

Headers, Footers and notes

Spoken Tutorial Project
National Mission on Education through ICT
<http://spoken-tutorial.org>

Tutorial by
DesiCrew Solutions Pvt. Ltd.
Video Production by
Spoken Tutorial Team, IIT Bombay



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Learning Objectives



Learning Objectives

1. Insert headers.



Learning Objectives

1. **Insert headers.**
2. **Insert footers.**



Learning Objectives

1. **Insert headers.**
2. **Insert footers.**
3. **Remove headers from the first page.**



Learning Objectives

1. **Insert headers.**
2. **Insert footers.**
3. **Remove headers from the first page.**
4. **Insert footnote and endnote in documents.**



OS and versions

Here we are using:

- ▶ GNU/Linux



OS and versions

Here we are using:

- ▶ **GNU/Linux**
- ▶ **LibreOffice Suite version 3.3.4**



Footnotes and Endnotes

- ▶ **Footnotes appear at the bottom of the page**



Footnotes and Endnotes

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



Footnotes and Endnotes

- ▶ **Footnotes appear at the bottom of the page**
- ▶ **on which they are referenced whereas**
- ▶ **Endnotes are collected at the end of a document.**



Footnotes and Endnotes

- ▶ The anchor for the note is inserted



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.
- ▶ You can choose between automatic numbering



Footnotes and Endnotes

- ▶ The anchor for the note is inserted
- ▶ at the current cursor position.
- ▶ You can choose between automatic numbering
- ▶ or a custom symbol.



Summary

1. **Insert headers.**
2. **Insert footers.**
3. **Remove headers from the first page.**
4. **Insert footnote and endnote in documents.**



Comprehensive Assignment



Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.



Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.
- ▶ 2. Add a **header** and **footer** in the document.



Comprehensive Assignment

- ▶ 1. Open the file **practice.odt**.
- ▶ 2. Add a **header** and **footer** in the document.
- ▶ 3. Insert the **author's name** in the header.



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.
- ▶ 5. Add an endnote stating where the page ends.



Comprehensive Assignment

- ▶ 4. Insert **Page Count** in the footer.
- ▶ 5. Add an endnote stating where the page ends.
- ▶ 6. Remove the header from the first page of the document.



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ 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



Acknowledgements

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project
- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at <http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ www.desicrew.in
- ▶ Thanks for joining

