Create a report with formatting, headings, page numbers and table of contents

MS Office Word 2010

Combine this model with instructions from your teacher and your report will be something you can be proud of.

I have made a sample report based on this instructions. You can find it here.

PC
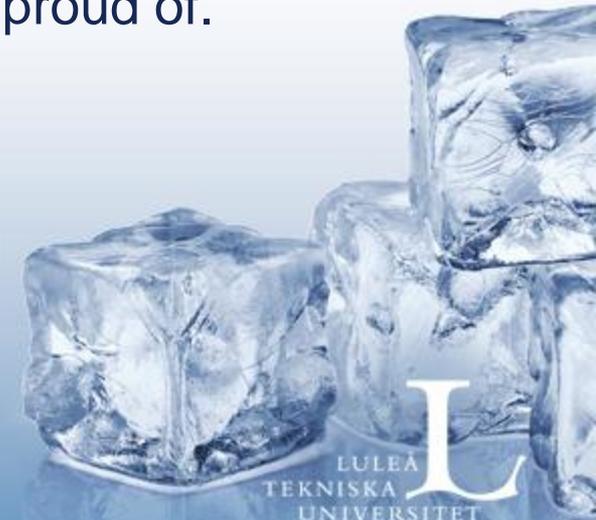
Contents

- ✓ Outline
- ✓ Formatting
- ✓ Headings
- ✓ Body
- ✓ References
- ✓ Page and Section Breaks
- ✓ Pagination
- ✓ Table of Contents
- ✓ Multilevel List
- ✓ Table of Figures
- ✓ Final touch

The links on the left leads you directly to a particular topic.
Some topics consist of several pages.
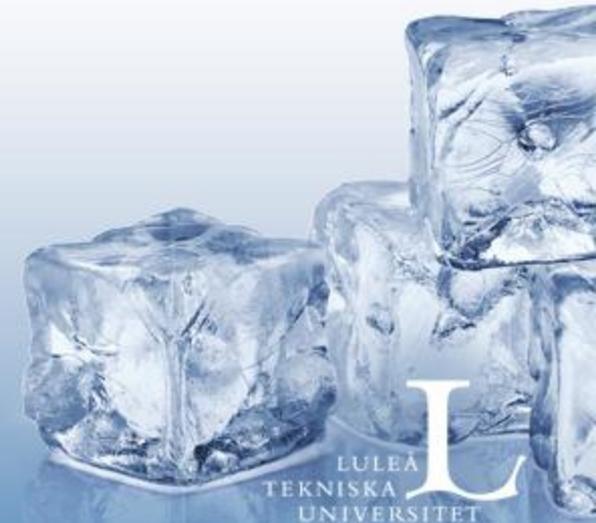
Outline

Start by creating the report's outline. It may look slightly different
depending on in which department you are studying.

An example:

- The title page
- Foreword
- Summary
- Abstract
- Table of Contents(TOC)
- Introduction
- Theory
- Method
- Evaluation/Outcomes
- Discussion
- References
- Appendices

Once you know the layout and what to
enter under the headings, type your text
into a word processor. This guide shows
MS Office Word 2010, but, with a little
ingenuity you can transfer the instructions
to other programs.
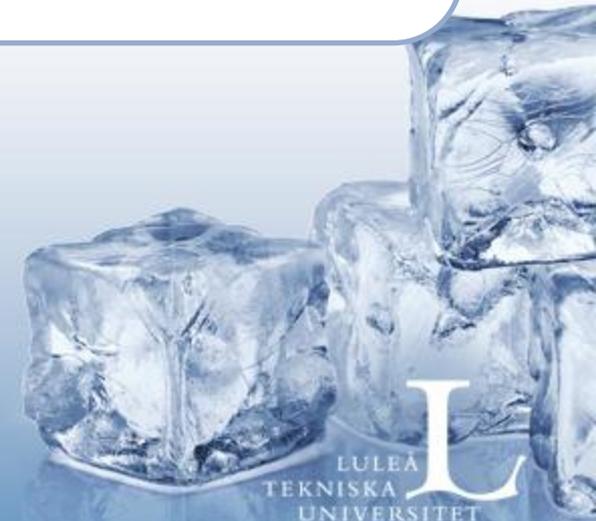
Outline, continued

Fill your report with text and anything else that should be there.

Don´t worry about any formatting at this stage.

Write your text continuously under each heading.
The only time you should use the ENTER key is where you want to create a new paragraph!
And maybe to create a little "air" on the pages once you finish formatting.

This heading will be at the top of next page, but we will solve that later by inserting a Page Break. Do not use the Enter key to force it into the next page!

Foreword

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non ped Donec blandit feugiat ligula. Donec lacinia nulla nisl eget sapien.

The author's name/names

Summary

Donec ut est in lec porta tristique. Proin ne

Page: 2 of 12   Words: 4 579   English (U.S

Formatting

It's up to you when you want to start formatting but my suggestion is to write as much as possible from the beginning. Optionally, you can format the headings at the beginning to more easily find the document.

If you do not use RefWorks, you have probably already done some formatting of your references - *italicized* book titles and more. How do you do to keep the *italics formatting*? I will show you soon.

