By

Your Name
Course Title
Teacher's Name

GET STARTED RIGHT AWAY

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

LOOK GREAT EVERY TIME

- Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

GIVE IT THAT FINISHING TOUCH

Need to add a table of contents or a bibliography? No sweat.

ADD A TABLE OF CONTENTS

It couldn't be easier to add a table of contents to your report. Just click in the document where you want the TOC to appear. Then, on the References tab, click Table of Contents and then click one of the Automatic options.

When you do, the TOC is inserted and text you formatted using Heading 1, Heading 2, and Heading 3 styles is automatically added to it.

ADD A BIBLIOGRAPHY

On the References tab, in the Citations & Bibliography group, click Insert Citation for the option to add sources and then place citations in the document.

When you've added all the citations you need for your report, on the References tab, click Bibliography to insert a formatted bibliography in your choice of styles.

And you're done. Nice work!