Title of the Report

Submitted as part of the requirements for:

CE902 Professional Practice and Research Methodology

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**Abstract**. This sample document is not by any means complete and accurate. It merely illustrates some of the basic mechanisms by which Microsoft Word 2007 can be used to write technical reports. Guidelines about the structure and contents of each report will be distributed separately.

**Keywords**: Keywords help your reader to set the context to the report. Name the relevant disciplines and fields of research, such as: software design, computer networks, circuit theory.

Table of Contents

Word can generate the Table of Contents automatically, but only if you adhere to using the heading styles correctly. Simply right-click on the body of the table below and select Update Field 🡪 Update entire table.

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# Introduction

This paragraph is formatted using Body Text style. Most of your report should be written in this style. ([[1]](#footnote-1)) Do NOT use the Normal style to enter body text.

Make sure to break your text into legible, easy to follow, and navigable structure. First-order headings should be formatted using Heading 1 style, second-order headings using Heading 2 style, and so on. The advantage is that you can then generate the Table of Contents automatically. In addition you may now view the structure of your document developing by turning on the View Document map (View tab, Show/Hide group).

Break the main body of the text into separate paragraphs. Each paragraph should articulate one, distinct idea.

## Subsection

Divide your text into subsections and name their headings appropriately.

## Subsection

When quoting less than a sentence, make sure you use double quotation marks “such as this” and cite the source (Abelson and Sussman 1996). When quoting more than one sentence, use the Block Text style as follows

First sentence. Another sentence. Yet another sentence which is much longer. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. One more sentence. (Abelson and Sussman 1996)

### Heading 3

Avoid if possible 3rd-level headings but if they are necessary they need not be numbered.

# Main body

Word has a difficulty handling **Numbered Lists**. Unless adventurous, we recommend you use the standard List style and enter the numbers yourself, for example

(1) This is the first item

(2) This is the second item

When appropriate, structure your text using the **Bullet List** style, for example:

* Some point some point some point some point some point some point some point some point some point some point some point some point some point
* Another point another point another point another point another point another point another point another point another point another point another point another point another point
* One more point one more point one more point one more point one more point one more point one more point one more point

## Formulas

Formulas and equations should normally be centred and captioned as follows:

|  |  |
| --- | --- |
|  | (1) |

## Figures

Figuresare a little more difficult to handle in Word. To minimize surprises enclose your figure in an (invisible) table.

|  |
| --- |
| fmethod |
| **Figure 1**. Figures contain UML diagrams, lines-and-boxes and similar illustrations |

## Tables

Tables can be used to present tabular data, as demonstrated in Table 1. Make sure you use Microsoft Word’s facilities for cross referencing (Insert 🡪 Cross Reference) rather than typing in the caption number because numbers change as soon as you re-arrange your report.

|  |
| --- |
| **Table 1**. Tables are particularly useful for entering *short* code excerpts |
| **abstract class** Dec {  **abstract void** Draw(); } |
| **class** BorderDec **extends** Dec {  **void** Draw() {   Dec.Draw(); //...  }  **int** BorderWidth; } |
|  |

The purpose of the empty row at the end of the table is to ensure that the table is separated appropriately from the remainder of the text. Word 2007 offers more “sophisticated” means for achieving this but unfortunately those are notoriously unreliable.

# Acknowledgements

The Acknowledgements and References sections need not be numbered but they can still be formatted using the Heading 1 style (just delete the section numbering). Enter your references use the Reference style, for example, refer to the next section.

# References

Abelson, Harold, and Jerald J. Sussman. *Structure and Interpretation of Computer Programs.* Cambridge, MA: MIT Press, 1996.

# Appendix

Attach an appendix if necessary to include material that does not fit with the main text. Include long programs, loosely related definitions, an index, and other contents that need only be used sparingly. If you have no such material then no appendix is necessary.

1. () Footnotes are not recommended. Use them only if you absolutely have to. [↑](#footnote-ref-1)