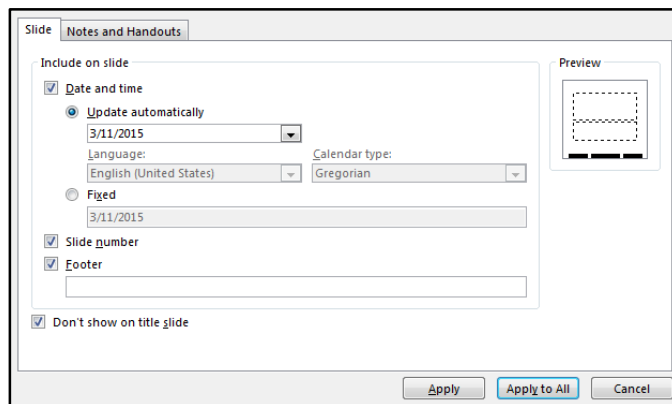


Headers & Footers

In PowerPoint 2016, you can add the slide number, date or text to the slides. The default location of each will depend on the slide layout.

1. Select the **Insert** tab.
2. Select **Header & Footer**.
3. Select the **Slide** tab.
4. Select the options you want to display on the slide: Date and Time, Slide Number, or Footer.



5. Optionally, check the box for **Don't show on title slide**.
6. To apply it to all the slides, select **Apply to All**.
7. To apply it only to the current slide, select **Apply**.

Note: For more editing options, select the **View** tab then **Slide Master**. Select any of the master slides to edit the location, size, font, color or format properties of the footer.