NOTE! The formatting used here are examples only. You should use the fonts, sizes, etc. listed in the study guide or other governing documents.
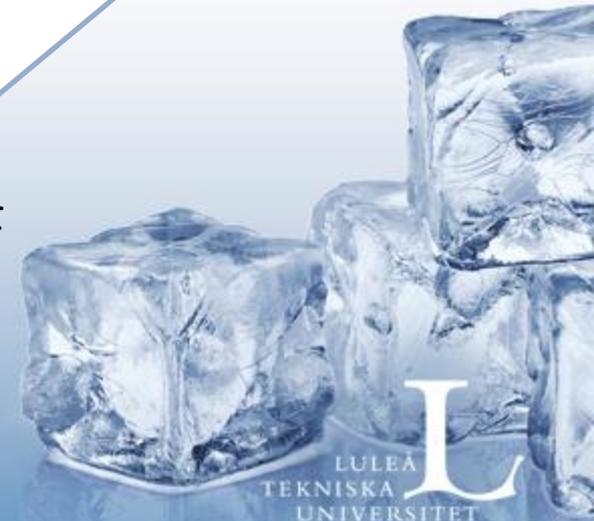
Formatting, continued

What should be formatted?

- **The body**, i.e. the main text of paragraphs.

- **The reference list**, with italics and easy to navigate in.

- **The headings**, possibly numbered. When formatted correctly, you can easily create and update a table of contents.

- In connection with the headings comes **Page Breaks** and **Section Breaks**.

- **Page numbers**, not all pages are numbered.

LULEÅ
TEKNISKA
UNIVERSITET
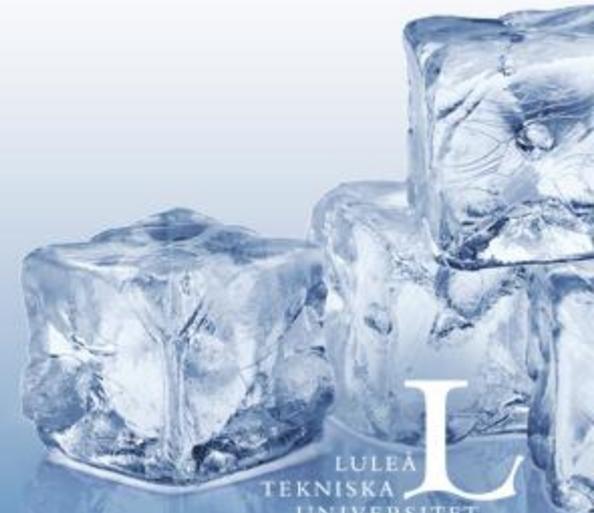
We start with the headings

By formatting the headings, we don't just get a nice document, we also provides for an automatic* table of contents.

* It is created automatically but must be updated manually!

Foreword

Summary

Abstract

Table of Contents

Table of figures

Introduction	1
More Introduction	2
Description	3
Blah blah	2
The aim of this report	2
Boundaries	2
Theory	1
More Theory	2
Even more theory	3

Tip! Make a list of your headings and heading levels.

NOTE! Foreword, Summary, Abstract and TOC will just look like heading level no 1. These will not appear in the TOC so therefore we will format them manually. You can of course give them heading style, but then you have to remember to remove them from the table of contents.

LULEÅ
TEKNISKA
UNIVERSITET

Headings, continued
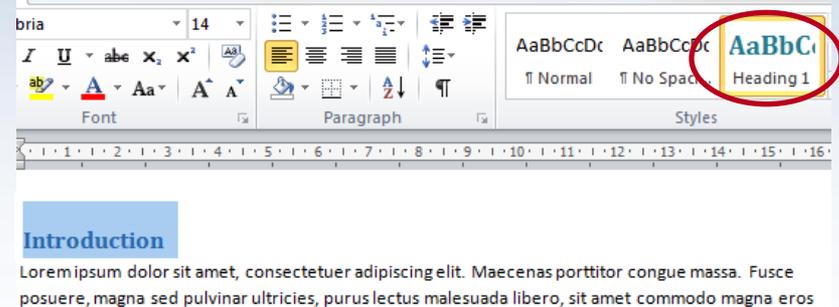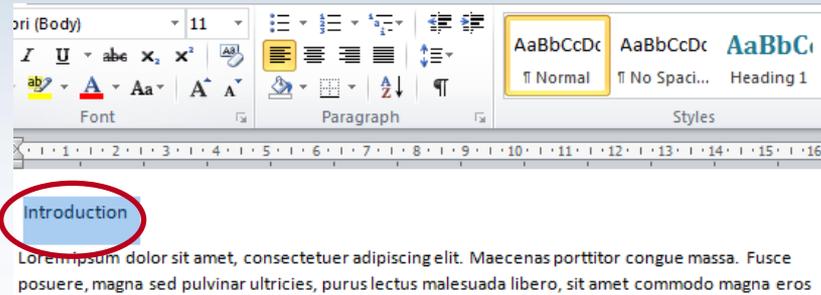
- Select what will be a heading.

- Click on desired heading format. In this case heading 1.

- Go through your document and format all the headings. You can always add, delete and change heading level. Normally, limit the number of heading levels to three.
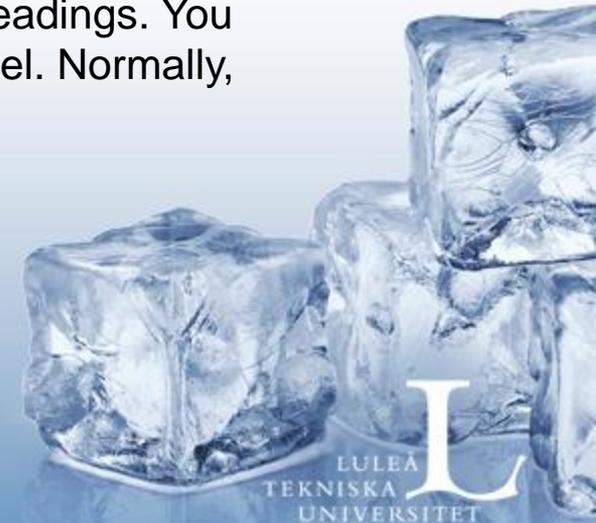
Headings, continued

Heading formatting is completed, but they don't look like we had planned.
Select any title with the heading level you want to change, for example Introduction with heading level 1.

