TABLE OF CONTENTS

What is a report?

- A report is a clearly structured document that presents information as clearly as possible.

- Reports should be easy to read and **professional in presentation.**

How to write a report?

- **Title page**

This page should include:

the report title, which states the report's purpose ,

your name and the name of the person receiving the report (place in the bottom right-hand corner) and the submission date.

- **Executive summary**

- An executive summary is a paragraph that provides the reader with a quick overview of the entire report, including its purpose, context, methods, major findings, conclusions and recommendations. It is often easier to write the executive summary once the report has been completed.
- This is placed on a separate page between the title page and the table of contents. This may often be the only part of the report that is actually read.

- **Table of Contents**

The table of contents lists the main sections (headings) of the report, and the page on which each begins. If your report includes tables, diagrams or illustrations, these are listed separately on the page after the table of contents.

- **Introduction**

The introduction should:

- Discuss the importance or significance of the research or problem to be reported .
- Define the purpose of the report.
- Outline the issues to be discussed (scope) .
- Inform the reader of any limitations to the report, or any assumptions made.

- **Discussion or body**

This contains the main substance of the report, organized into sections with headings and subheadings rather than paragraphs.

- **Conclusion**

This summarizes the key findings from the discussion section and may be numbered here for clarity. Relate your conclusion to the objectives of the report and arrange your points logically so that major conclusions are presented first.

- **Recommendations**

These are subjective opinions about what action you think could be followed. They must be realistic, achievable and clearly relate to the conclusion of the report.

- **Reference list**

This must contain all the material cited in the report. It must be accurate and consistent with a standard referencing style.

- **Appendices**

- They contain detailed information, such as questionnaires, tables, graphs and diagrams.
- Appendices should be clearly set out and numbered in the order they are mentioned in the text.

Table of Contents

The Table of Contents provides a map for whatever you're reading, because it outlines exactly where the paper is going, what will be discussed, and where to go to find specific information.

Example

1.0 Title of first main section (usually Introduction)

- 1.1 First subheading
- 1.2 Second subheading

2.0 Title of second main section

- 2.1 First subheading
- 2.2 Second subheading
  - 2.2.1 First division in the second subheading
  - 2.2.2 Second division in the second subheading

3.0 Title of third main section

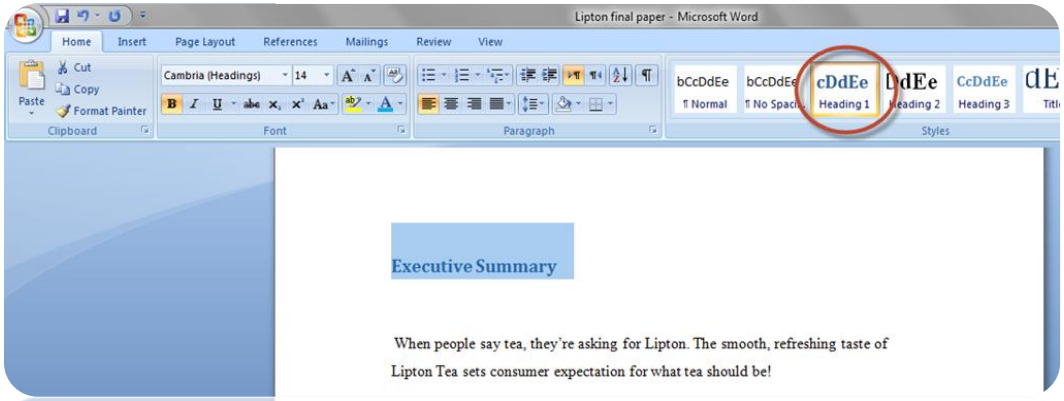
Creating a Table of Contents

Creating a Table of Contents in a Microsoft Word document is a two-step process.

1.Identify the text that you want to appear in the Table of Contents

In your document, click within the first major heading that you want to appear in the Table of Contents. Apply the **Heading 1 style** to that paragraph.

(on the Home tab, in the Styles group, click the Heading 1 thumbnail)



