

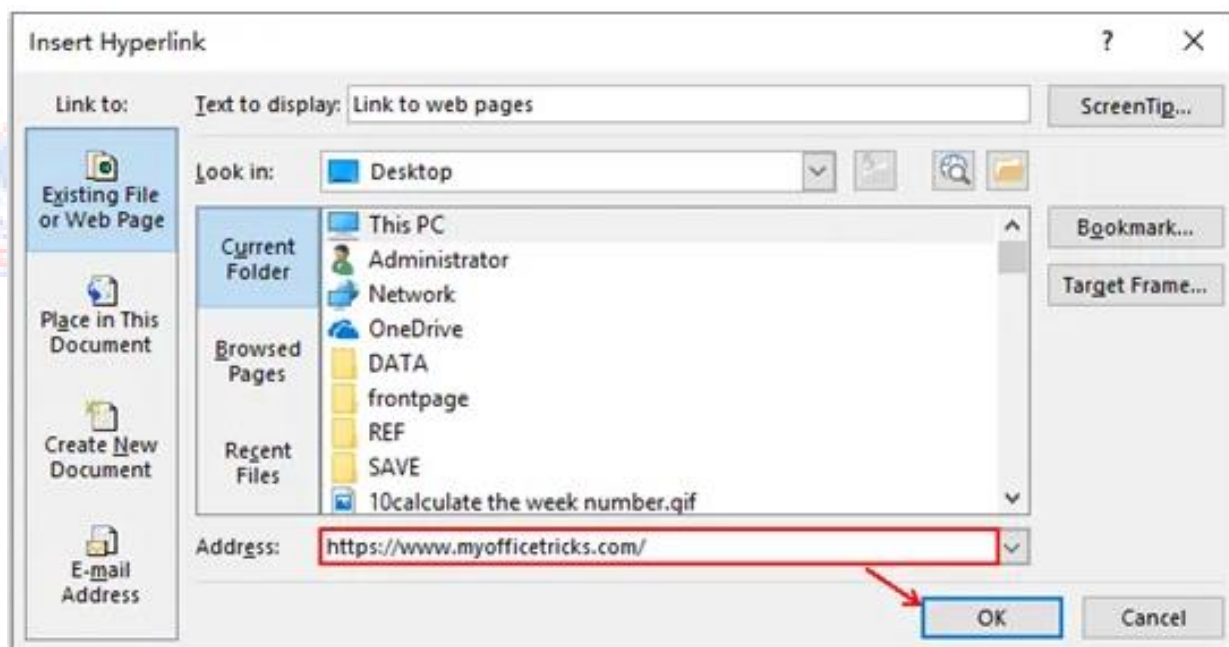
Lesson – 6

Insert Toolbar (Menu)

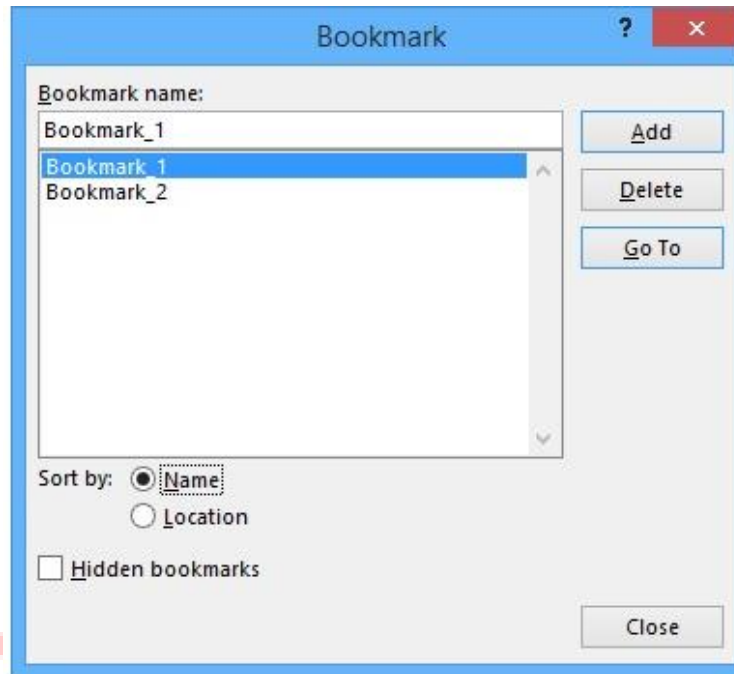
Links

The link options are very much useful for like the external files with hyperlink, Bookmarks and Cross-references.

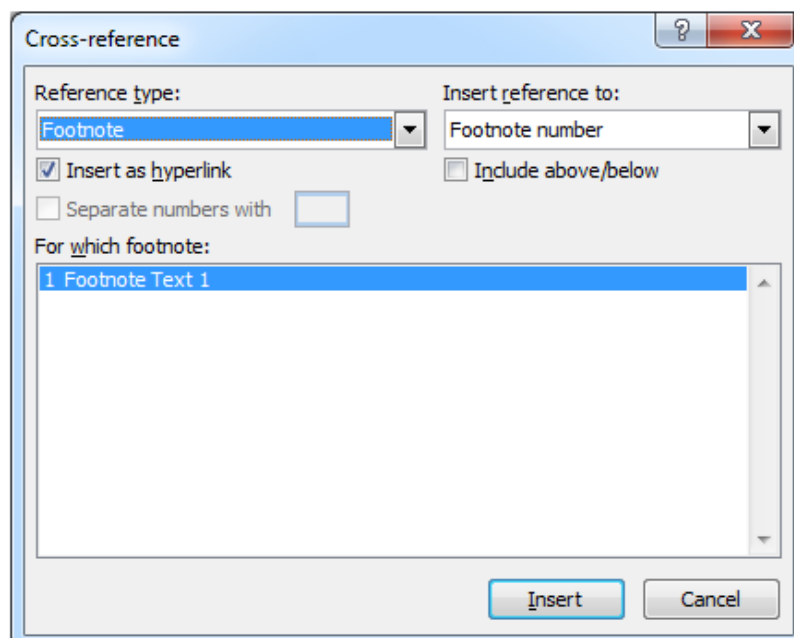
Hyperlink (Ctrl+K): Create a link to a web page, a picture, an e-mail address or a program like as:



Bookmark Create a bookmark to assign a name to a specific point in a document. You can make hyperlinks that jump directly to a bookmark location.



Cross-reference Refer to items such as headings, figures, and tables by inserting a cross references. Cross references are automatically updated if the content is moved to another location like as:



Header & Footer

The header and footer options are useful in page formatting like inset page number and author names and other titles. Edit the header & footer of the document. The content in the header and footer appear at the top & bottom of each printed page like as:

The image displays the Microsoft Word interface for editing headers and footers. On the left, the 'Header & Footer' ribbon is shown with options for 'Header', 'Footer', and 'Page Number'. Below the ribbon, several 'Built-In' templates are listed: 'Blank', 'Blank (Three Columns)', 'Alphabet', and 'Annual'. Each template shows a preview of the header and footer content. At the bottom of the ribbon, there are 'Edit Header' and 'Remove Header' buttons. On the right, a 'Header & Footer' task pane is open, showing icons for 'Header', 'Footer', and 'Page Number', and a 'Header & Footer' section. Below this, the 'Header & Footer Tools' task pane is visible, with the 'Design' tab selected. It includes options for 'Different First Page', 'Different Odd & Even Pages', and 'Show Document Text'. The 'Position' section shows 'Header from Top' and 'Footer from Bottom' both set to 0.5 inches. A 'Close Header and Footer' button is also present.

Page Number: Insert the page numbers into the document like as:

