headers and footers in Page Layout view. For other sheet types such as chart sheets, or for embedded charts, you can work with the headers and footers in the **Page Setup** dialog box.

Add A Predefined Header Or Footer To A Worksheet In Page Layout View

1. Click the worksheet to which you want to add a predefined header or footer.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.



Excel displays the worksheet in Page Layout view. You can also click **Page Layout View**  on the status bar to display this view.

3. Click the left, center, or right header or footer text box at the top or the bottom of the worksheet page.

Clicking any text box selects the header or footer and displays the **Header and Footer Tools**, adding the **Design** tab.

4. On the **Design** tab, in the **Header & Footer** group, click **Header** or **Footer**, and then click the predefined header or footer that you want.

Add a Predefined Header Or Footer To A Chart

1. Click the chart sheet or embedded chart to which you want to add a predefined header or footer.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.

Excel displays the **Page Setup** dialog box.


3. Click the predefined header or footer in the **Header** or **Footer** box.

Insert Specific Elements in a Header or Footer

For worksheets, you can work with headers and footers in Page Layout view. For other sheet types such as chart sheets, or for embedded charts, you can work with headers and footers in the **Page Setup** dialog box.

Insert Specific Header and Footer Elements For A Worksheet

1. Click the worksheet to which you want to add specific header or footer elements.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.

Excel displays the worksheet in Page Layout view. You can also click **Page Layout View**  on the status bar to display this view.

3. Click the left, center, or right header or footer text box at the top or the bottom of the worksheet page.

Clicking any text box selects the header or footer and displays the **Header and Footer Tools**, adding the **Design** tab.

4. On the **Design** tab, in the **Header & Footer Elements** group, click the element that you want.


Insert Specific Header and Footer Elements for a Chart

1. Click the chart sheet or embedded chart to which you want to add a predefined header or footer.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.
3. Excel displays the **Page Setup** dialog box.
4. Click **Custom Header** or **Custom Footer**.
5. Use the buttons in the **Header** or **Footer** dialog box to insert specific header and footer elements. When you rest the mouse pointer on a button, a ScreenTip displays the name of the element that the button inserts.

Specify Header And Footer Options

For worksheets, you can work with headers and footers in Page Layout view. For other sheet types such as chart sheets, or for embedded charts, you can work with headers and footers in the **Page Setup** dialog box.

Choose The Header And Footer Options For A Worksheet

1. Click the worksheet for which you want to choose header and footer options.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.
3. Excel displays the worksheet in Page Layout view. You can also click **Page Layout View**  on the status bar to display this view.
4. Click the left, center, or right header or footer text box at the top or the bottom of the worksheet page. Clicking any text box selects the header or footer and displays the **Header and Footer Tools**, adding the **Design** tab.

On the Design tab, in the Options group, select one or more of the following:

- Select the **Different Odd & Even Pages** check box to specify that the headers and footers on odd-numbered pages should be different from those on even-numbered pages.
- Select the **Different First Page** check box to remove headers and footers from the first printed page.
- Select the **Scale with Document** check box to specify whether the headers and footers should use the same font size and scaling as the worksheet.

To make the font size and scaling of the headers or footers independent of the worksheet scaling to create a consistent display across multiple pages, clear this check box.

- Select the **Align with Page Margins** check box to make sure that the header or footer margin is aligned with the left and right margins of the worksheet.

To set the left and right margins of the headers and footers to a specific value that is independent of the left and right margins of the worksheet, clear this check box.

Choose The Header And Footer Options For A Chart

1. Click the chart sheet or embedded chart to which you want to add a predefined header or footer.
2. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.
Excel displays the Page Setup dialog box.

Select one or more of the following:

- Select the **Different Odd & Even Pages** check box to specify that the headers and footers on odd-numbered pages should be different from those on even-numbered pages.
- Select the **Different First Page** check box to remove headers and footers from the first printed page.
- Select the **Scale with Document** check box to specify whether the headers and footers should use the same font size and scaling as the worksheet.

To make the font size and scaling of the headers or footers independent of the worksheet scaling to create a consistent display across multiple pages, clear this check box.

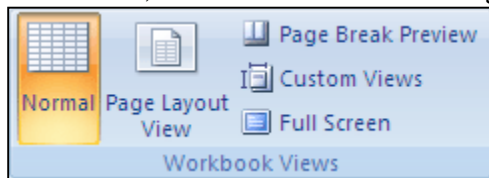
- Select the **Align with Page Margins** check box to make sure that the header or footer margin is aligned with the left and right margins of the worksheet.

To set the left and right margins of the headers and footers to a specific value that is independent of the left and right margins of the worksheet, clear this check box.

Close Headers and Footers



To close the header and footer, you must switch from Page Layout view to Normal view.

- On the **View** tab, in the **Workbook Views** group, click **Normal**.



You can also click **Normal**  on the status bar.

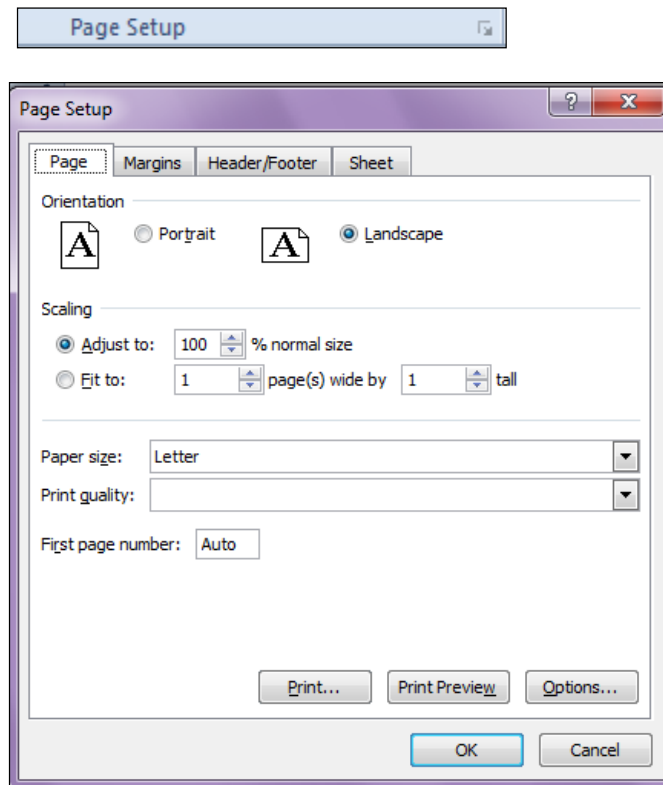
Remove The Header Or Footer Text From A Worksheet

1. On the **Insert** tab, in the **Header & Footer** grouping, click either **Header** or **Footer**.
2. Excel displays the worksheet in Page Layout view. You can also click **Page Layout View**  on the status bar to display this view. Click the left, center, or right header or footer text box at the top or the bottom of the worksheet page. Clicking any text box selects the header or footer and displays the **Header and Footer Tools**, adding the **Design** tab.
3. Press **Delete** or **Backspace**.
4. To return to Normal view, click **Normal**  on the status bar.

If you want to delete headers and footers for several worksheets at once, select the worksheets according to the instructions in Add or change the header or footer text in the Page Setup dialog box, and then open the **Page Setup** dialog box. To delete all headers and footers at once, on the **Header/Footer** tab, select **(none)** in the **Header** or **Footer** box.

Custom Page Numbers

The page number by defaults starts at 1, but should you want to change the page number you can find this under the **Page Layout** tab, in the **Page Setup** icon. Under the **First page number**, change it to suit your needs.



It can also be found on the **File** tab, **Print, Settings**, to **Page Setup**.