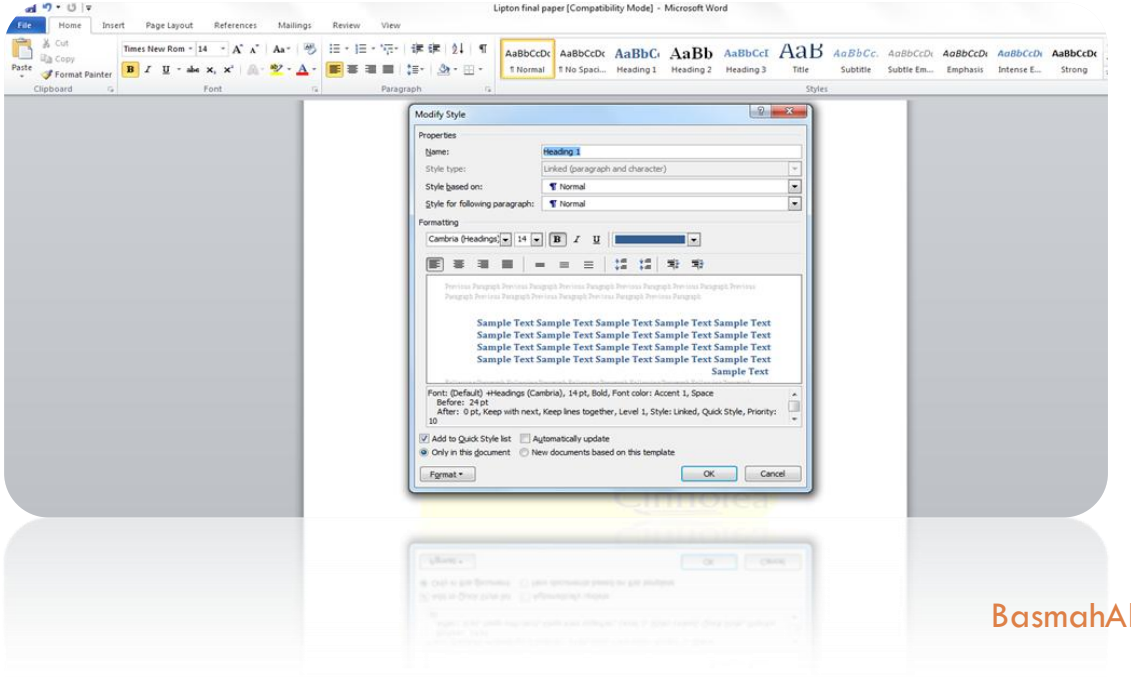
In the same way, apply the Heading 1 style to other major headings in your document. Apply the **Heading 2 style** to sub-headings, **Heading 3 style** to sub-sub-headings etc.

Note

- ✓ If you don't like the way the heading styles look (eg. you want a different font or font size or color), don't format the text directly. Instead, modify the heading styles.

Modify Heading style

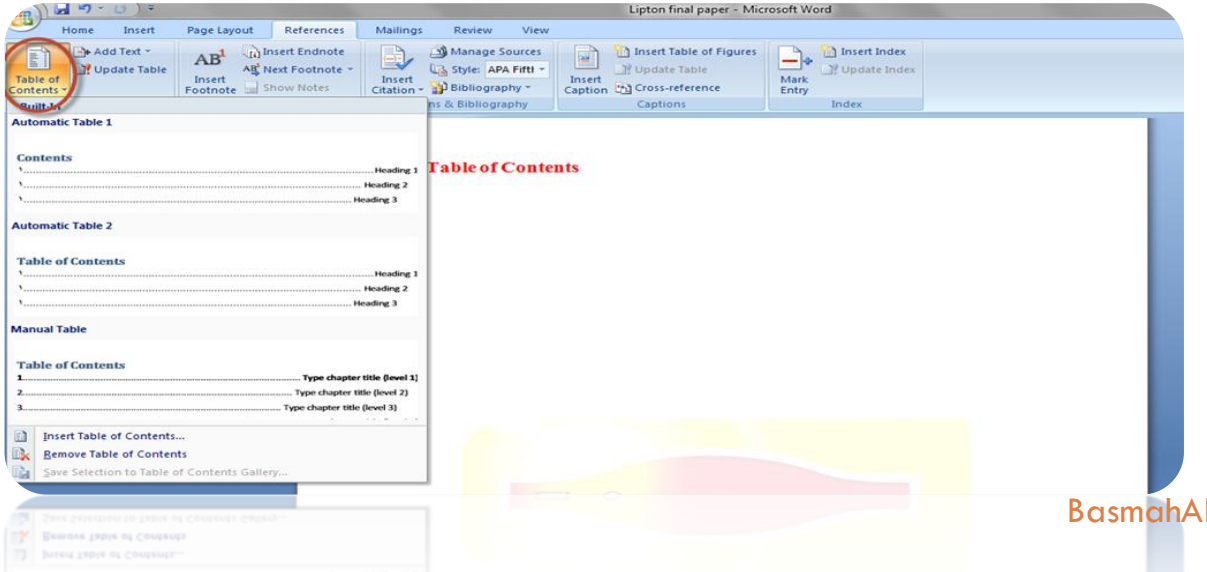
- On the Home tab, in the Styles gallery, right-click the thumbnail for the style you want to modify and choose Modify. You're now at the Modify Style dialog.



