

Guide to Project Reporting & Documentation Tools

Session Overview & Sub-Topics

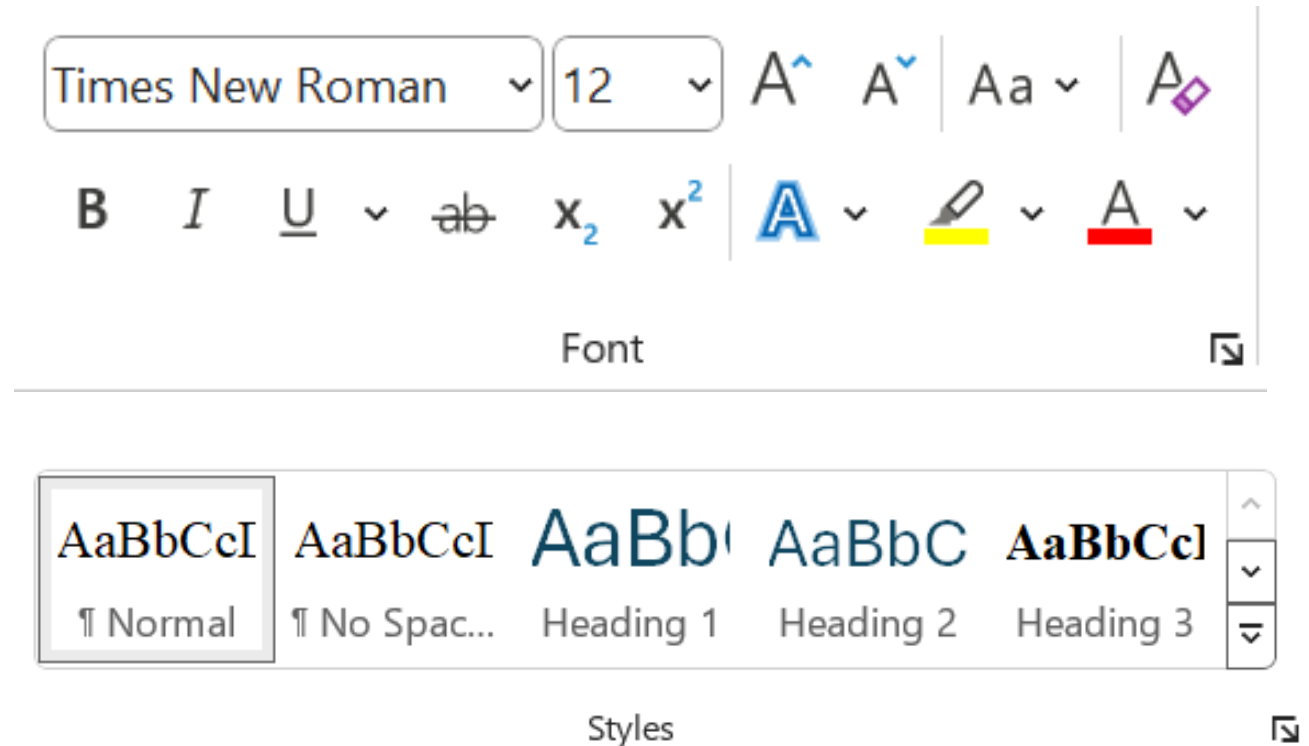
- Using MS Word for Project Documentation
- Basics of Draw.io for Diagrams & Flowcharts
- How to Choose & Scope Your Project Topic

MS Word for Project Reports

Techniques to Format and Organize Your Documentation

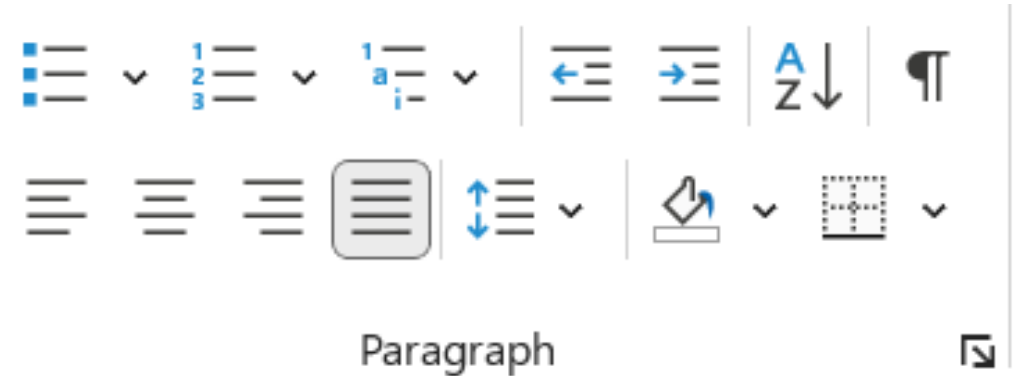
Using Styles and Headings

- Ensures uniform font, size, and formatting throughout the document.
- Avoids manual formatting errors
- Quickly apply or change formatting across the entire document by updating a style.



Using Bullet Point and Numbering

- Use bullets for items that don't need a specific order (e.g., features, ideas, benefits).
- Use numbering when the order matters (e.g., instructions, processes, priorities).



