

## Plan

- Discuss the Quiz
- Word tutorial 3

## **Word Tutorial 3**

- Headers and Footers
- Breaks
- Tables

## Headers and Footers

- Page numbers
- Chapter title on each page
- Date

## Breaks

- Forced page break
- Section breaks
  - Format some, but not all, of the document in two columns
  - Create a title page

## **Headers and Footers, and Sections**

- Create headers and footers per section
- Move to next/previous section
- Link current section to previous section

## Exercises

- Review, 1-8
- Case-1, 1-7 (print and hand-in)
- Case 2, 1-7

## Tables

- Creating tables and inserting new rows
- Adjust height and width of Columns and Rows
- Text in the cells can be handled as usual  
+ more

## Exercises

- Review, 9,11-17
- Case-1, 8-12