Here I have changed to Arial, bold, 18 points and black text.
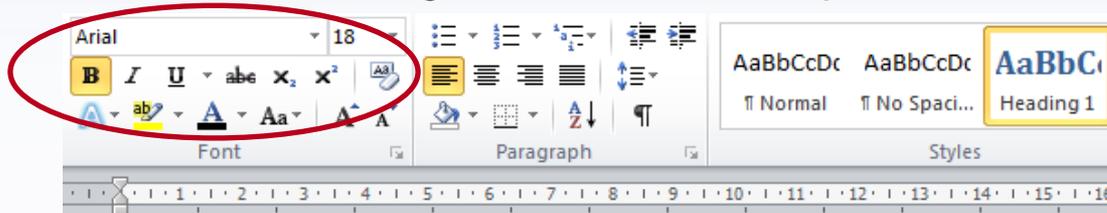
- With the heading still selected, right-click the Format button and click **Update Heading 1 to match selection**. This will change all number 1 headings.

- Repeat with the other heading levels.
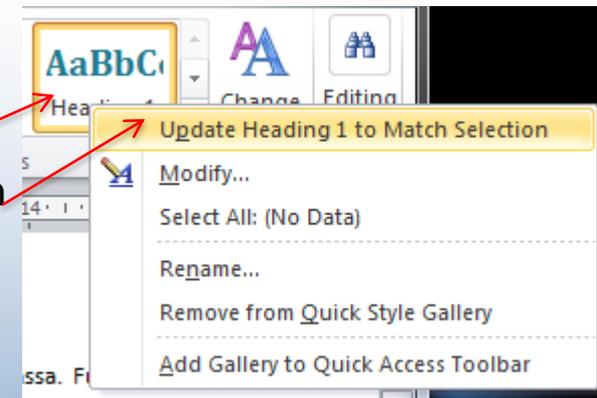
Headings, continued

A quick way to keep an eye on the headings (and the Page and Section Breaks that come later) is to click the **Outline** under the **View** tab.
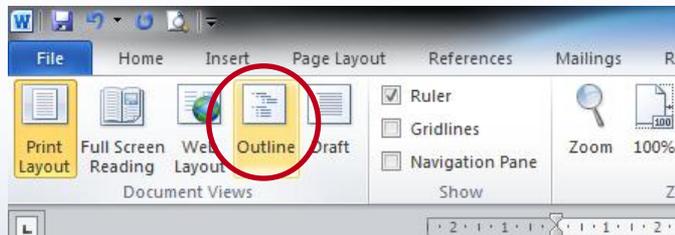
Here you can very easily move, change order and level.
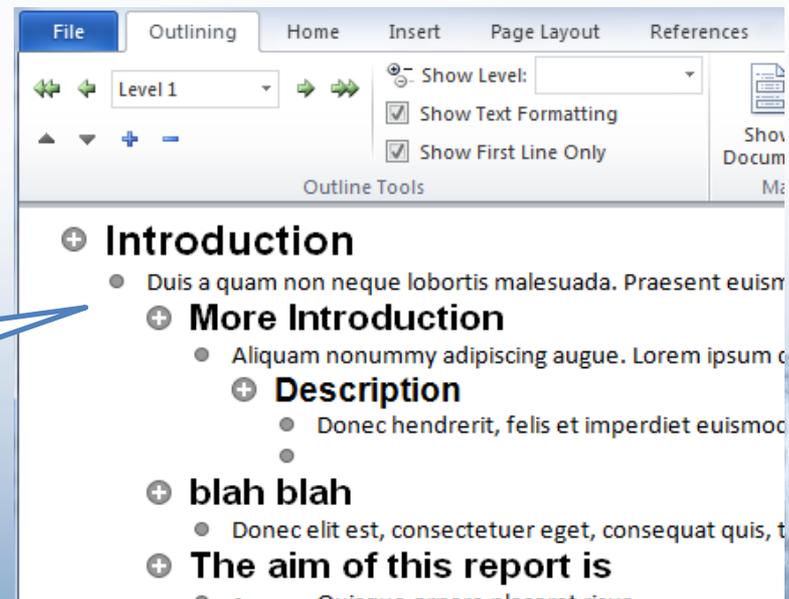
And so the Body

Assuming you have written all body text in the same format this becomes as easy as changing the headings. But first we must "save" the *italics* in the references*, if you've already made such.

- Copy the references and paste them into a blank document.
  We will pick them up later*.

- Select a paragraph in the document somewhere.

- Change font face to, for example, Bembo, 12 points.

- Change Line spacing under Paragraph.
  Here I have changed to 1,5 lines and
  10 pt after each paragraph.