Adding Page Numbers

- Pages before Chapter 1 (from student's declaration to the page before Chapter 1) use Roman numerals (ii, iii, iv, etc.).
- Page Numbering starts from ii because the first page (usually the cover or title page) is counted as i but left unnumbered or hidden.
- Pages from Chapter 1 onwards use regular Arabic numbers starting from 1.
- All page numbers should be placed at the bottom center of the page.

Page Number Format ? X

Number format: i, ii, iii, ...

☐ Include chapter

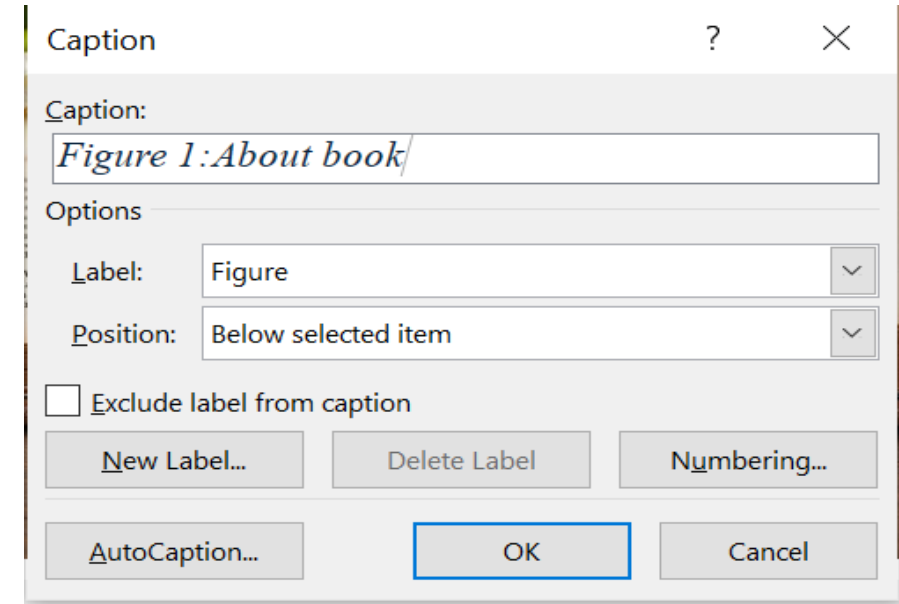
Chapter starts: 1, 2, 3, ...
- 1 -, - 2 -, - 3 -, ...
a, b, c, ...
A, B, C, ...
i, ii, iii, ...

Use separator: - (hyphen)

Examples: 1-1, 1-A

Adding Figures and Tables Captions

- Figure captions should be centered below the figures.
- Table captions should be centered above the tables.
- All captions must be written in Times New Roman, font size 12, bold, and center-aligned.



How to Insert & Update a Table of Contents Automatically

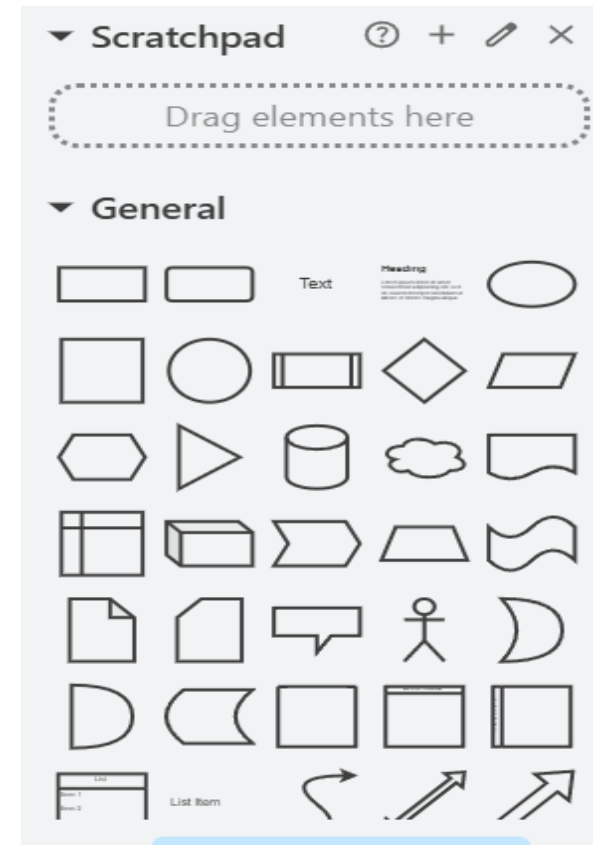
- Apply heading styles to your document titles, then go to the References tab and insert an automatic table of contents.
- After making changes, click inside the table of contents and select Update Table to refresh the headings and page numbers.

Creating Diagrams & Flowcharts with Draw.io

A Simple Guide to Visualizing Your Ideas and Processes

Features of Draw.io

- Easy drag-and-drop interface
- Wide range of shapes & templates
- Integration with cloud storage
- Collaboration features



How to Choose and Scope Your Project Topic

Selecting the Right Idea and Defining Clear Boundaries for Your
Project

How to Choose a Project Topic

- Identify a Specific Company
- Look for specific operational issues the company faces, such as order delays, stock shortages, or manual billing.

Common Mistakes During the Summer Project

- No actual need identified
- Disconnected documentation
- Vague or missing objectives
- No focus on outcomes

What Your Project and Documentation Should Clearly Include

- Problem Faced by the Company
- Your Project Objectives
- How Your Project Solves It

Extra Tools That Make Your Projects Easier

- Git & GitHub
- Docker

Any Question ?