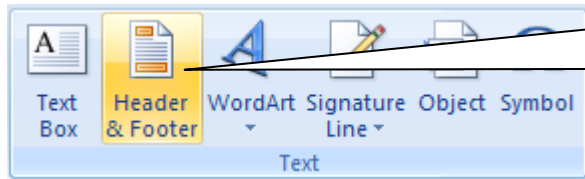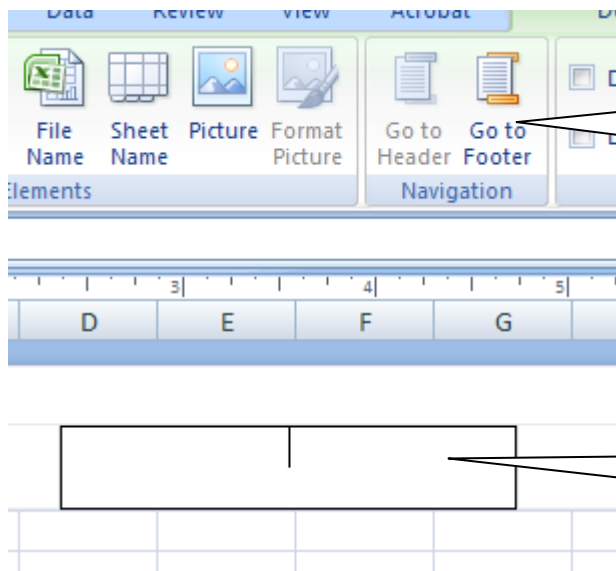# How do I add headers or footers for printing?

When printing spreadsheets additional information such as titles, notes, dates, and page numbers can be added to the spreadsheet.

1. Click the worksheet.

2. On the INSERT Tab, click HEADER AND FOOTER.

3. Use the NAVIGATION buttons Go to Header or Go to Footer to switch between Header of Footer boxes.

4. In the HEADER or FOOTER box, type header and/or footer you want.

Additional Resources
"Microsoft Training," http://office.microsoft.com/en-us/training/default.aspx.