Press the TAB key ONCE.

Use a button to **Insert Page Number**.

Then highlight the entire header.

Use the toolbar to change the font to **Arial - Bold - Italic**.

Finally, make the highlighting disappear.

Now use a button (in the **Header and Footer** toolbar) to switch to the **footer**.

Then press the TAB key ONCE.

Use a button to **Insert Date**.

Now, to make the first page NOT display a header or footer.

Click on the **Page Setup** button (looks like an open book) on the header and footer toolbar.

Click in the **Different first page** checkbox

Click **OK**.

Close the Header and Footer toolbar.

Then use a button to **Print Preview** the document again.

Make sure you can see the first TWO pages. If you have done everything right, you should see the first page has no header or footer, but the second page does.

Now close the **Print Preview.**

<div align="center">*</div>

Next, use the **Edit** menu to go to page **4**.

Then close the **Go To** window.

Press the PAGE DOWN key (on your keyboard) until you see a list labelled [**Ideas for the rest of this chapter**].

Highlight the whole of the line that begins [**Family**] under [**Ideas for the rest of this chapter**].

Now, using the **Format** menu, change the **3** inch (7.62 cm) tab to a **centre** tab.

Do the same with the tab at **4** inches, (10.16 cm)

Then click **OK.**

With the list still highlighted, move the tab stop, at the **1.5** inch (3.81 cm) mark, left to the **1** inch (2.5 cm) mark.

Also move the **3** inch (7.62 cm) tab, two ticks to the left.

Now make the highlighting disappear.

<div align="center">*</div>

That's it for this practice session!

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