

**Course  
&  
Test Series**

**Adding Header and Footer in Power Point**

Microsoft Power Point

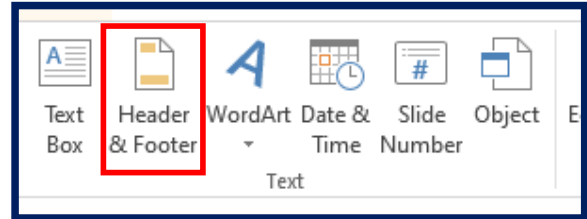
Module 10 - Adding Header and Footer in Power Point

**CBSE**

Insert Menu

**ICSE**

Header and Footer



**NTSE**

Headers and footers are sections of a document (like a Word doc, PDF, or webpage) that appear at the top (header) and bottom (footer) of each page. They're usually consistent throughout the document.

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Header in Power Point

Even though PowerPoint doesn't have a built-in "header" on slides the way Word does, you can still add content to the top of each slide using placeholders or the Slide Master.

**Central Govt. Service**

Importance of Headers in PowerPoint:

- Consistency: Helps keep slide titles or section names in the same place on every slide.
- Branding: You can include a company name, logo, or tagline at the top of every slide.
- Context: Useful in multi-section presentations — keeps the audience oriented (e.g., showing the current topic).
- Professional Look: Makes the slides look clean, organized, and intentional.

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**LAW Entrance**

Footer

A footer is the space at the bottom of a slide where you can add small bits of important information. It usually appears on every slide (except the title slide if you choose).

**MBA Entrance**

Importance of Footer in PowerPoint:

- To show slide numbers: Helps you and your audience keep track of where you are in the presentation.
- To add the date: Shows when the presentation was created or last updated.

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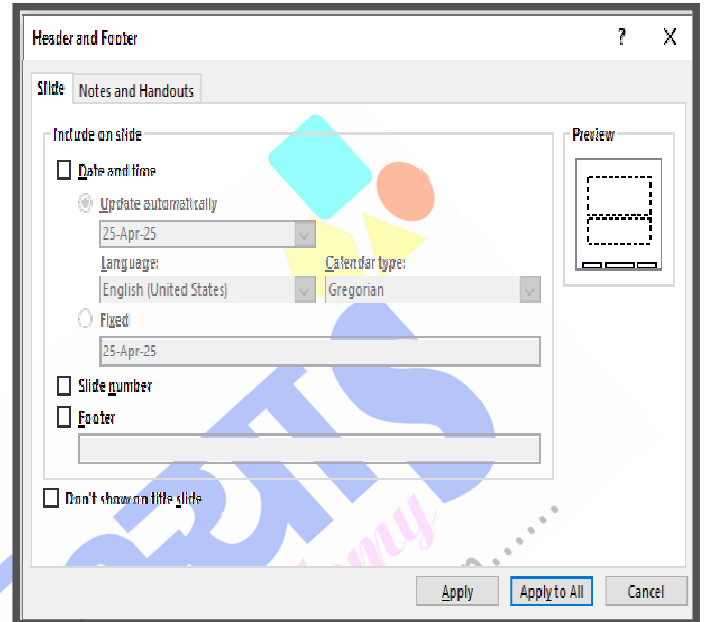
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**Adding Header and Footer in Power Point**

- Useful in meetings or reports to show the presentation is current.
- To add names or contact info: You can include your name, company name, website, or email.

**Add Header and Footer in Slide**

- Open your PowerPoint presentation
- Go to the Insert tab in the ribbon at the top
- Click on Header & Footer
- A dialog box will pop up
- In the dialog box:
  - Check the boxes you want:
  - Date and time - You can choose fixed or automatically updating
  - Slide number - Adds numbering to each slide
  - Footer - Type your custom text here (like your name, company, website, etc.)
  - Optional: Check "Don't show on title slide" if you want to hide it there
- Click Apply to All (or just Apply to add it only to the current slide)

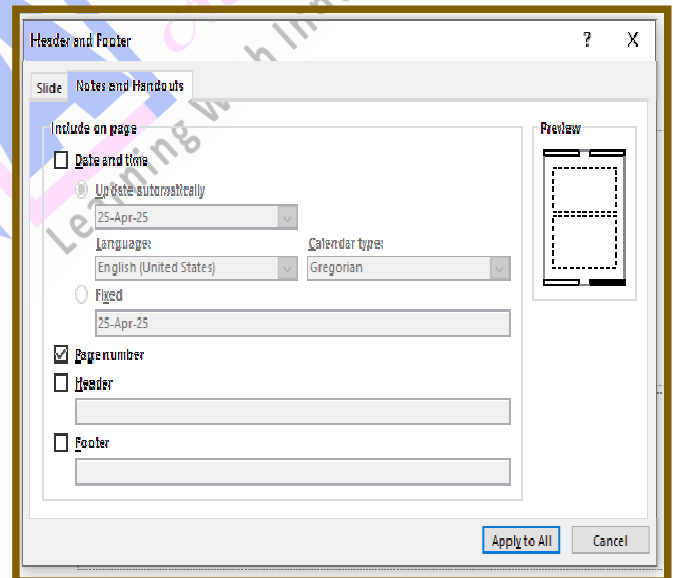


**Add a Header and Footer in Notes and Handouts:**

- Open your PowerPoint presentation
- Go to the Insert tab
- Click on Header & Footer
- In the popup window, switch to the Notes and Handouts tab (top right of the box)

Now you'll see options like:

- Date and time
- Header - Type what you want to appear at the top of the page
- Footer - Type what you want to appear at the bottom of the page