Paragraph

Indents and Spacing | Line and Page Breaks

General
Alignment: Left
Outline level: Body Text

Indentation
Left: 0 cm   Special: By:
Right: 0 cm   (none)
☐ Mirror indents

Spacing
Before: 0 pt   Line spacing: At:
After: 10 pt   1,5 lines
☐ Don't add space between paragraphs of the same style
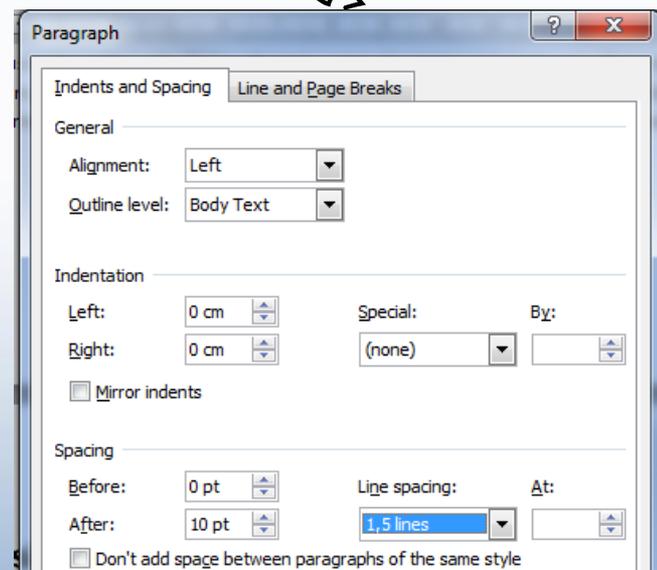
 * Does not apply if you use Refworks.

Body, continued

Right-click on the selected format
button and click **Update Normal…**
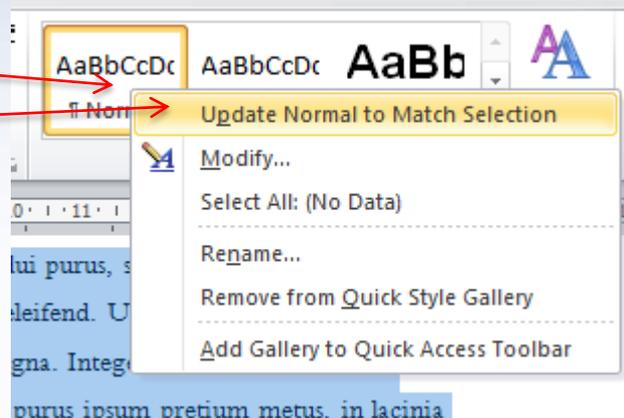
All text with body format have now received the new format. In all
probability, the italic format in the reference list has been removed but
we will solve that on the next page.

Now you can change the headings(one by one) that are ahead of
the Introduction to Arial, bold, 18 point and black text, but this
time, don't right click and change in any format. The change
should just be in the selected text. This way they will not be
added to the table of contents.

And references

If you use Refworks, skip this chapter. Information about Refworks can be found here http://libguides.ltu.se/refworks

- Go back to the temporary document (the one you created in the Body section) with the reference list and copy the list.

- Paste it back into your document.

- Select the references and change the font to 12 point Bembo.

- It looks OK but you can make it even better. See next page.
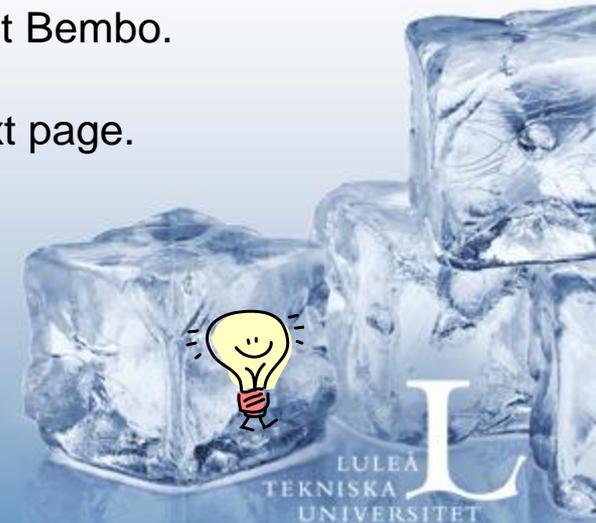
References, continued

- Select the references and open **Paragraph**.

- By changing the line spacing to Single, Spacing before 0 pt and Spacing After to 6 pt, you get a good looking list that does not take much space.

- Better still, change to Hanging Indentation, 2-3 mm will do the trick!

Page breaks and Section breaks

Page breaks and section breaks are used to control the Text Flow.

A new chapter starts on a new page and a table is more attractive and more readable if it is on a separate page instead of being divided on two pages.

To make the pagination start on page 1 after the TOC you use Section break and also after your references if you add any appendices because they are usually not paginated.

In the rest of report you use the page break.
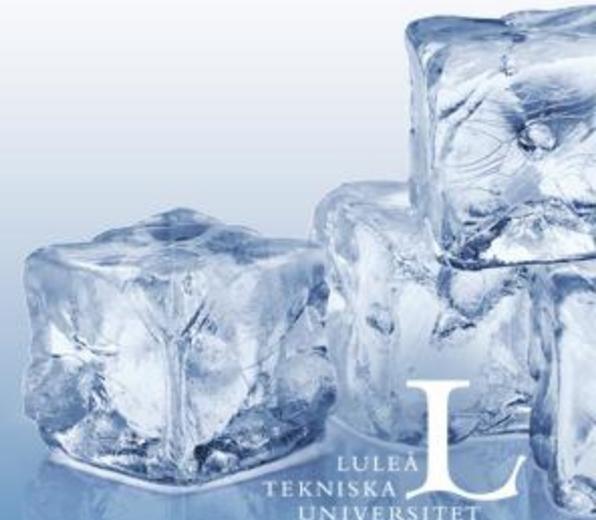
Page breaks and Section breaks, continued

Start with the section break.

- Place the cursor directly in front of the Heading Introduction.