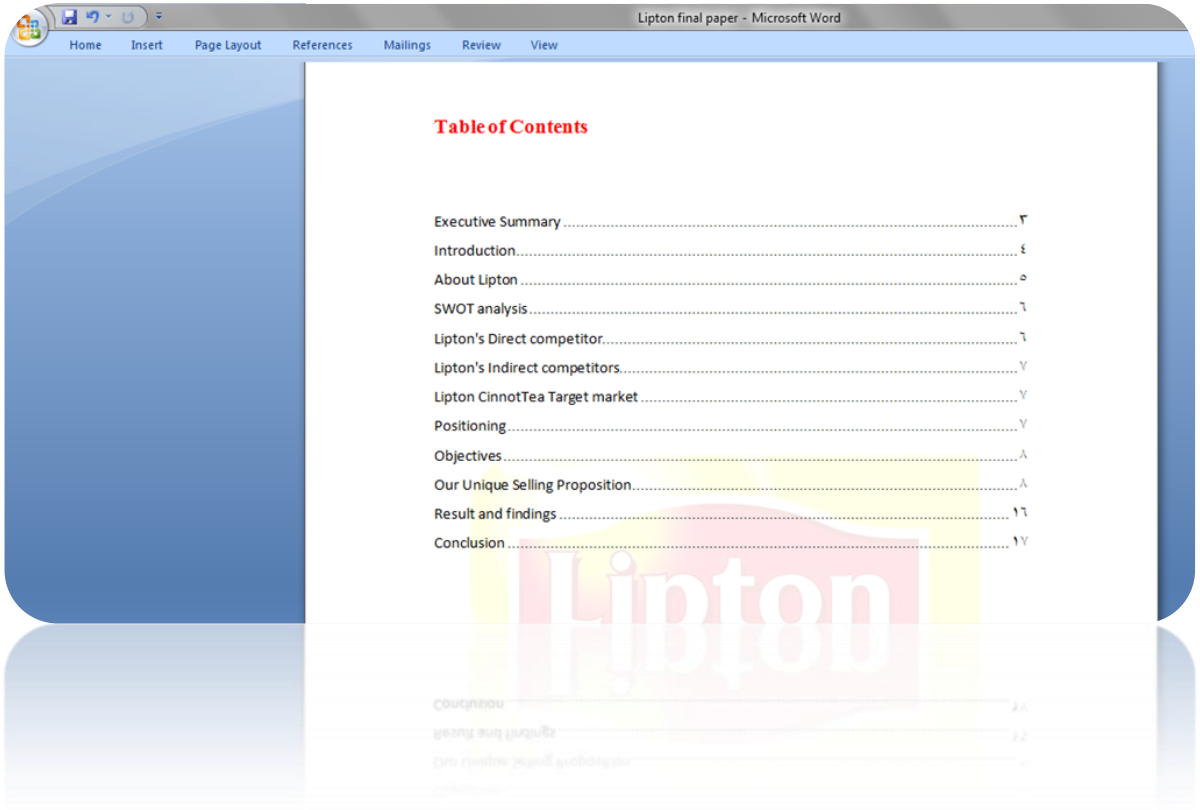
2.Create the Table of Contents

2.1 Create a Table of Contents from the gallery

- Click where you want to insert the Table of Contents, usually at the beginning of a document.
- On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.



- Microsoft Word searches for headings and then inserts the table of contents into your document.



