

# RHP Computer Applications Class

4-4 Headers, Footers and Bullets

Name \_\_\_\_\_



Headings and Footers are used to print the same information on a series of pages. Headings are printed at the top of the page; footers are printed on the bottom. Each page reserves space on the top and bottom of each page whether you place something in the header/footer or not. Examples of things you would place in a header/footer are page numbers, date, and other information.

This page contains examples of headers and footers. The header contains the school's crest, the title of this class, a place to write your name and the subject of this assignment. If this assignment contained multiple pages, this header would print on each.

The footer contains page numbering information, the place on my computer where the file is stored, and the last revision time and date.

Open up your mtwash.doc in MS Word. We will be adding a header and footer to this document. To add things to the header/footer, pull down the View menu and choose Hheader and Footer option.

A small toolbar will pop up somewhere in the program and will look something like this:



While you are in Header/Footer mode, you cannot change anything in the main document. To get out of header/footer mode, hit the Close button.

When you choose the header/footer option, the program usually takes you to the header section (at the top of the page). In the header, type **RHP Computer Applications Class**. Format the text at bold, underline, 18 points, Arial font.

Next, switch to the footer by hitting the *Switch between header and footer* button (located on the header/footer toolbar).

In the footer, click on Insert AutoText and choose *Page X of Y*. You can also insert the current time, date and other information by clicking on the correct icon on the toolbar. Choose two additional fields to insert into your footer. When you are done, hit the *Close* button. The Header/Footer toolbar will disappear and the headers and footers turn gray.

NOTE: You can also get into the Header/Footer mode by double clicking in the header or footer.



Next, you will add bullets to the two lists that appear in the MTWASH document. The first list is in the Precipitation and Snowfall section (three items), and the other is under the Wind Speed section. Make sure each number (1, 2, and 3) start on a new line (you may have already done this last class). The first list should look something like this:

### **PRECIPITATION AND SNOWFALL**

*The problem here is caused by wind and is three-fold:*

- 1) *The airflow in the vicinity of the open top of a precipitation gage will generally reduce the catch. Solution - shielding of the gage by means of an inverted, double angled, conical shield which maintains an approximately parallel flow across the gage mouth.*
- 2) *The many buildings on the Summit prevent the location of the gage in an undisturbed location. This compounds problem number three, discussed below. To avoid the influence of buildings would require that the gage be too far from the Observatory to be practical. (It is now approximately midway between our front steps and the Summit House. Even this short trip becomes impossible in winds much over 110 mph, when one is carrying an eight-inch diameter, three foot tall gage.) Furthermore, the location must be in a nearly level area near the summit in order to avoid slope effects. Studies during the early years of the Observatory demonstrated this fact.*
- 3) *No gage, no matter how well shielded, can tell the difference between old, blowing snow and newly fallen snow. Sometimes on a day of clear blue sky, but with strong winds and the air full of blowing snow to a height of at least 30 feet above the ground, we will find that the gage has collected a foot or two of the stuff in a few hours. When it is snowing and the wind is over 50 mph or so (normal conditions for a Mount Washington storm), it is impossible to be sure how much of the catch is real. In fact it is often impossible to be absolutely sure whether it is snowing or not. Under these conditions we try to make a rough correlation of the snowfall and melted precipitation figures and our reported amounts are estimates.*

The program may attempt to autoforamt the list for you. That's OK, but watch out for duplicate numbering. Next, select the paragraphs that contain the list. Pull down the **Format** menu and choose *Bullets and Numbering*.

Make sure the **Bullets** tab is selected, and choose one of the bullet types. Hit OK. Your list should now look something like this:

- ✓ *The airflow in the vicinity of the open top of a precipitation gage will generally reduce the catch. Solution - shielding of the gage by means of an inverted, double angled, conical shield which maintains an approximately parallel flow across the gage mouth.*
- ✓ *The many buildings on the Summit prevent the location of the gage in an undisturbed location. This compounds problem number three, discussed below. To avoid the influence of buildings would require that the gage be too far from the Observatory to be practical. (It is now approximately midway between our front steps and the Summit House. Even this short trip becomes impossible in winds much over 110 mph, when one is carrying an eight-inch diameter, three foot tall gage.) Furthermore, the location must be in a nearly level area near the summit in order to avoid slope effects. Studies during the early years of the Observatory demonstrated this fact.*
- ✓ *No gage, no matter how well shielded, can tell the difference between old, blowing snow and newly fallen snow. Sometimes on a day of clear blue sky, but with strong winds and the air full of blowing snow to a height of at least 30 feet above the ground, we will find that the gage has collected a foot or two of the stuff in a few hours. When it is snowing and the wind is over 50 mph or so (normal conditions for a Mount Washington storm), it is impossible to be sure how much of the catch is real. In fact it is often impossible to be absolutely sure whether it is snowing or not. Under these conditions we try to make a rough correlation of the snowfall and melted precipitation figures and our reported amounts are estimates.*

Format the second list in the same way. Email the new and improved document to [rhp@denovodental.com](mailto:rhp@denovodental.com). The subject line is **Compapp 4-4 lastname**.