

# Introduction to L<sup>A</sup>T<sub>E</sub>X: Task Sheet

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## 1 Creating a document

- Create a new Overleaf project called “Introduction to LaTeX” - you will complete all exercises before Section 10 in this project
- Create a new article document
- Select a fontsize (11pt)
- Select the type of page you want to write on (A4)

## 2 Sections

- Add a new chapter to your document (you will need to change the documentclass to “report” or “book”)
- Add a new section to your document
- Add a new subsection to your document
- Add a table of contents to your document

## 3 Writing text

- Add some text to your document
- Make part of the text bold
- Make part of the text italic
- Underline part of the text
- Change the size of your text

## 4 Lists

- Add a bullet-point list to your document
- Add a numbered list to your document

## 5 Equations

- Add an equation to your document
- Embed some mathmode content within some text

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\*Material adapted from original by Alexis Belessiotis-Richards and Scott Melville

## 6 Adding Figures

- Add a figure to your document
- Change the size of the figure
- Change the vertical position of the figure
- Change the horizontal alignment of the figure
- Add a caption to the figure

## 7 Adding Tables

- Add a table to your document
- Change the text alignment within each column
- Add some horizontal and vertical lines
- Add a caption to the table

## 8 Referencing

- Go back and add labels to your sections, subsections, equations, figures, and tables
- Write some text and reference each of the labels you just added

## 9 Bibliographies

- Create a .bib file (you can export from a reference manager or create one from scratch)
- Include the bibliography in your .tex file
- Cite some of the bibliography entries in your document

## 10 Errors

- You will be split into small groups in breakout rooms
- One of you should open [this LaTeX project](#)
- They should make a copy of the project (click "menu -> copy project" in the top left of the Overleaf interface)
- They should invite other group members to collaborate as editors (click the "share" button in the top right of the Overleaf interface)
- As a group, correct the errors and compile the pdf
- If you get stuck or want to compare your answer, the corrected version can be found [here](#)
- At the end of the exercise, all group members can create a copy of the project if they want