Title Goes Here

Subtitle Goes Here

# First Heading

The first level of heading uses 16pt Arial Narrow, like the title. The color set used is based on the OSU branding colors provided on their website with Beaver Orange as the main highlight color.

The main body uses 11pt Georgia in black. The alignment is set to justified for the body and headings.

## A Subheading

The second level of heading uses 13pt Arial and Beaver Orange.

# Equations

Let’s try to make some equations look good and have good numbering. The equation below, Equation 2.1 is using the *Equation* style which provides tab stops, centers the text or equation, and has the same base font. However, equations use the Cambria Math font by default. The caption is placed below the equation and aligned to the right.

Equation .

This is not as nice as having the label/caption to the right of the equation, but it works without having to do dumb tab stuff I guess. It would be nice if you could define a equation object that includes a caption to the right, but maybe that is asking too much of Word. Here is another equation (Equation 2.2) to test how well the captioning works. It’s a little rough, but it is consistent enough.

Equation .

# Figures

Let’s see how we can make figures look nice and have nice captions. The first figure, Figure 3.1, is a plot created in Excel, saved as a PNG, and inserted into the document. The Figure style is centered alignment that stays with the following paragraph to keep the figure with the caption. I created a new Figure Caption style that is centered and uses a different color than the caption style used for the equations.

Chart, line chart

Description automatically generated

Figure 3.1: Plot of the square of x.

Next, we will make a figure using the Drawing Canvas. We can use the Drawing Canvas to put shapes or images together to make diagrams and other figures. Figure 3.2 shows such a diagram. The Drawing Canvas also allows the user to create shapes using the theme colors, which will change with the theme automatically.

Figure 3.2: A diagram drawn in Drawing Canvas.

Finally, we will create a figure using a link to a file. When inserting the image, there is a drop down menu next to the *insert* button. Select *Link to File* from the drop down and Word will insert the image into the document by linking to the original file. Linking the file in this way will allow for the file to be changed and the figure in Word updating without needing to re-insert the image. This is useful for plots generated by a program or code. This also should cut down on the amount of memory the Word document requires since it does not have to store the image file in the document.

Figure 3.3: Plot of the square root of x.

# Tables

In this section, we will create and insert tables, similarly to the previous two sections for equations and figures. Table 4.1 is an example of a simple table with colored header row and some border lines. Unfortunately, some of the numbers in the Georgia font hang below the line, which makes table formatting a little weird. I might see if I can fix this in the future. I also created a separate table caption style which is the same as the figure caption style except that it will stay with the next paragraph since it goes above the table.

Table .: Table of stuff to demonstrate tables.

|  |  |  |
| --- | --- | --- |
| Stuff | Thing 1 | Thing 2 |
| Stuff 1 | 1 | 2 |
| Stuff 2 | 73 | 56 |
| Stuff 3 | 485 | 3790 |