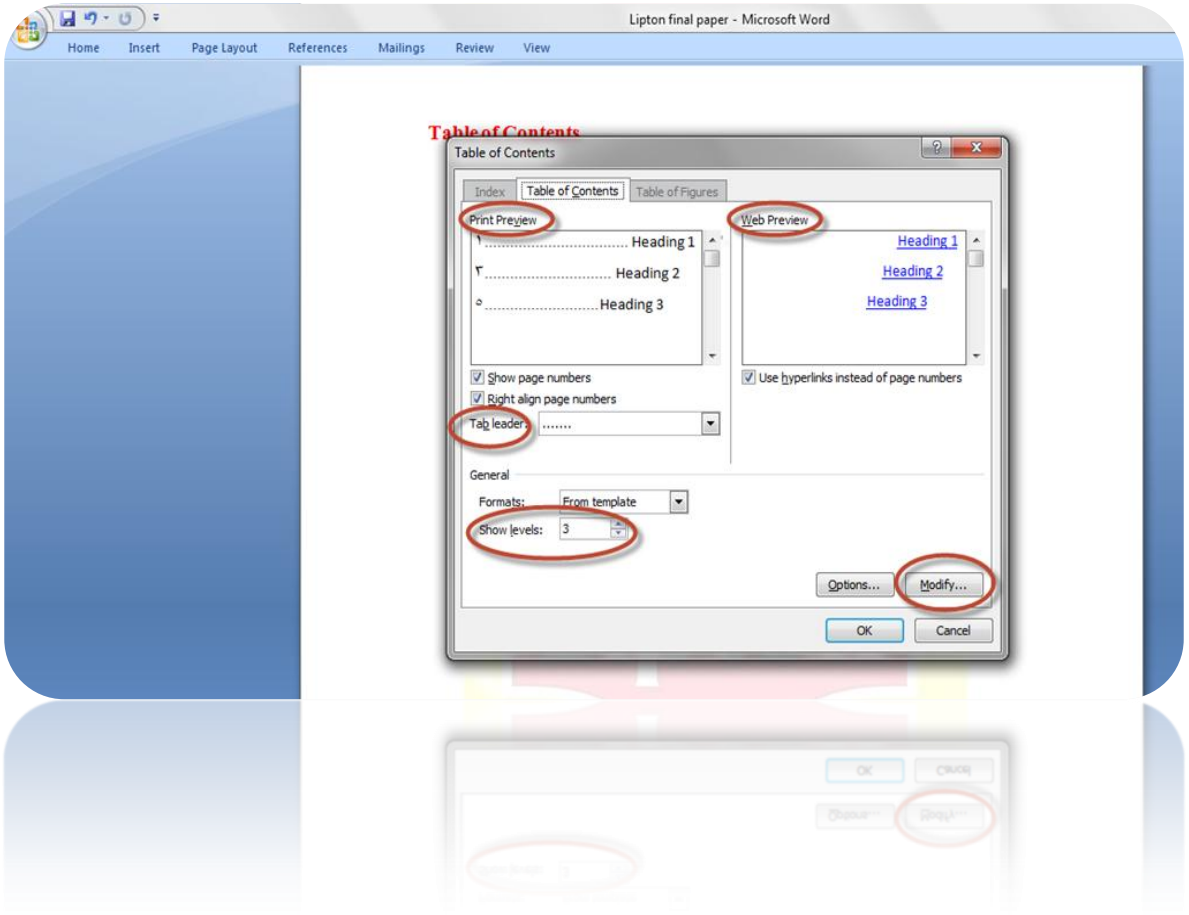
2.2 Create a custom Table of Contents

- On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents.**
- In the **Table of Contents** dialog box, do any of the following:

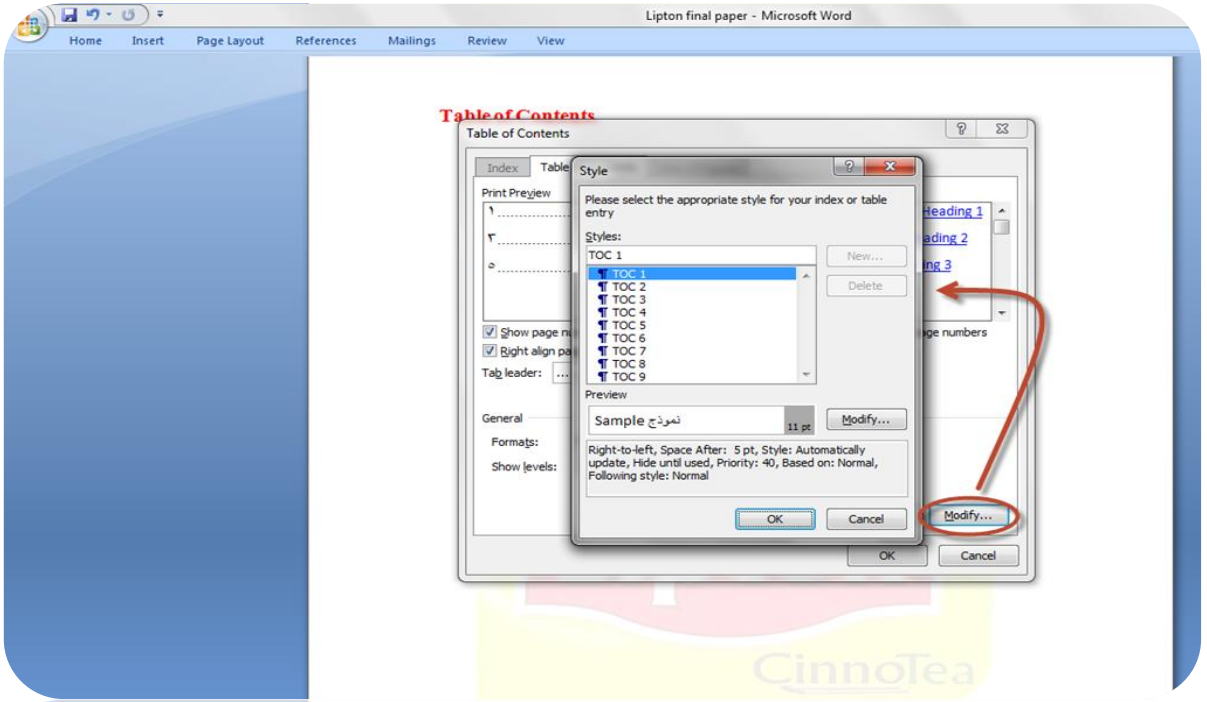
  - To change how many **heading levels** are displayed in the table of contents, enter the number that you want in the box next to **Show levels**, under **General.**

  - To change the overall **look** of your table of contents, click a different format in the **Formats** list. You can see what your choice looks like in the **Print Preview** and **Web Preview** areas.

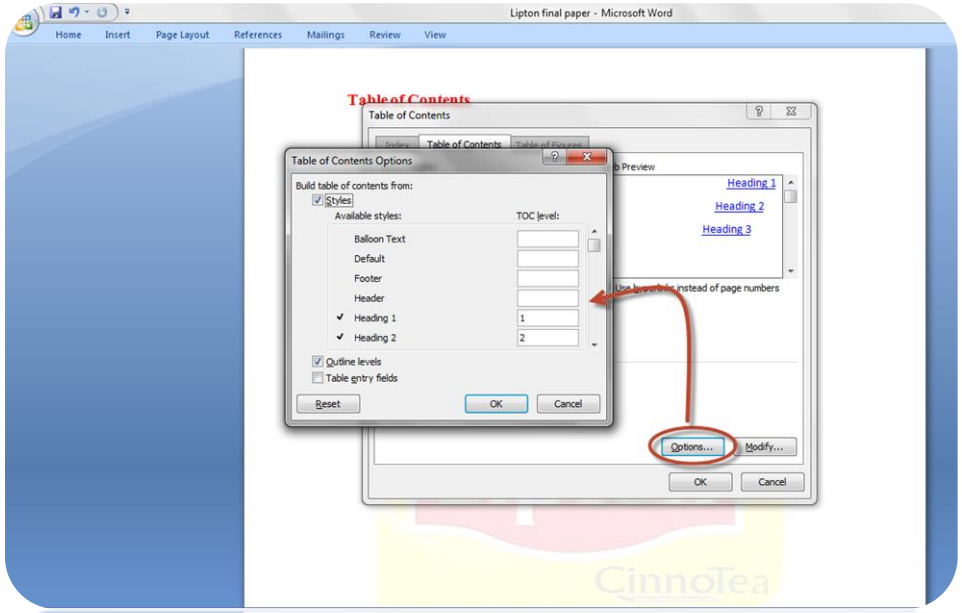
  - To change the **type of line** that appears between the entry text and the page number, click an option in the **Tab leader** list.


