

# Header, Footer and Notes

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

**Script: Spoken Tutorial Team**

**Video: Pratik Kamble**

**IIT Bombay**

**9th July 2020**



# Learning Objectives

**In this tutorial, we will learn how to:**



# Learning Objectives

**In this tutorial, we will learn how to:**

- ▶ **Insert Header**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert** Header
- ▶ **Insert** Footer



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert** Header
- ▶ **Insert** Footer
- ▶ **Remove** Header **and** Footer **from**  
**the first page**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert** Header
- ▶ **Insert** Footer
- ▶ **Remove** Header **and** Footer **from** the **first** page
- ▶ **Insert** Footnote **and** Endnote **in a** document



# System Requirements

**This tutorial is recorded using**



# System Requirements

**This tutorial is recorded using**

**▶ Ubuntu Linux OS version 18.04**



# System Requirements

**This tutorial is recorded using**

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



# Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



# Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the file**



# Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the file**
- ▶ **Make a copy and then use it for practising**



# Footnotes and Endnotes

- ▶ Footnotes **appear at the bottom of the page on which they are referred**



# Footnotes and Endnotes

- ▶ Footnotes **appear at the bottom of the page on which they are referred**
- ▶ **Whereas Endnotes are collected at the end of a document or chapter**



# Footnotes and Endnotes

- ▶ **The anchor for the note is inserted at the current cursor position**



# Footnotes and Endnotes

- ▶ **The anchor for the note is inserted at the current cursor position**
- ▶ **Anchor helps users to go directly to a particular part of the page**



# Footnotes and Endnotes

- ▶ **You can choose between**  
automatic numbering **or a** custom  
symbol **for the** notes



# Summary

**In this tutorial, we learnt how to:**

- ▶ **Insert** Header
- ▶ **Insert** Footer
- ▶ **Remove** Header **and** Footer **from** the **first page**
- ▶ **Insert** Footnote **and** Endnote **in a** document



# Assignment

- ▶ **Open** practice.odt **file**
- ▶ **Add a Header and Footer to the**  
document
- ▶ **Insert your name in the Header**



# Assignment

- ▶ **Insert** Page Count **in the** Footer
- ▶ **Add an** Endnote **stating** "where the page ends"



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**  
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

**You will have to register to ask questions**



# Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



# Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thanks for joining