- Select **Page layout – Page setup – Breaks – Section Breaks– Next Page.**

- Repeat with Heading Appendices.
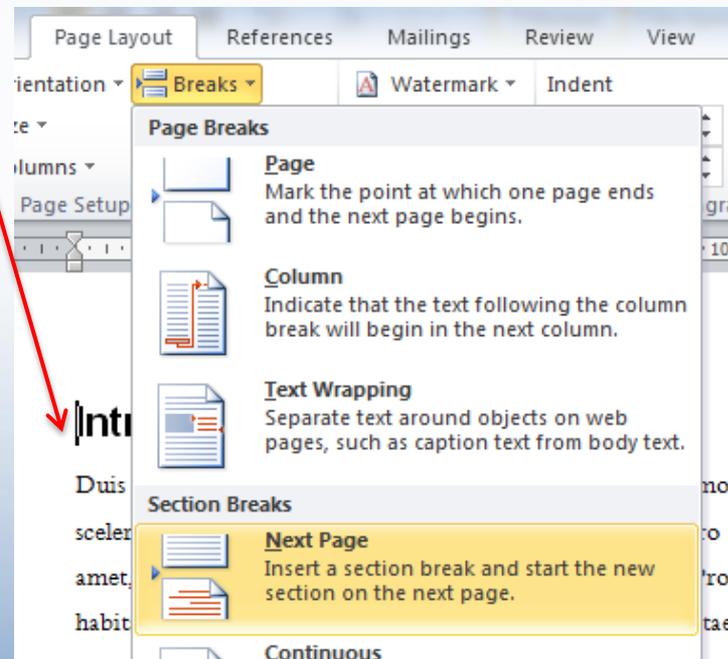
Page breaks and Section breaks, continued

Continue with Page Break.

- Place the cursor directly in front of the Heading to be on top of the page, in this case the Foreword.

- Select **Insert – Pages – Page Break**.

- Insert Page Breaks in the rest of the report.
 Remember, Introduction and Appendix already have breaks.

Pagination

Before you insert page numbers, remove the link in the Footer between your Sections.

- Position the cursor on the page where the Introduction is. Under the **Insert** tab, choose **Footer**, and click **Edit Footer**.

- Clear **Link to Previous**

- Repeat with Appendices
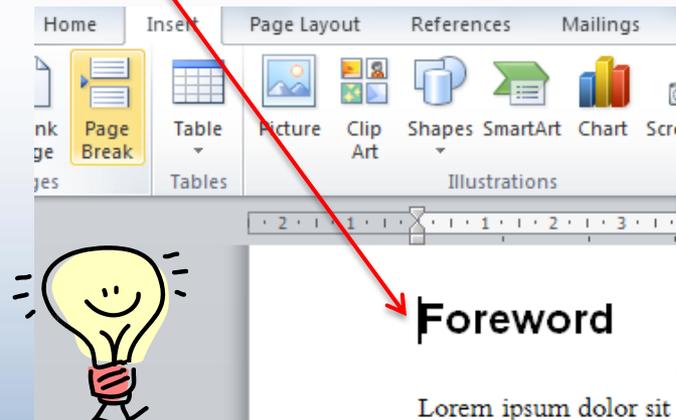
Pagination, continued

- Insert the cursor again on the page where the Introduction is. The will be page number 1.

- Under the **Insert** tab, select **Page Number** and click on **Bottom of page**.

- Click **Plain Number 3** to place the pagination at the bottom right.
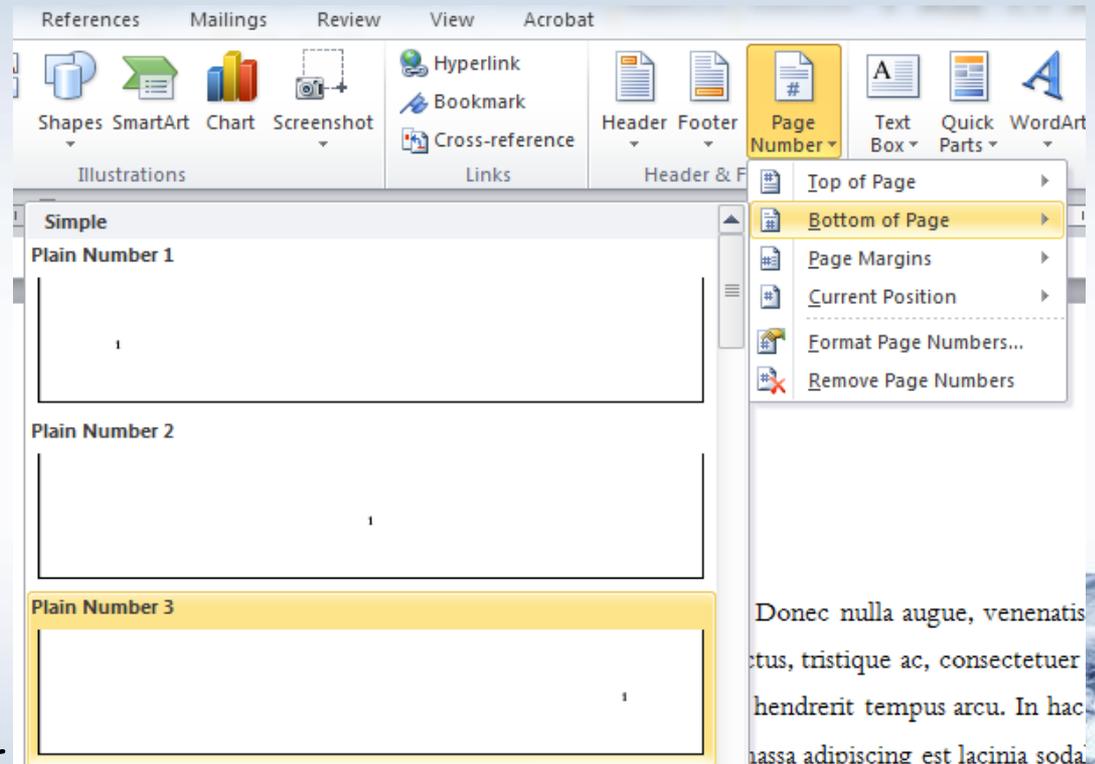
Pagination, continued