Lipton final paper - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Table of Contents
Index
Table of Contents
Table of Figures
Print Preview
Heading 1
Heading 2
Heading 3
Web Preview
Heading 1
Heading 2
Heading 3
Show page numbers
Right align page numbers
Use hyperlinks instead of page numbers
Tab leader:
General
Formats:
From template
Show levels:
3
Options...
Modify...
OK
Cancel

- To change the **way heading levels** are displayed in the table of contents, click **Modify**. In the Style dialog box, click the level that you want to change, and then click **Modify**. In the Modify Style dialog box, you can change the font, the size, and the amount of indentation.

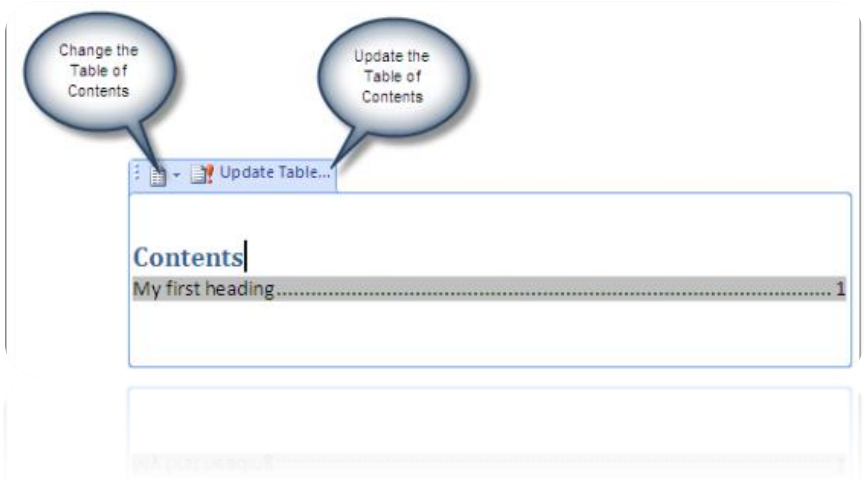


- To use **Custom styles** in the table of contents, click Options, and then do the following:
- Under **Available styles,** find the style that you applied to the headings in your document.
- Under **TOC level,** next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.
- Click OK.

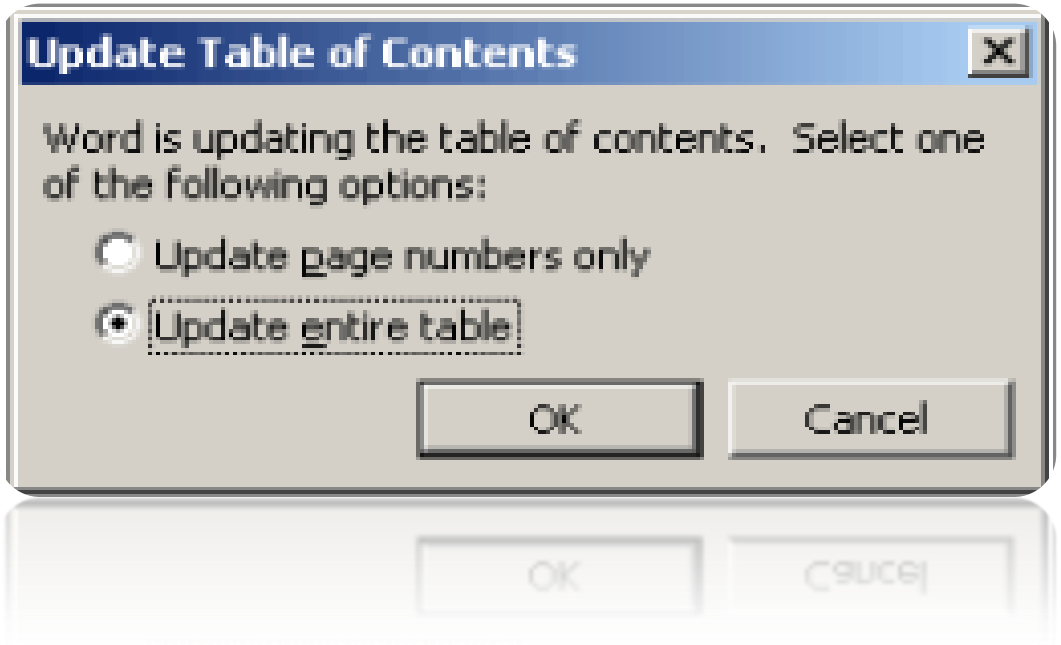


Update the Table of Contents

- Tables of Contents don't update automatically when you add a new heading to your document. This is because a ToC is a field.
- To update a Table of Contents, you can use the content control to update the ToC.



