Formatting a Header in Microsoft Office 2010

1. Once you have a document open in Microsoft Office 2010, choose the **INSERT** option of the tool bar;

2. Select **HEADER**…and pick **BLANK STYLE**;

3. Then, choose **PAGE NUMBER** (the third option from the left);

4. Select **TOP OF PAGE**…and choose the **PLAIN NUMBER 3** style;

5. Put your cursor in front of the number and **TYPE YOUR LAST NAME**. Be sure to include a space between your last name and the number;

6. Choose **CLOSE HEADER AND FOOTER** on the tool bar;

7. Your pages should now be numbered 1, 2, 3 etc. as you type the body of your document.