- Click on **Format Page Numbers…** under **Page Number**.
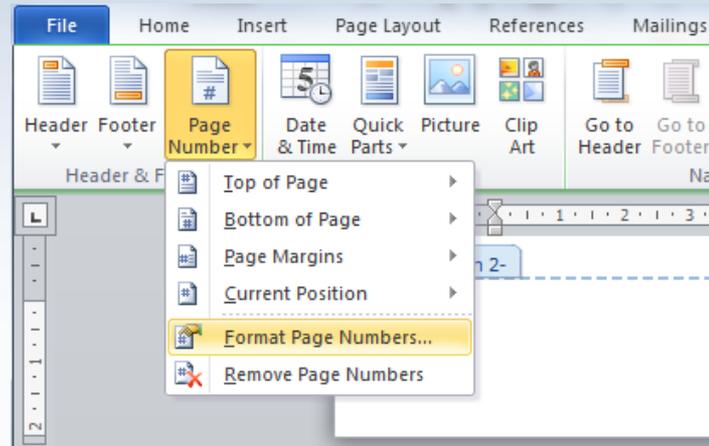
- Click on Start at: and chose 1.
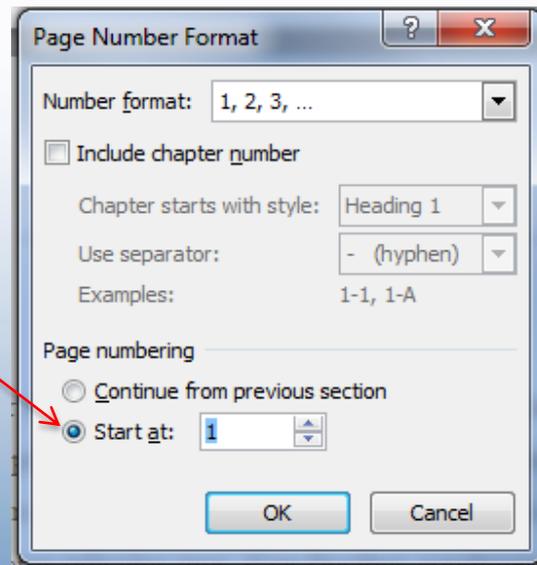
Table of Contents(TOC)

Formatting your heading has now made it possible to insert an automatic table of contents. It is usually placed directly before the Introduction.

- If you already have a heading for the table of contents, select the row below it.
- Under **References**, click **Table of Contents** and then click **Insert Table of Contents ...**

PC
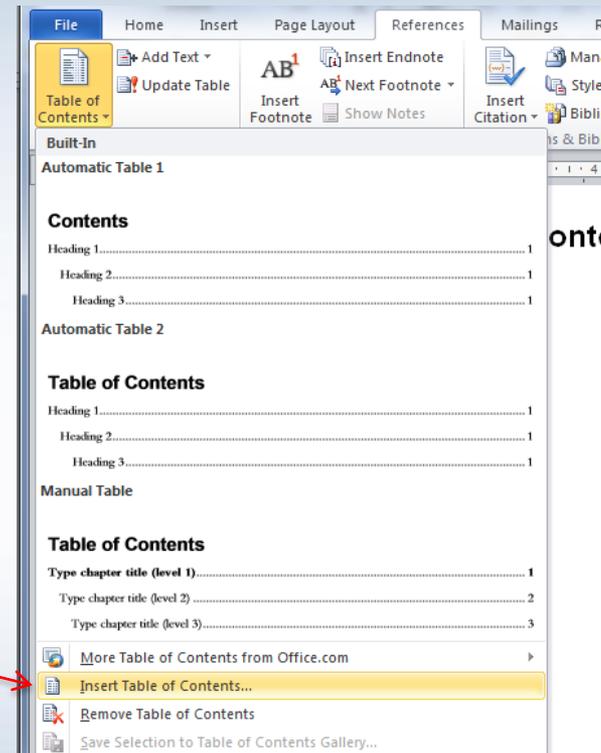
Table of Contents(TOC), continued

Choose the format and how many levels you want displayed. Normally three.

Table of Contents

INTRODUCTION 1

   MORE INTRODUCTION...1

     Description..1

   BLAH BLAH...2

   THE AIM OF THIS REPORT IS...2

   BOUNDARIES...2

THEORY 3

   MORE THEORY..3

     Even more theory 3

Table of Contents

| | Index | Table of Contents | Table of Figures | Table of Authorities |

Print Preview

HEADING 1.................................. 1

HEADING 2.................................. 3

Heading 3.......................... 5

Web Preview

HEADING 1

HEADING 2

Heading 3

☑ Show page numbers
☑ Right align page numbers
Ta**b** leader: ....

☑ Use **h**yperlinks instead of page numbers

General

Forma**t**s: Formal

Show **l**evels: 3

Options... Modify...

