Your Name Here

Assessment Details here

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

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