

Microsoft Word 2016 – Bibliography & Header Notes

Name: _____ Hour: _____

Bibliography Steps

1. Finish the last paragraph
2. Press Enter once
3. Turn on Single Space
4. Press Enter 4 times
5. Press Tab
6. Type the information

Using Headers and Footers on your Paper

1. Go to Insert – Header and Footer *group*
2. Click on the Header icon
3. At the bottom of the list you will see “Edit Header”, click on that
4. The screen will switch to the Header and Footer mode
5. Press tab two times
6. Type in your last name
7. Press the space bar one time
8. Notice that on the top there is a new ribbon labeled “Design”
9. In this ribbon, go to the Header & Footer *group*
10. Click on the Page Number icon, and then click the following things:
 - a. Current Position
 - b. Plain Number
 - c. Under **Plain Number** there is a white box with the number 1, click on it
11. Highlight everything in your Header and change the font and/or size of the text to the same font and size you are using in your typing paper
12. Click on the icon in red that is labeled “Close Header and Footer”, or, click in your paragraphs someplace to go back to working in your assignment.

