

Your Name Here

Using the Header function of your word processor, place your full name here at the **top left** hand side of **each** page.

Assessment Details here

Using the Header function of your word processor, place the identifying details of the work here:

Example:

**ICAU1129A, Task 3**

Your label must enable anyone to find the correct place where the work comes from.

**It is mandatory in this course that all work must be submitted electronically and word processed to a satisfactory standard.**

Using the footer function of your word processor, place the number of each page here. It is a good idea to give the page number and the total number of pages.

Example:

**Page 1 of 3    OR**

**1/3**

Using the footer function of your word processor, place the date the work is submitted here.

Date here

Page Number