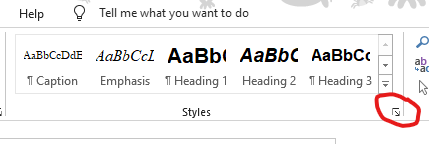
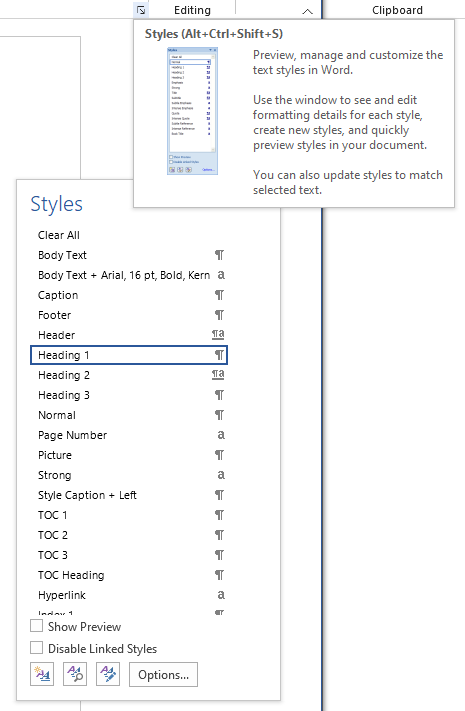
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# Step 1

Under the Home tab, expand the Styles window from the Ribbon.

Alternatively press ***Alt + Ctrl + Shift + S***





# Step 2

Highlight the first header for the first chapter of the report.

Apply the Style Heading 1.