Formatting your report using *Word*

Follow the instructions below to create a formatted report and an automatically generated *Table of Contents*.

1. Type in all major headings (i.e the main numbered sections of your report). Each main section heading should be on a separate line:
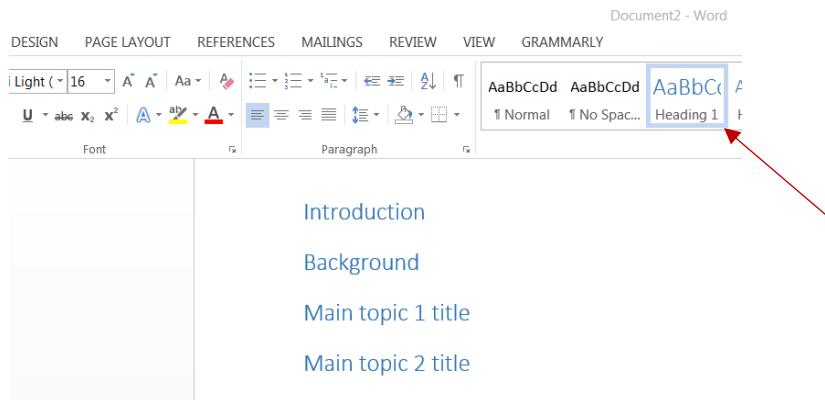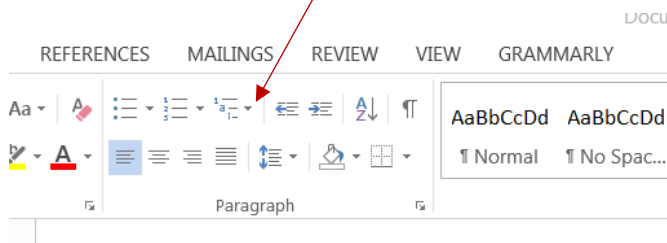
   Introduction

   Background

   Main topic 1

   Main topic 2 , etc.

2. Select them all and choose "Heading 1" in the styles group (HOME tab). The main section titles should appear in large blue font. You can change the font size and colour later if you wish.


3. Go to the "paragraph" group and select the tiered list icon. Then select the appropriate list from the list library (1 Heading 1, 1.1 Heading 2, 1.11 Heading 3)

The list of headings should now appear numbered.

1 Introduction

2 Background

3 Main topic 1 title

4 Main topic 2 title

4. Now type all subsections beneath each main section and select them all. Then select "Heading 2" in the styles group.
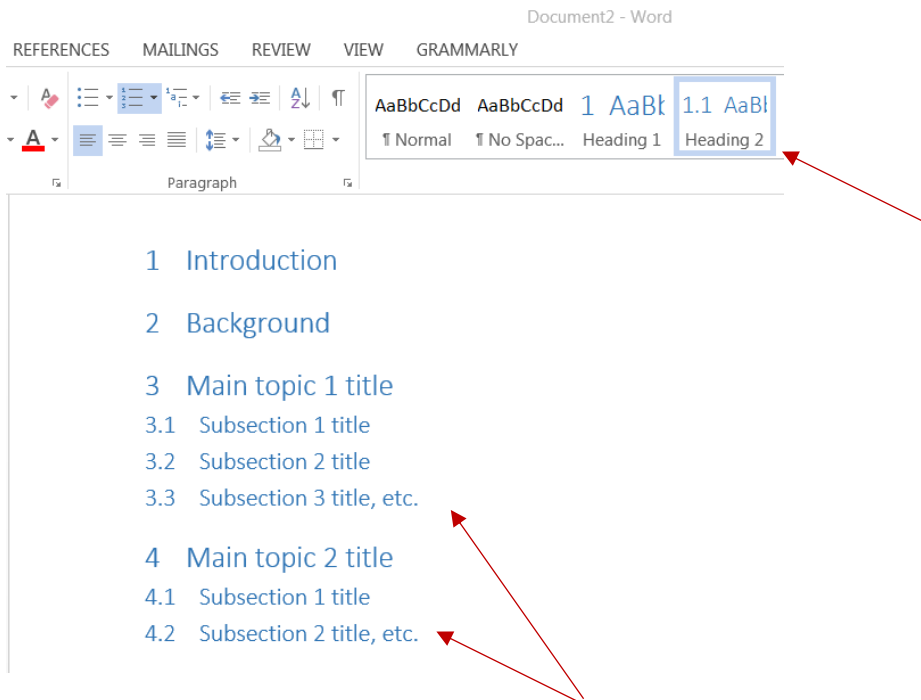
Auto numbering (i.e. 2.1, 2.2, 2.3, etc,) should now occur.

Once you finish adding the written/graphical content for each section, it now becomes super easy to insert an auto Table of Contents at the beginning of your document. This feature can be found under the *References* tab. Select "Table of Contents" and the table will appear and will can be updated at any time with the correct page numbers as you continue to add content.