**Select ‘Insert’ → ‘Header’ → ‘Blank’**

*Then type the title or a shortened version of it.*

 *It will appear at the top of each page of the report*

 *The title of your report, centered roughly on the page.*

 *Second line is a sub-title you create to describe the*

 *report a bit further.*

The Need for a Student Bill of Rights

Time for Change in Canadian Schools

Walter White

 *Your name*

*Course code and section (as is)*

*School name*

*Date (year, month, day)*

CLU3M-02

Essex District High School

2015 \_\_ \_\_