HEADERS AND FOOTERS
Name and Page Numbers -- OMITTING FIRST PAGE

1. On Word Menu Toolbar → Select VIEW → select Header and Footer.
2. The Header and Footer toolbar opens.
3. Press the Page Set-up button.
4. The Page Set-up window opens. Select the Layout tab.
5. In the Header and Footer section, check the box marked: Different First Page → OK button.
6. Select header or footer by clicking the Switch Between Header And Footer button.
7. Place the cursor in the First Page Header and press the Show Next button.
8. Press the Align Right button on the Formatting Toolbar.
9. Type your last name, space, then click Page # button on the Header and Footer toolbar.
10. Click the Close button on the Header and Footer toolbar.