OK Cancel
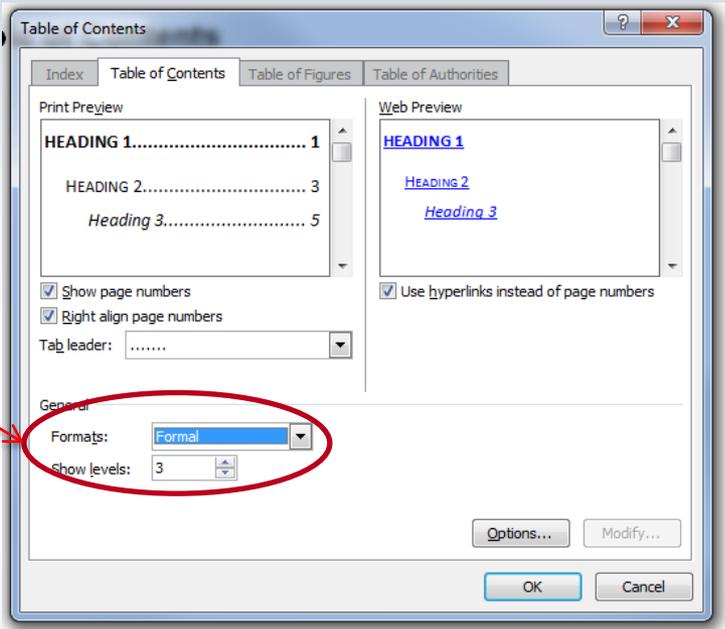
How to update the table of contents? See the section on Multilevel List.

Multilevel List

Sometimes the chapters are numbered. This is done best by creating a Multilevel List. Multilevel list keeps track of the numbers if you decide that you must rearrange, add or remove parts of your report.

- Place the cursor on a heading. Click on **Multilevel List** under **Paragraph** and select from the List Library.
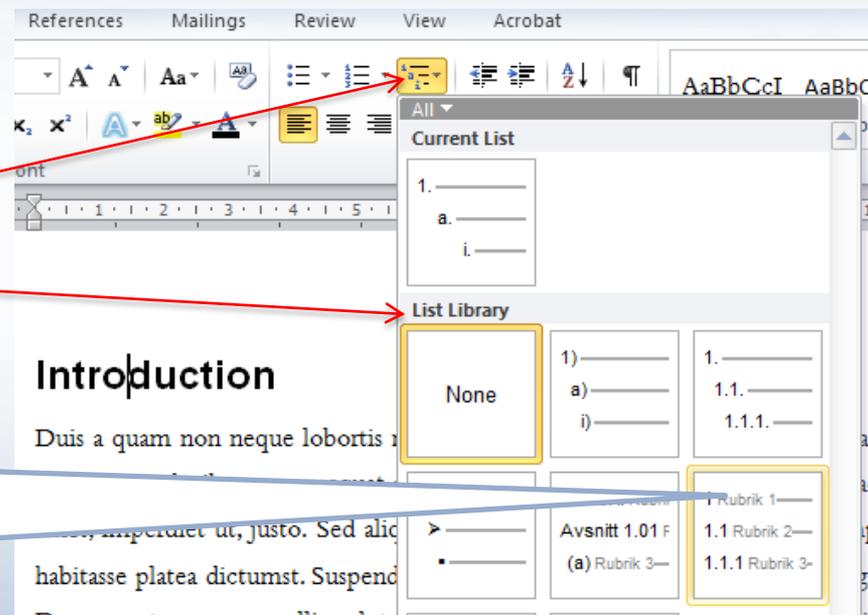
I think this one gives the best result. It also affects the other heading levels with one click.

Multilevel List, continued

Update the Table of Contents.
This does not happen automatically. You must do this manually.
It is important to remember to do this ones you are done with your report!
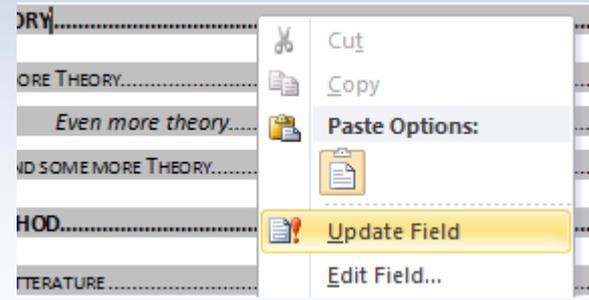
- Rightclick on the table of contents and chose **Uppdate Field**.

- Chose **Uppdate entire table**.
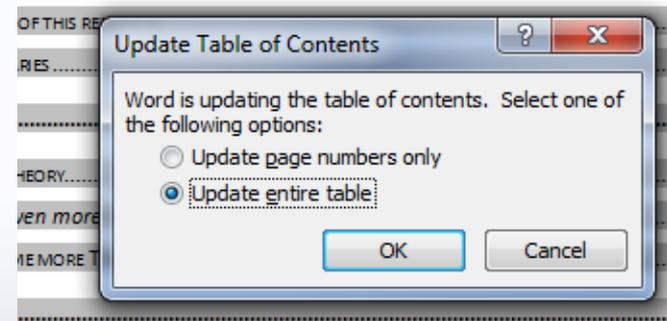
Table of Figures

Does your report contain a lot of pictures, tables, equations etc? Then it might be necessary with a Table of figures. Place it directly after the TOC. The program needs to know what to include in the table. You can fix this by inserting a caption to your figures.

- Click on the picture, table, equation etc. Then click on **Insert Caption** under **References**.