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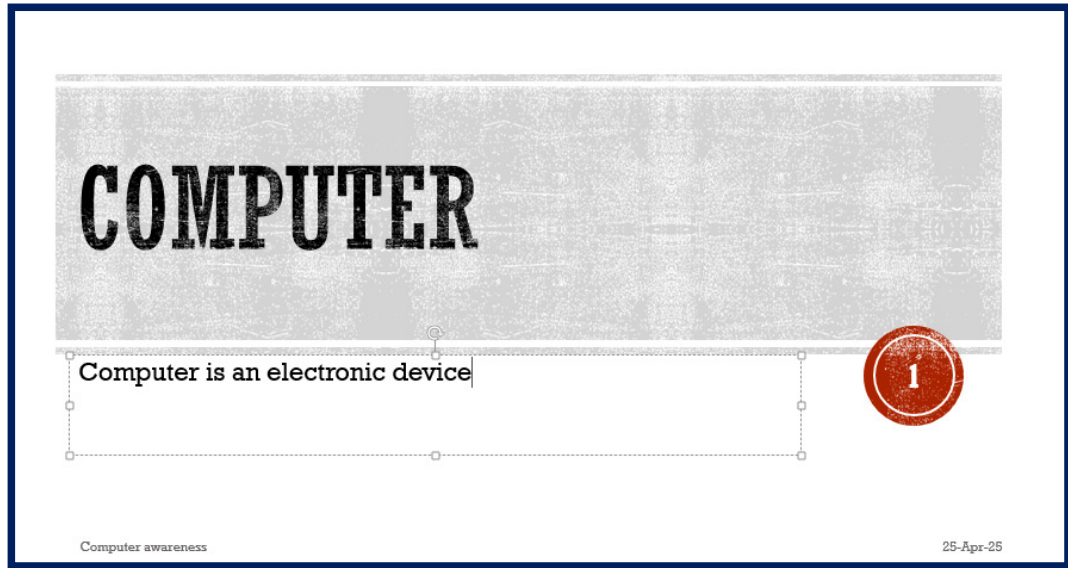
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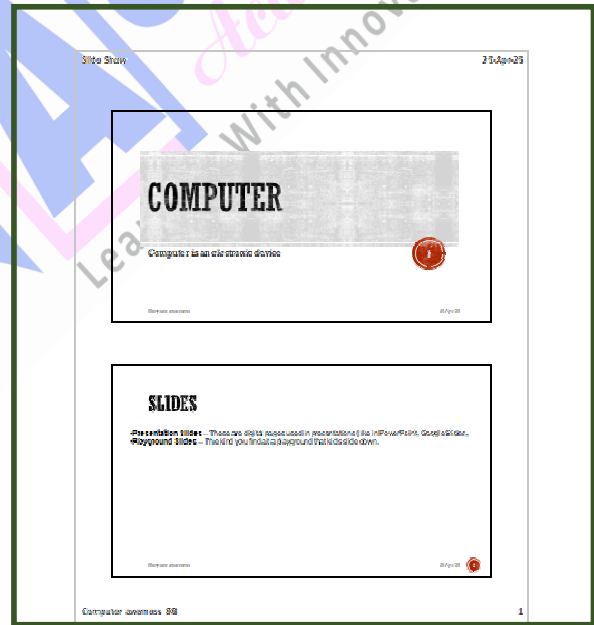
**Adding Header and Footer in Power Point**

- Page number
- Check the boxes you want and type your custom text
- Click Apply to All

The Picture shows Header and Footer in Slide Show:



The Picture shows Header and Footer in Notes and Handouts



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**Adding Header and Footer in Power Point**

**Difference Between Header and Footer**

In a PowerPoint presentation (PPT), the header and footer are areas where you can add repeating information on each slide – but they show up in different places:

**Header:**

- Appears at the top of the slide (though in PPT, headers are usually only available on handouts and notes, not the slides themselves).
- Commonly used in printed materials, not slides.

**Footer:**

- Appears at the bottom of the slide.
- Can include things like the date, slide number, or custom text (e.g., company name or copyright info).
- This is more commonly used directly on slides.

**Assignment on Importance of Water**

Use Blue and Green Colours for Text and Heading. Underline where-ever necessary.

**Slide 1: Introduction to Water**

- Header: Understanding the Vital Role of Water
- Footer: Slide 1 - Introduction

**Content:**

- Water is essential for all known forms of life.
- Approximately 71% of Earth's surface is covered by water.
- Only about 2.5% of Earth's water is freshwater, suitable for human use.
- Water is crucial for drinking, agriculture, sanitation, and industry.

**Slide 2: Importance of Water in Daily Life**

- Header: Water's Role in Our Everyday Activities
- Footer: Slide 2 - Daily Life Importance

**Content:**

- Drinking: Maintains hydration and supports bodily functions.
- Cooking: Essential for preparing food safely.
- Cleaning: Used in washing clothes, dishes, and maintaining hygiene.
- Agriculture: Irrigates crops and sustains livestock.
- Industry: Integral in manufacturing processes and cooling systems.

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Slide 3: Consequences of Water Scarcity

- Header: Understanding Water Scarcity and Its Effects
- Footer: Slide 3 - Water Scarcity

Content:

- Water scarcity affects over 2 billion people worldwide.
- Leads to health issues due to lack of clean drinking water.
- Impacts food production and can cause economic instability.
- Contributes to conflicts over water resources.

Slide 4: Conserving Water for the Future

- Header: Steps Towards Sustainable Water Use
- Footer: Slide 4 - Conservation Efforts

Content:

- Fix Leaks: Repair dripping taps and pipes promptly.
- Efficient Appliances: Use water-saving devices like low-flow showerheads.
- Mindful Usage: Turn off taps when not in use, e.g., while brushing teeth.
- Rainwater Harvesting: Collect and use rainwater for gardening and cleaning.
- Education: Raise awareness about the importance of water conservation.



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