Discuss the three ways to open the Header and Footer view. Discuss: (1) how to insert a page number using the Page Number button in the Header and Footer group on the Insert tab; (2) how to double-click in the header area (in a page’s top margin) or in the footer area (in a page’s bottom margin);  (3) how to click the Header button or the Footer button on the Insert tab. Which of these ways do you find the easiest to use and why? Which is the hardest to use and why?