

Headers, Footers and Page Breaks: Cover versus Body

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.2

WHAT THIS LESSON DOES

Learn how to create different headers and footers for the cover page and body pages of a multi-page document. Use page breaks to control the layout and add project title, name, page numbers and dates appropriately. Recognise when section breaks help in later multi-part documents.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.2	Use a web browser and manage settings.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Create different headers and footers on cover versus body pages using Different first page
- Insert deliberate page breaks so a multi-page layout is under control
- Apply project title and student name on the first page, and page number plus date on body page footers
- Recognise when a section break would be useful in a later multi-part document

BEFORE THE BELL

- Have a starter two-page table document ready for absentees; they save it as sm1_doc3_table_document_v2 in Project_Portfolio/09_specialism/sm1.
- Optional: print the common issues table as a quick rescue handout.
- Confirm students can open sm1_doc3_table_document_v2; have starter two-page table doc ready; demo sample on classroom screen
- Optional: project the worked-example header and footer layout
- Classroom demo of Different first page + left/right header + reliable footer layout; both Word Online and Google Docs ready; mid-task preview pause
- Spot-check print preview on page 1 vs page 2; support Save a copy / Make a copy to v3
- Optional 60-second pair share or whole-class hands-up
- Confirm v3 files exist before dismissal

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
20 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
4 min	content	Reflection
3 min	summary	Lesson summary

TEACHING MOVES

- Demonstrate Different first page and left/right header placement (Tab first; Docs table only as backup) on the classroom screen before students begin.
- Demo a reliable body footer: centred page number, then right-aligned or Tabbed date (not spaces).
- Pause after first headers for a class print-preview check of page 1 versus page 2.
- Circulate with a one-line checklist: 2 pages / Different first page on / title+name on p1 / number centre + date right on p2 footer / saved v3 in IP.
- Section breaks are extension only after a safe duplicate of v3; prefer Docs or desktop Word for unlink; do not require Link to Previous for core success.

WHAT TO WATCH FOR

- Same header on every page: turn on Different first page and edit First Page Header separately.
- Page numbers on the cover: clear the first-page footer only.
- Title and name mashed with spaces: redo with Tab or right-align (Docs borderless 1×2 only if Tab fails).
- Footer number and date stacked or both centred: redo with Tab/right-align or borderless footer table, not spaces.
- v3 missing or still named v2: Word Online Save a copy; Docs Make a copy to sm1_doc3_table_document_v3.

DIFFERENTIATION

- Support: pair students; point at Common issues and the circulating checklist.
- Support: allow a single left-aligned line "Title - Name" only if dual placement is blocking progress, then revisit Tab next lesson.
- Extension: after v3 is banked, duplicate the file, then section break after Notes, unlink/unmatch previous header, short Appendix running header; keep clean v3 as main evidence.