- When you update your Table of Contents, always choose to update the entire table .



Delete a Table of Contents

- On the **References** tab, in the **Table of Contents** group, click **Table of Contents.**
- Click **Remove Table of Contents**

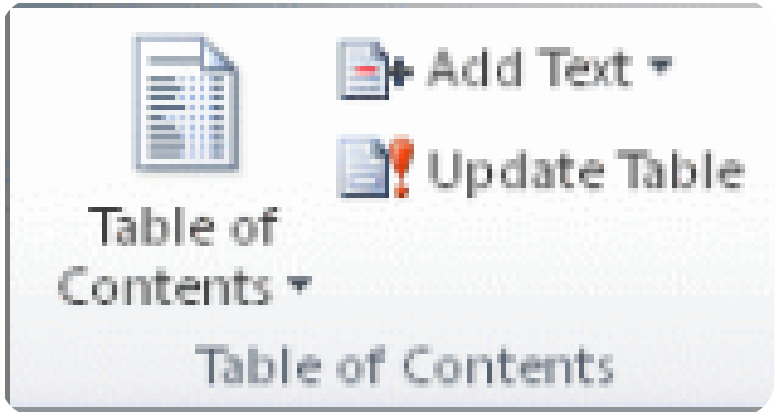


Table of Figures and Table of Tables

What if you've got figures and/or tables and you want to show those in the contents pages, too?

Why do I need a Table of Figures and Tables?

- It's often useful to provide **a list of the figures and tables in your document,** especially if it's a long one, like a dissertation or thesis.

- They should be separate from the main table of contents, and listed below.

- The tricky thing is creating two lists, one of tables and one of figures.

