

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	Demonstrate an ability to utilise features such as footer, headers, section breaks, page breaks, pagination and linked table of contents.

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

- Nothing to share for absentees: they make a stand-in from the stock table printed on the step-by-step task and 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 (absentees make a stand-in from the table on the step-by-step task); 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.