

note

How to include an ampersand in a header or footer.

In the header and footer area, the ampersand (&) denotes the beginning of a field.

Sometimes you will need to put an ampersand into header text. For example your company might be called:

Marks & Spencer

To do this you need to incorporate a double ampersand into the header to tell Excel to print the ampersand. You would need to type:

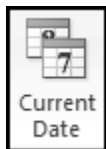
Marks && Spencer

note

Headers and footers may have multiple lines.

You can make your header and footer information span as many lines as you need. Press the <Enter> key when you want to move to a new line.

If you use many lines it may be necessary to adjust the top margin as the header can sometimes overlap the worksheet.



Sales Report-5

Lesson 7-8: Add custom headers and footers

Auto-headers and footers provide a quick and convenient method when your needs are simple. Custom headers allow you to combine your own text with report fields (such as page numbers). You are also able to add text to three different sections in the header and footer areas (Left, Right and Center).

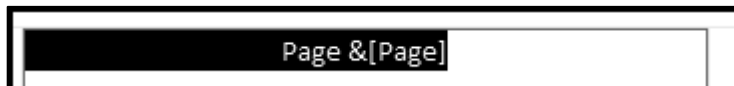
1 Open *Sales Report-5* from your sample files folder (if it isn't already open).

2 Display page layout view (if you aren't already in it).

This was covered in: *Lesson 7-2: Use page layout view to adjust margins.*

3 Click on the Page Header area.

Notice that when you click the Page Header area the contents change from *Page 10* to *Page &[Page]*.



The Ampersand (&) is called an *Escape Character*. It tells Excel that whatever text follows is a field rather than literal text. The field &[Page] tells Excel to insert the current page number.

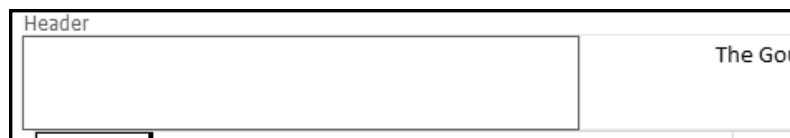
4 Change the page header to: *The Gourmet Food Company*.

Click in the center of the header area (where you currently see the page number) and type **The Gourmet Food Company**.

5 Place the date and time on the left-hand part of the page header.

There's no Auto-header for date and time. In this case you'll have to create your own custom header field.

1. Click in the **left-hand** section of the header area.



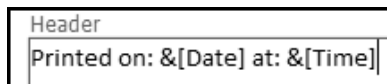
2. Type the text **Printed on:** followed by a space.

3. Click Header & Footer Tools→Design→Header & Footer Elements→Current Date.

4. Type a space followed by **at:** and then another space.

5. Click Header & Footer Tools→Design→Header & Footer Elements→Current Time

The left-hand section of the header bar now contains the following text:



note

Adding a graphical header.

Sometimes you will need a page header that requires more sophisticated formatting than Excel is capable of. The solution is to create the header as a graphic using a program such as Adobe Photoshop.

When the graphic has been prepared click:

Header & Footer → Design → Header & Footer Elements → Picture.



You are then able to insert the graphic into the header.

When a graphic appears in the header a new *Format Picture* button appears in the Header & Footer Elements group.

When you click away from the Header section the date and time are displayed. The date is displayed in a format dictated by the locale of your operating system. In this example it is the date: 31st Aug 2008 displayed in UK format (day/month/year):

Printed on: 31/08/2008 at: 14:30

6 Place the page number on the right-hand side of the page header.

This time there is an Auto Header to suit but you can't use it. Auto headers may only be used in the center section of the header. We'll have to make our own using the Header & Footer Elements just as we did for the date and time.

1. Click in the right hand part of the page header and type **Page:** followed by a space (the last space won't appear on screen but don't worry, it is there).
2. Click: Header & Footer Tools → Design → Header & Footer Elements → Page Number.
3. The right hand section of the header bar now contains the following text:

Page: &[amp;Page]

When you click away from the Header section, the current page number is displayed:

Page: 10

Printed on: 31/08/2008 at 14:52

The Gourmet Food Company

Page: 10

7 Apply an attractive format to the page header section.

1. Click the left-hand section of the header. The text is automatically selected.

Header
Printed on: &[amp;Date] at &[amp;Time]

2. Click Home → Font → Font and set the font face to *Cambria 10 Point Bold*. Note that, following good design practice, this is one of the two theme fonts (see sidebar).
3. Click Home → Font → Font Color and set the color to the *Dark Blue, Text 2* theme color.
4. Apply the same format to the right-hand section of the header.
5. Format the centre section of the header as *Cambria 28 point, Dark Blue, Text 2*.

Printed on: 31/08/2008 at 15:06

The Gourmet Food Company

Page: 10

8 Save your work as Sales Report-6.