Example

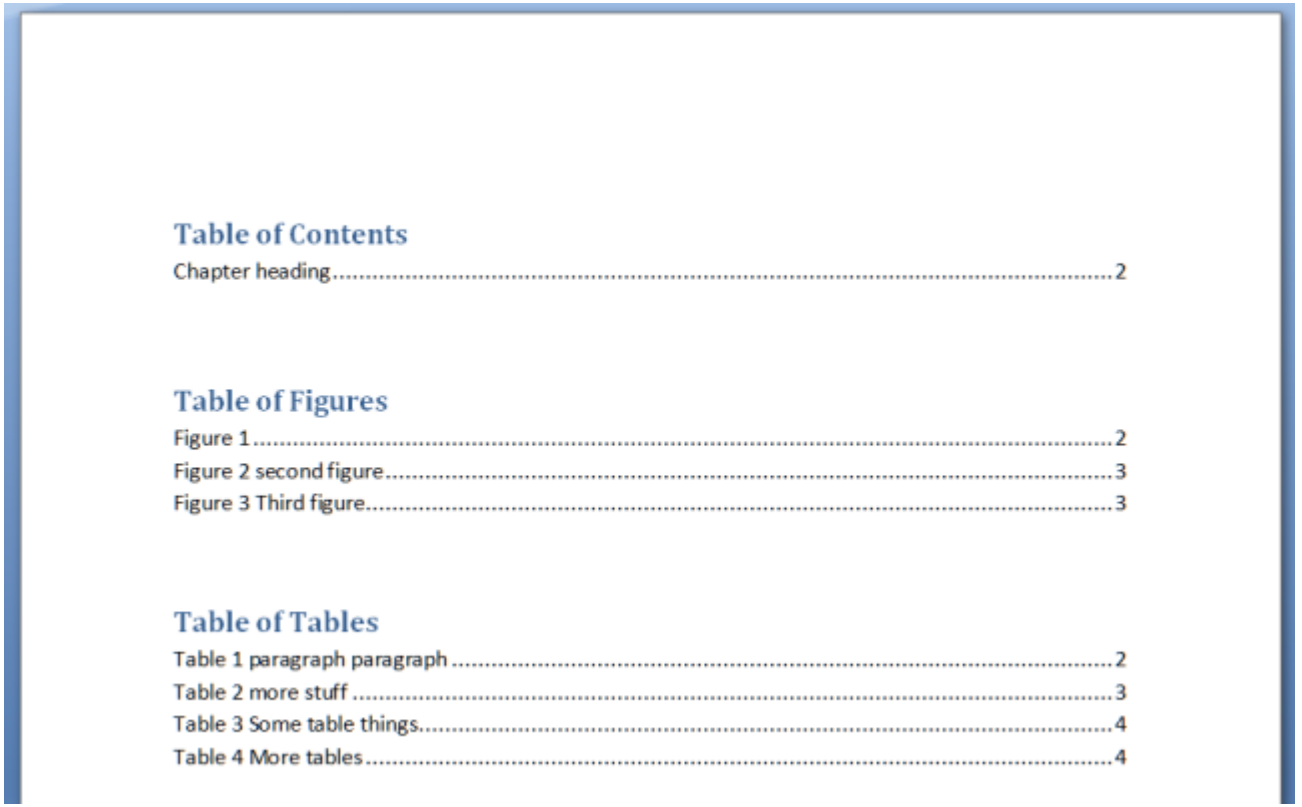


Table of Contents

Chapter heading 2

Table of Figures

Figure 1 2
Figure 2 second figure 3
Figure 3 Third figure 3

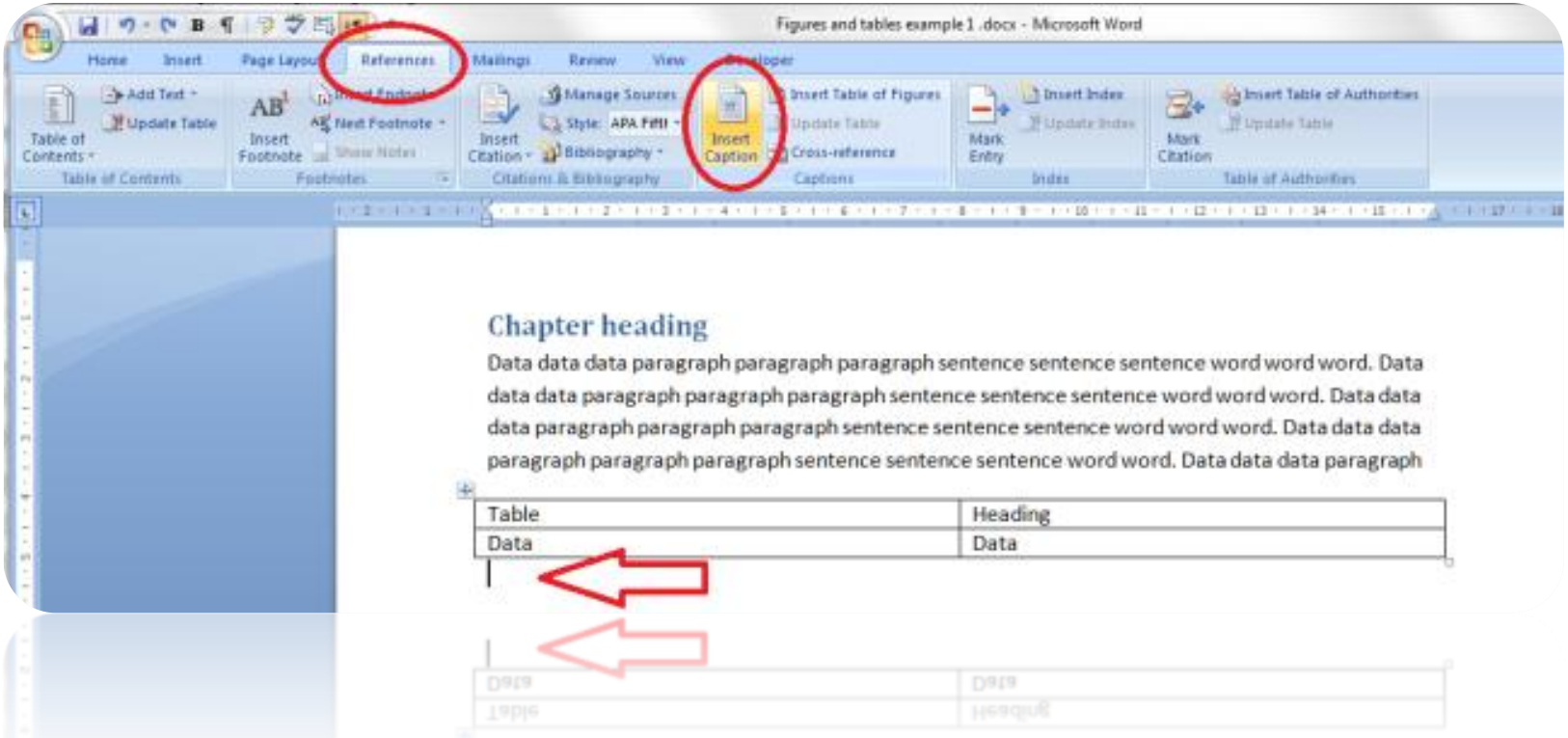
Table of Tables

Table 1 paragraph paragraph 2
Table 2 more stuff 3
Table 3 Some table things 4
Table 4 More tables 4

How to apply a Table Caption

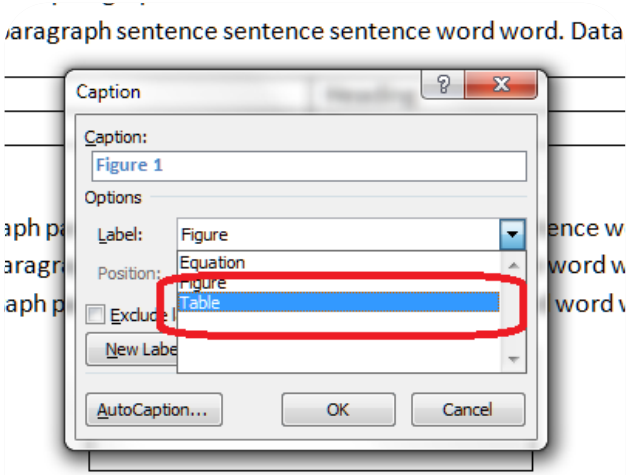
Let's start off with a table caption. Remember, we want to mark a difference between tables and figures so that Word can create automatic lists.

