Lesson 3   Headers and Footers   HTML File

Headers and footers are lines of information that will appear at the top or bottom (respectively) of every page. The following explains how to add headers and Footer into your Excel workbook.

1.   On the *View* tab, select **Page Layout.** 1

1

2.   The *Page Layout* view will display. Click in the area marked **Add header. 2**

2

3.   The *header* will be selected and show three sections. Click on the **left, center, or right** section to select it. **3**
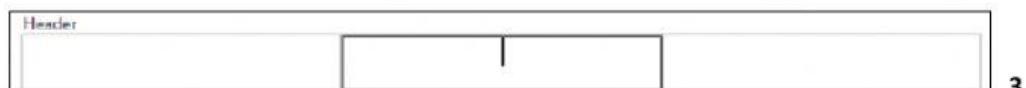
3

4.   Type your **text** to enter the header. 4
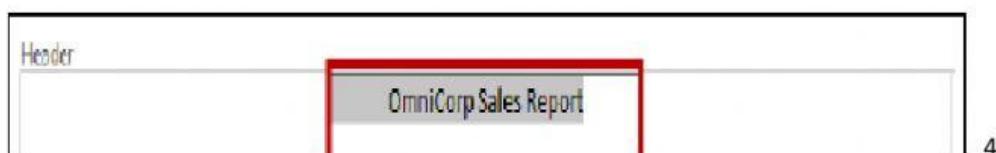
4

5. To format the text, select the text and select your preferred formatting options from the Home tab. 5

5

6. To leave **Header**/Footer editing and return to your document, click a cell within the spreadsheet. **6**

Saving the Entire Workbook as an HTML File

You can save your Excel workbooks, spreadsheets, and graphs as HTML files (**Hypertext Markup Language**) so that they can be viewed on the internet. The following will explain how to save the entire work book as an *HTML* file.

1. One the *Ribbon*, click the **File** tab. **1**
2. In the *Backstage view*, Click **Save As. 1**

1

3. The *Save As* tab will open. Click **Browse** to select a location on your computer **2**

2

4. The *Save As* window will open. **Navigate** to the location on your computer where you want to save your document.**3**
5. In the *File* name field, enter a **file name**. **3**
6. From the **Save as** type drop-down menu, select **Web Page.3**
7. Click **Save. 3**

3
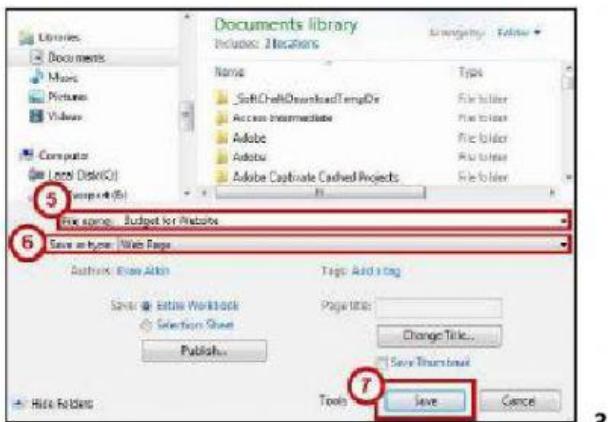
8. If you receive a message indicating that some features might be lost if saved as a Web Page, click yes to keep using the **Web Page format 4.**
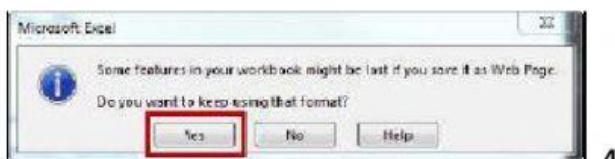
4

5
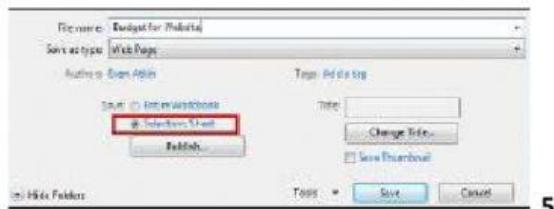
Questions.

1. **What does HTML stand for?**

2. **Explain the steps to add headers and Footers.**

3. Explain how to save an entire workbook as a HTML file.