- With all the parts described, place the cursor after the table of contents and select **Insert Table of Figures**.
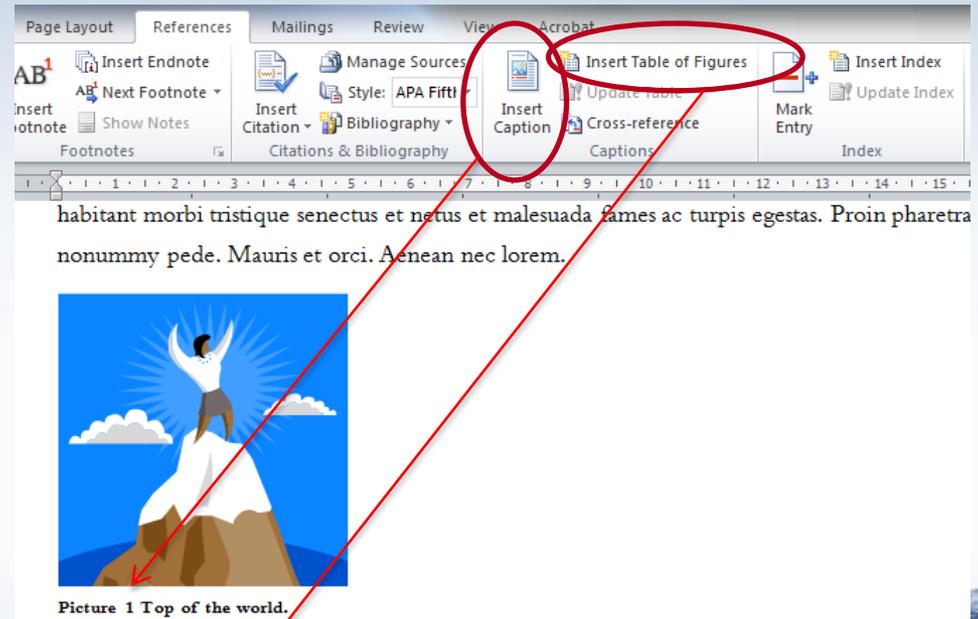
Picture 1 Top of the world.

Table of figures

Final touch

It is time to review the report and fine-tune the layout. Look for ...

- Inserted pictures, diagrams, etc. Are they within the margins?

- A few lines of text on an otherwise blank page? Right-click the paragraph, choose **Paragraph**, and change the Line Spacing to Exactly and to try to fit the lines into the previous page. If not, you can try to reduce the line spacing in the paragraph above.
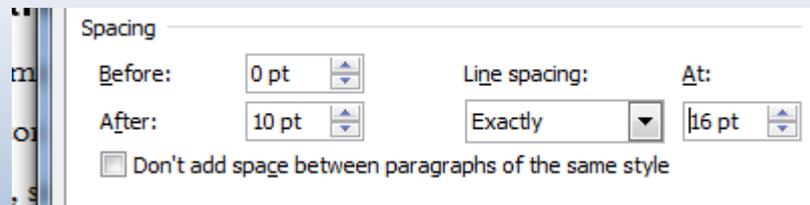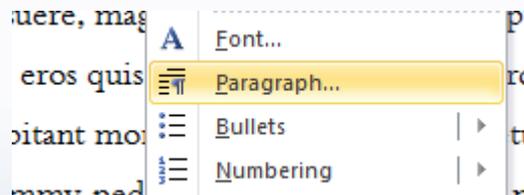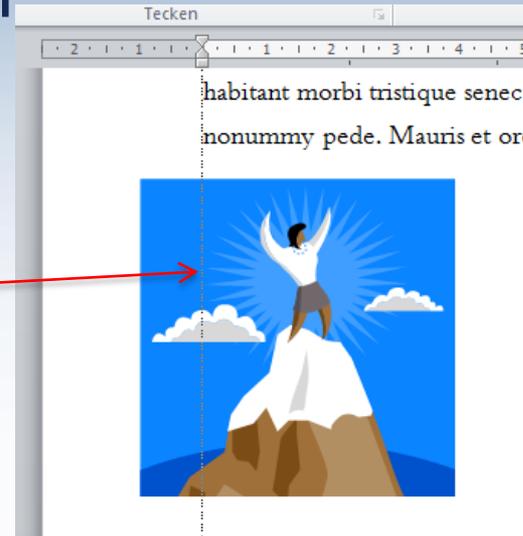
Final touch, continued

- Tables. Will they fit on one page?
  If not, add table headers also on
  the following page / pages to
  improve readability.

- Sometimes it seems that evil
  spirits have control over the
  document. The spirits are often
  paragraph marks and other
  hidden formatting. Make them
  visible with **ctrl + shift + (**
  alternatively, click on ¶ .
  When you see them you know
  what to do with them!

Remember to update
your table of contents
when you have finished
your final touch!
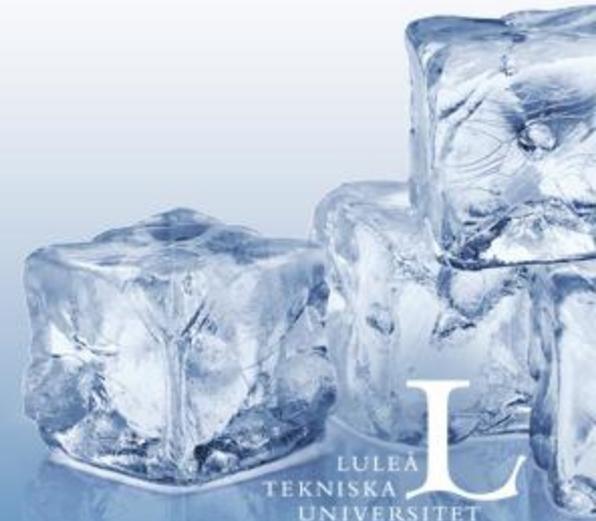
I hope this has been a helping hand and
that you now have a report you can be proud of.

Good luck with your writing!
Christer