



Faculty of Engineering
and Applied Science

FORMATTING YOUR REPORT USING MICROSOFT WORD

Technical reports require planning and revisions, both of which are facilitated by properly formatting the report in the early stages of writing it. Using the heading feature of Microsoft Word allows you to easily add, delete, and move sections of a document. It will also automatically generate a table of contents for your document.

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:

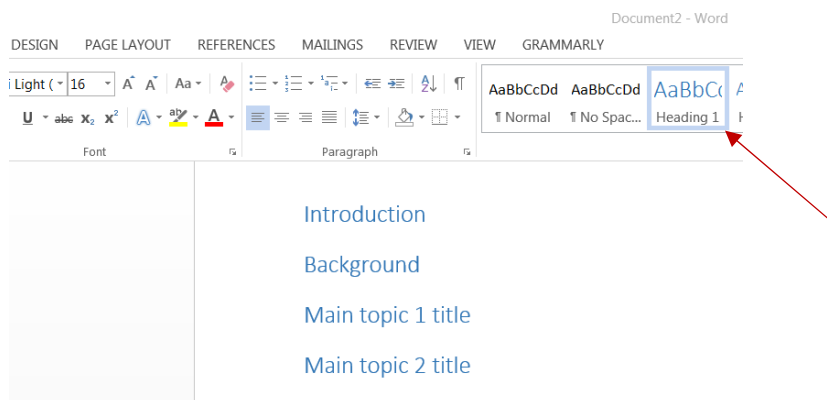
Introduction

Background

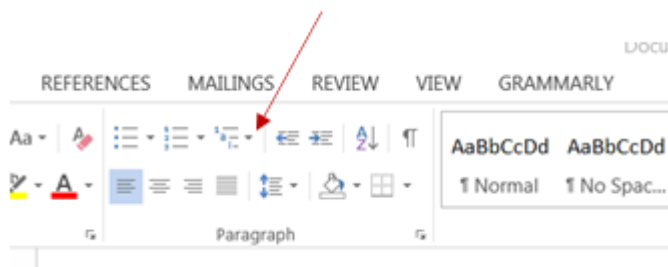
Main topic 1

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.



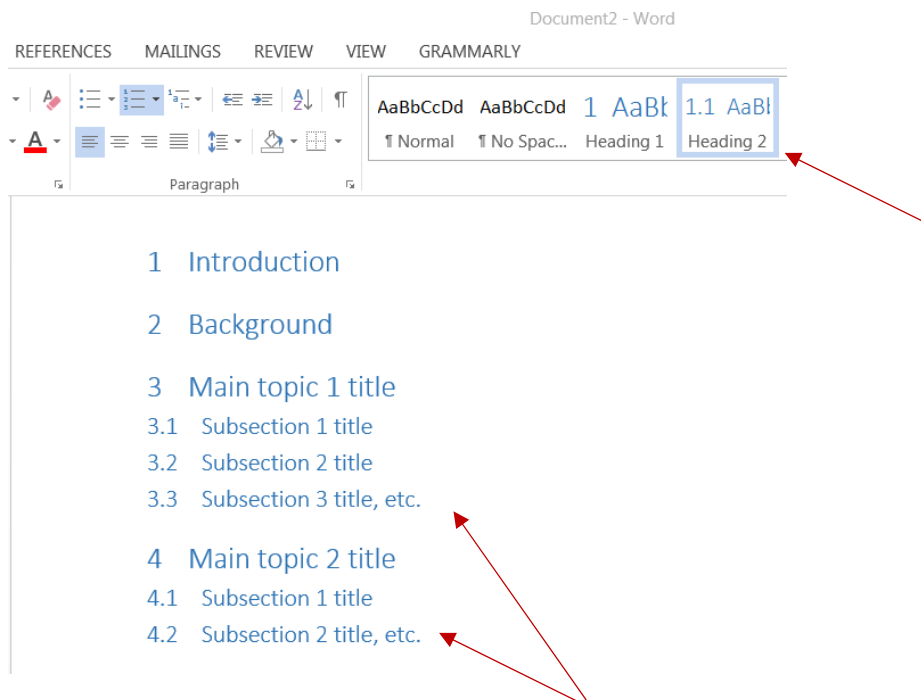
3. Go to the "paragraph" group and select the tiered list icon. Then select the appropriate list from the list library (1 Heading 1, 1.1 Heading 2, 1.11 Heading 3)



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.