Create new Microsoft Word Doc in folder on Windows 10 with Microsoft Word from Microsoft Office Professional Plus 2013 (15.0.4875.1001)

Insert → Header and Footer → Header → Default Style

Insert → Header and Footer → Footer → Default Style

In both the header and footer place text:

left justified 0 tab - “Left”

centre justified tab 8.5 - “Middle”

right justified tab 17 - “Right”

Save document as Microsoft Word docx (default with save)

Save as document as Microsoft Word 97-2003 (.doc)

Save as document ODF Text Document (.odt)