



November 8, 2012

Volume 50

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Excel - Adding Headers and Footers

Last week a client asked me how to add a graphic to the header of an Excel sheet. I had forgotten about this neat trick and want to share it with you.

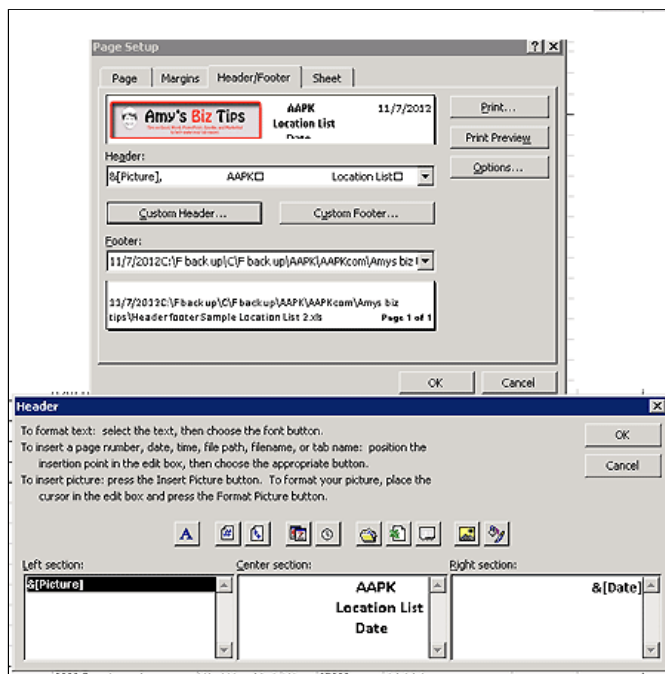
Headers and Footers exist in an excel sheet when it is previewed or is printed. They will appear on each printed page but you will not see them on your spreadsheet when you are working in it, see sample view below.

	A	B	C
1	Company:	Product:	
3	Market:	Start Date:	Sta
5			
6			
7	Vendor	Street Address	City
8	99 Cent Treasure	2006 Bergenline Ave	Union City
9	Best Deal 99¢ Plus	2101 Bergenline Ave	Union City
10	BJ 99¢ Store	813 Bergenline Ave	Union City
11	Bravo's Deli & Grocery	1517 New York Ave	Union City
12	Chucky's Variety Store	1700 Bergenline Ave	Union City
13	Espana Grocery	1301 Bergenline Ave	Union City

To set up Headers and Footers in 2003 go to File, Page Setup, and choose the Header/Footer tab. In 2007 and above, choose the Page Layout Tab, then under Headings click Sheet Options. These options can also be reached from the Print Preview screen – by clicking Page Setup.

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- Graphic Design
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- Social Media Marketing
- Creative Marketing Ideas



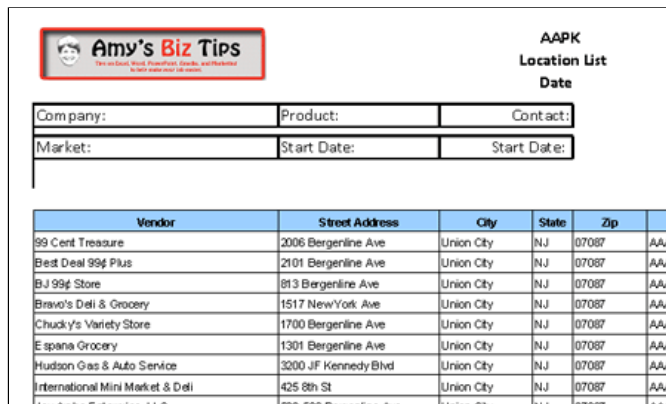
From the resulting pop-up window you can choose a pre-defined header and footer – simply scroll down the list of choices or you can create a custom header. You can insert formatted text, page

numbers, date, time, file path, file name, tab name or graphic into one of three sections of the header or footer.

You'll notice in the example below that are codes in two of three sections (&[Picture] and &[Date]) these denote a graphic and today's date (respectively) that will be placed in each section and I have used formatted text in the middle section. If you want to edit the picture highlight the &Picture code and click the edit icon (to the right of the picture icon).

To remove headers or footers in the Header/Footer tab use the arrow to scroll to the top of the list of pre-defined choices and choose (none).

Now, when you go to Print Preview you will see your Headers and Footers as you designed them. Remember they will only appear in Print Preview and when you Print your pages.



There is a lot you can do with the Header/Footers – so get creative! If you need help with an Excel or any MS Office project, contact us at info@aapk.com.

Domain and Web Hosting Account Information

Do you know how to access your domain name or hosting service to make changes to information such as a new address, billing information or unlocking the domain to transfer it to another hosting service? Not having this information handy can slow down your web efforts greatly.

Often I find customers that have registered a domain name and/or for hosting don't have this information available. This can happen if the company changed hands, the domain was registered years ago before they required IDs and Passwords, or someone didn't think it was important to keep this information safe.

Today I urge you gather this information gathering and put it somewhere safe!

Here's the key information that you need to have:

- Email address used to register account
- Last four digits of your credit card used to pay for account
- User Name (ID) you established
- Password you picked
- Answers to security questions
- Security code (some times 4 digits)

Usually, if you at least know the email address associated with the account or your User Name you can retrieve your password. Most organizations will send the password reset to the email address used at time of purchase. But if you don't have that email account any more you won't be able to get the password sent to you!

So, what do you do now? The best route to take is to check first who is the domain holder and hosting company (you can do this through the WhoIs database – <http://www.networksolutions.com/whois/index.jsp>). Then contact the company listed – usually if you send or fax them a letter on your business letterhead stating you own the domain they will verify your legitimacy and give you a new ID and Password.

If you need any help building, revamping or maintaining a web site or need assistance with social marketing, please contact us at info@aapk.com to find out more.

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You Have To Laugh

Funny Video: Talking Elephant - Amazing! <https://www.youtube.com/watch?v=vLUz7E5gU2c>

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