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| MICROSOFT WORD TEMPLATE  Subtitle |
| 27 October 2023 |

Table of contents

**5 Table of Contents Headings available (if needed)**

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

**Example of the ToC headers in use.**

Placeholder 1

Placeholder 1 #

Placeholder 1.1 #

Placeholder 1.1.1 #

Placeholder 1.1.1 a #

Placeholder 2 #

Placeholder 2.1 #

Placeholder 2.1.1 #

Placeholder 2.1.1 a #

Placeholder 2.2 #

Placeholder 2.2.1 #

Placeholder 2.2.1 a #

Placeholder 3 #

Placeholder 3.1 #

Placeholder 3.2.1 #

Placeholder 3.2.2 a #

Placeholder 3.2 #

Placeholder 3.2.1 #

Placeholder 3.2.1 a #

# HEADING 1

Body Copy – When you hit “enter” on your keyboard, space is automatically added between the end of the sentence and the start of the next one. **This is the default.**

Body Copy No Space – When you hit “enter” on your keyboard, **NO space** is added between the end of the sentence and the start of the next one. This is useful for situations where you don’t want a space between lines. (It’s another way of using a soft return)

## Heading 2

Body Copy

* Bullet 1
* Bullet 2
* Bullet 3

1. Number 1

### Heading 3

Body Copy

#### Heading 4

Body Copy

##### Heading 5

Body Copy

###### Heading 6

Body Copy

# Placeholder 1 (Section Headers will always start a new page)

**Example of headers in use.**

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## Placeholder Heading 2

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##### Placeholder Heading 5

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###### Placeholder Heading 6

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