

Create header and footer in Excel

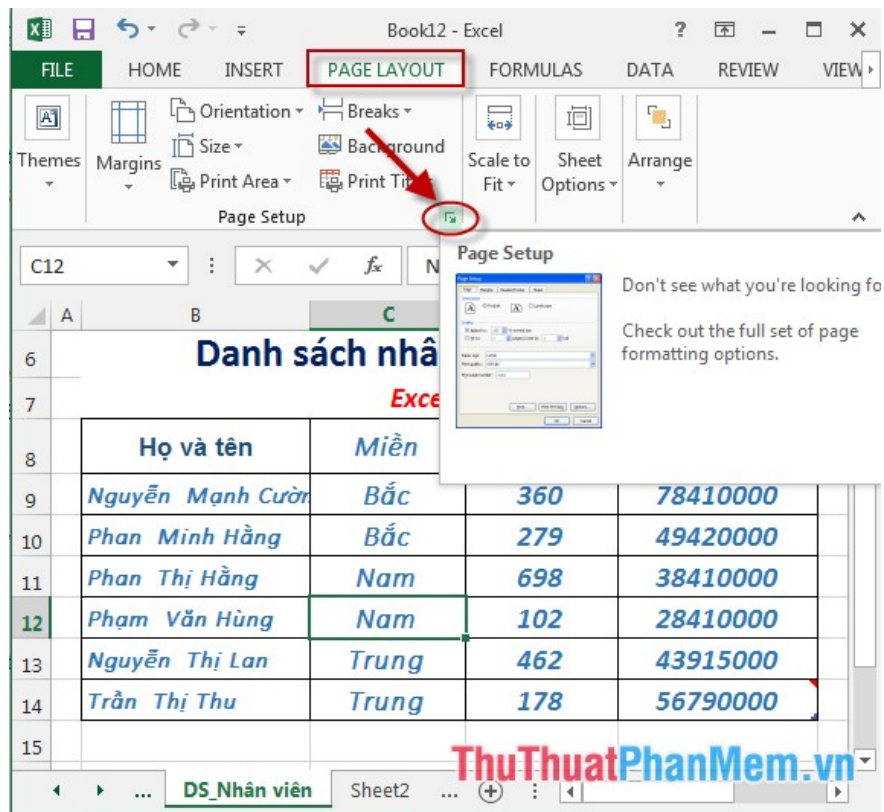
Teach you how to create headers and footers in Excel. To create the header, the footer follows these steps: Step 1: Go to Page layout - Page SetUp tab - click on the arrow below: Step 2: A dialog box appears - click the header tab /

The following article details you how to create headers and footers in Excel 2013.

Header and Footer

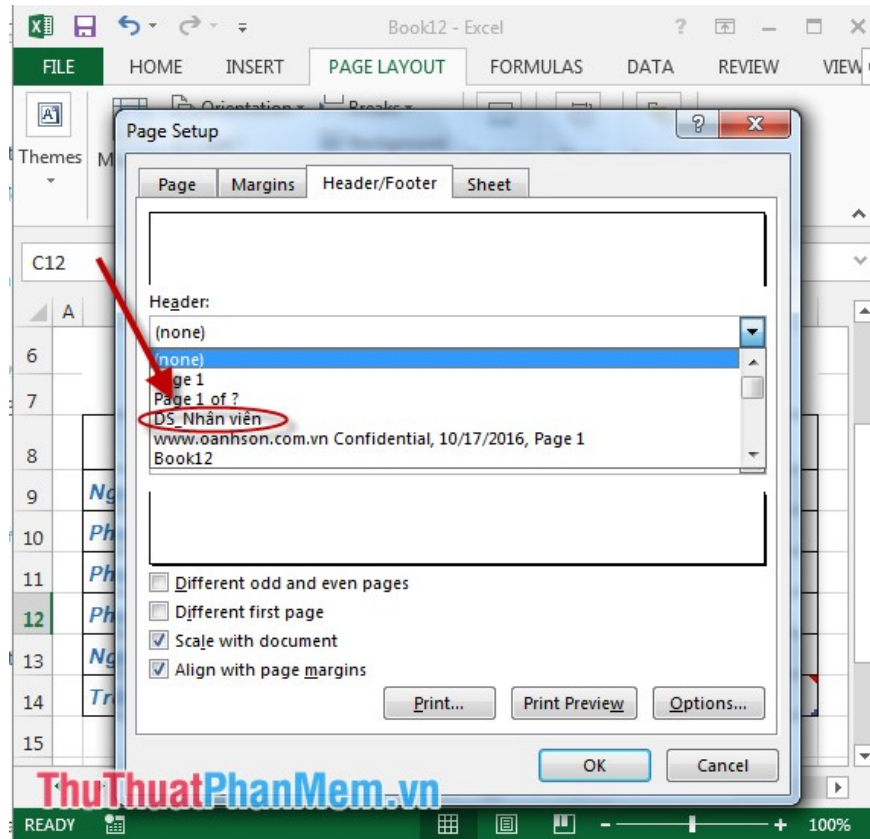
To create the header, the footer follows these steps:

Step 1: In card **Page Layout** -> **Page Setup** -> click on the arrow below:

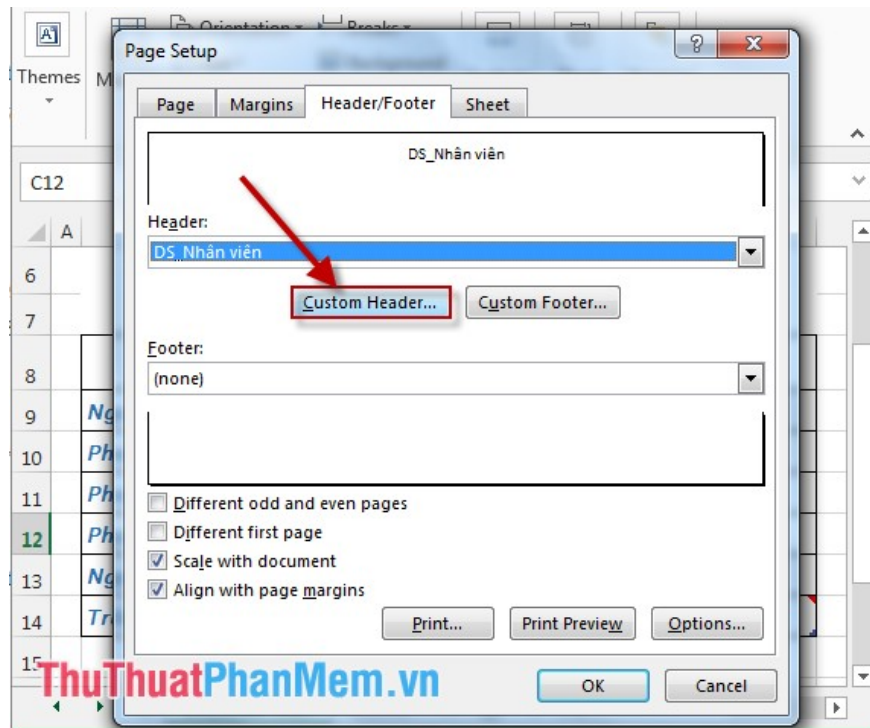


Step 2: A dialog box appears -> click the **header / Footer** tab :

- In the **Header** section, click the arrow to select the sheet to create a title:



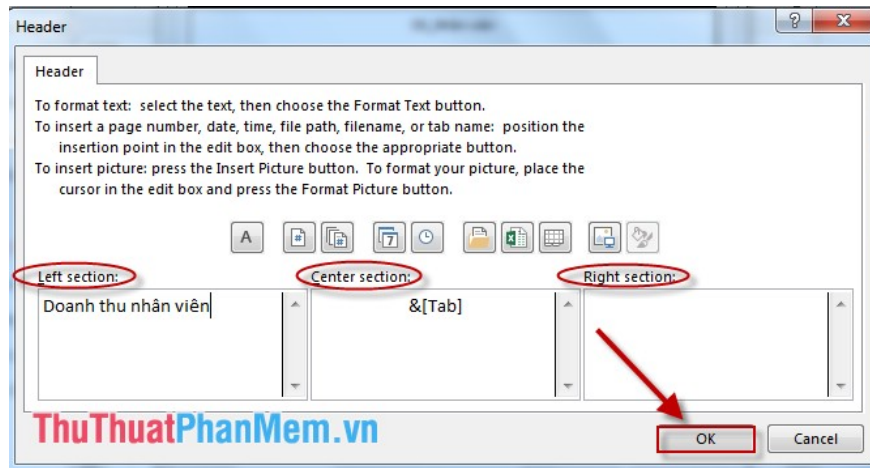
Step 3: After selecting the sheet to create a title -> click on **Custom Header** to enter the content for the header:



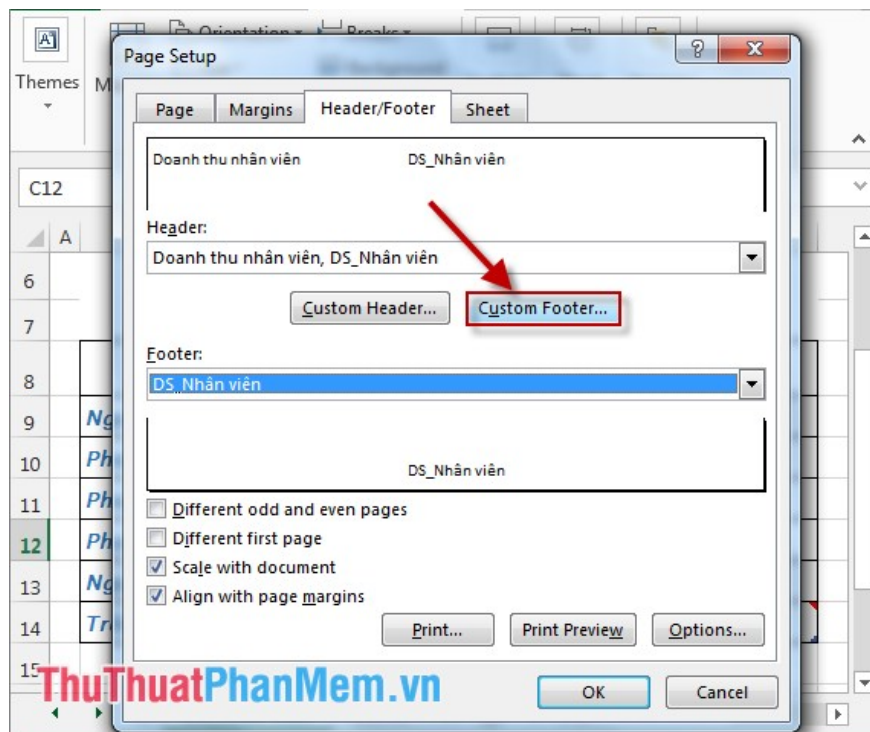
Step 4: The **Header** dialog box appears -> enter the content for the title with options:

- **Left Header:** Enter the title content on the left side of the printed page.
- **Center Header:** Enter the title content in the middle of the printed page.
- **Right Header:** Enter the title content on the right side of the printed page.

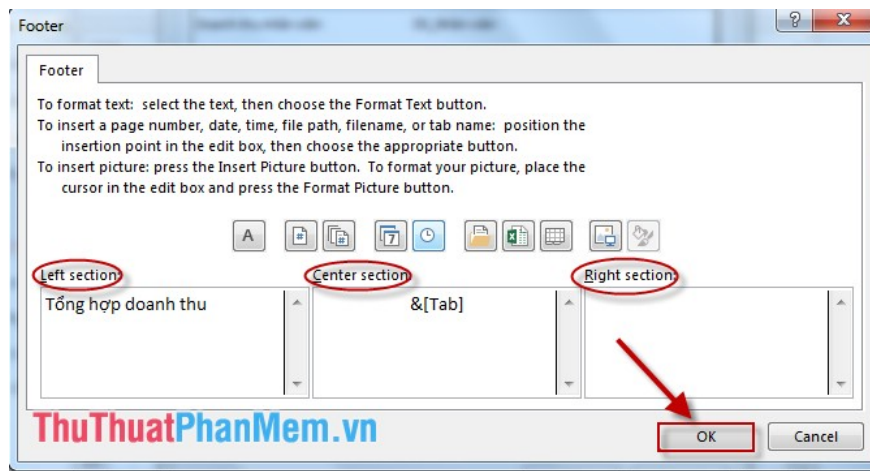
After entering the content, click **OK**:



Step 5: Click **Custom Footer** to enter the content for the header at the bottom of the page:

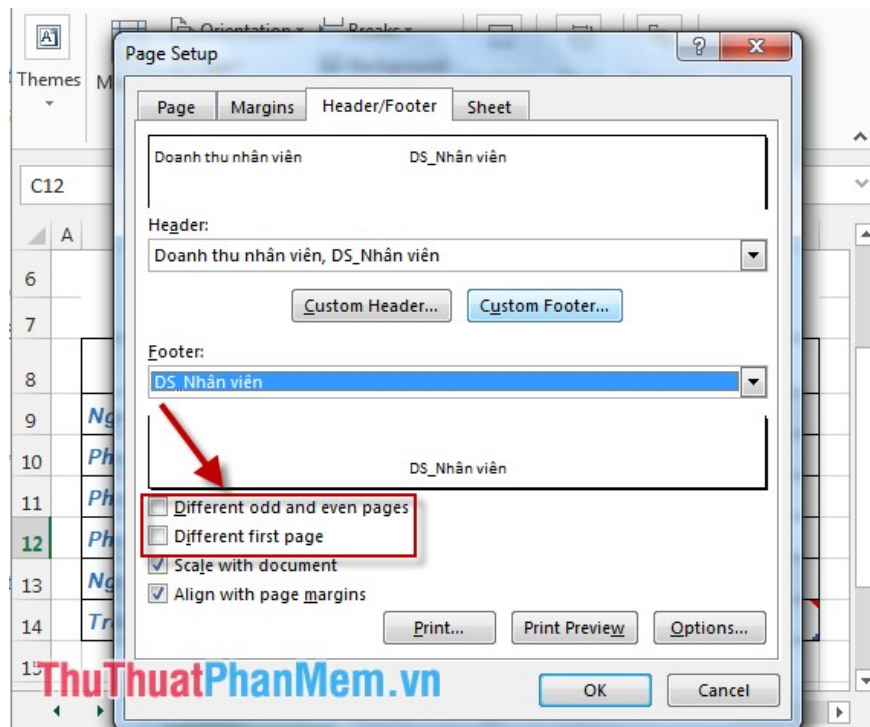


The same operation as entering text for headers:

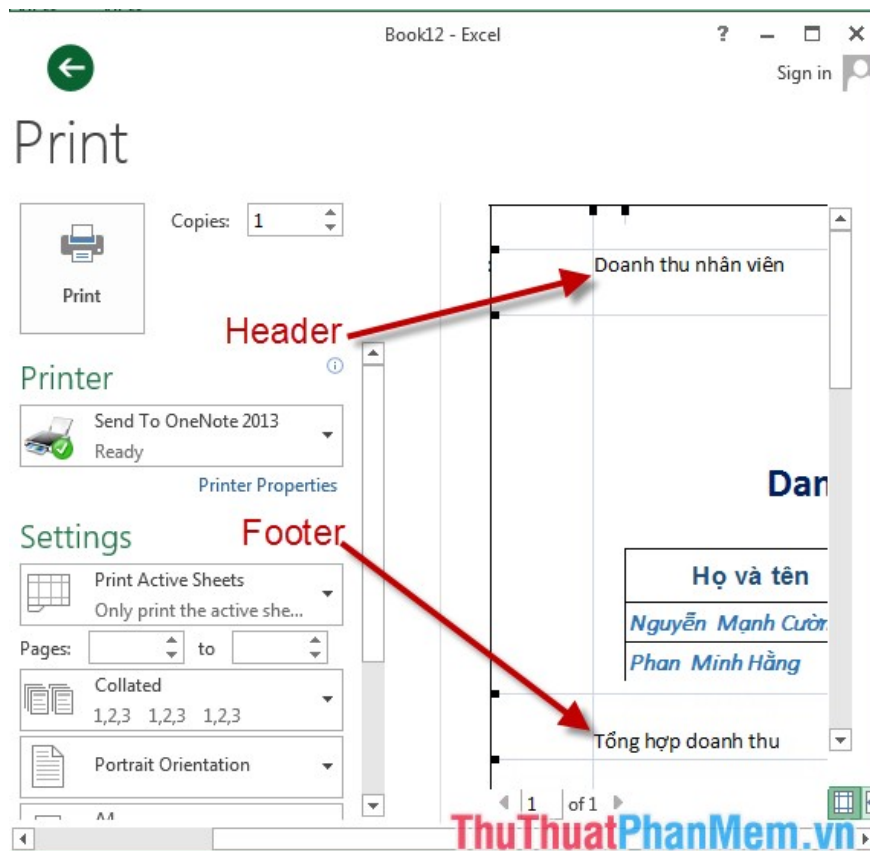


- In case you want to enter the title content for **different odd and even pages** -> check the **Different odd and even pages** -> dialog box to ask for content for even pages with the same operation.

- If you want to enter the content of different first page titles, **tick the Different first pages**:



- After you enter the title content, you click **Print Preview** will see the title content displayed at the selected position.



Above is a detailed guide on how to create headers and footers for spreadsheets in Excel 2013.

Good luck!

You finished reading the article "**Create header and footer in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.