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INSERT MENU

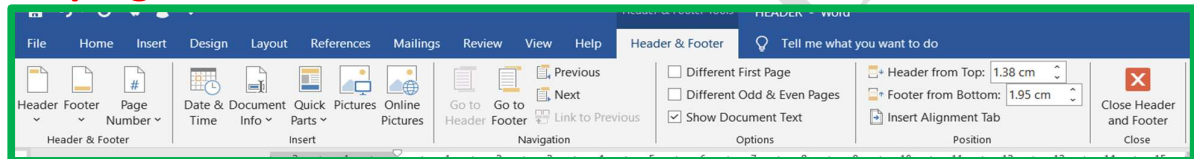
HEADER

A Header in MS Word is the top section of a document page where you can add information that repeats on every page.

FOOTER

A Footer in MS Word is the bottom section of a document page where you can add information that repeats on every page.

Helping tool of header & Footer

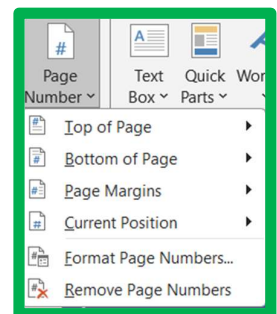


Options Group

- **Different First Page** → Makes first page header/footer different
- **Different Odd & Even Pages** → Sets different header/footer for odd & even pages
- **Show Document Text** → Shows main content while editing header/footer
- **Link to Previous** → Connects header/footer with previous section

Page Number

Page number is a feature used to automatically number pages in a document



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Text Box

A Text Box is a movable and resizable box used to add and format text anywhere on a page.

Key Points:

- You can place it anywhere (top, bottom, side, etc.)
- You can move and resize it easily
- You can apply colors, borders, and effects
- It is useful for headings, quotes, or designs

Helping tool of text box format menu