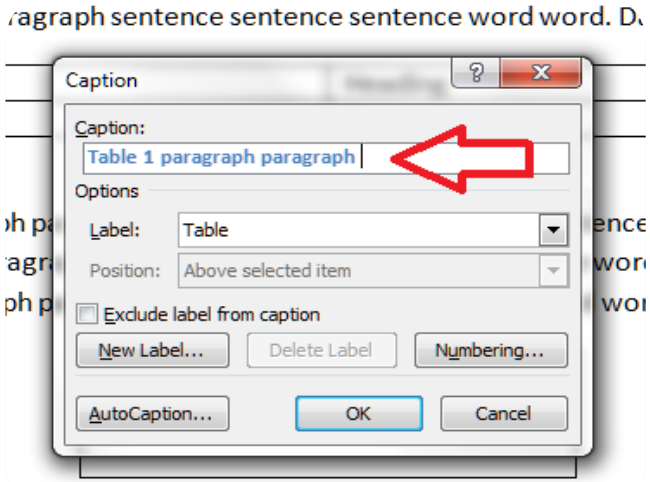
- Put your cursor below the table and click on the **References tab.** Find the **Captions section,** Click on the **Insert Caption** button.



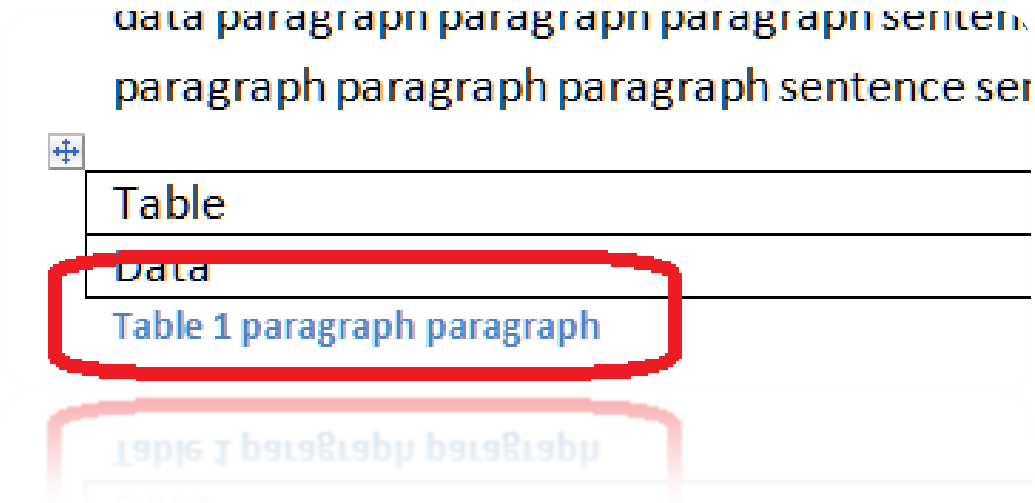
- Click on the arrow on the right to drop down the list and choose **Table.** Once you've clicked, the **Caption section** above it will also change to read **Table 1.**

- Now you can **type the caption text straight into this box.**



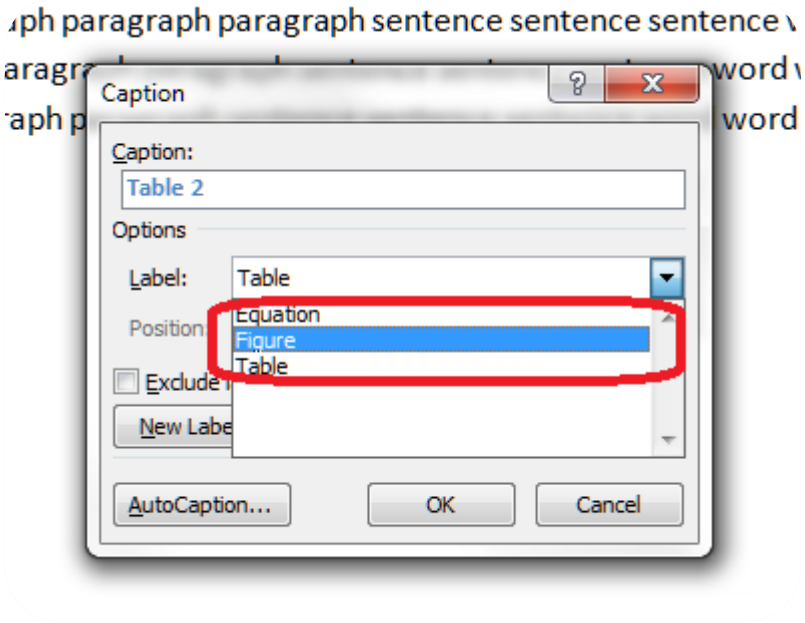


It will be like this



How to apply a Figure Caption

- Put your cursor below the figure and click on the same **Insert Caption** button. This time, choose **Figure** rather than Table.



We asked them how many times they drink hot tea in the typical day . 42.42 % drinking tea once a day . 15.15% drinking tea twice a day and 10.61 % drink it more than 3 times . Some of them do not drink tea at all which contribute 31.82 % of the respondents .

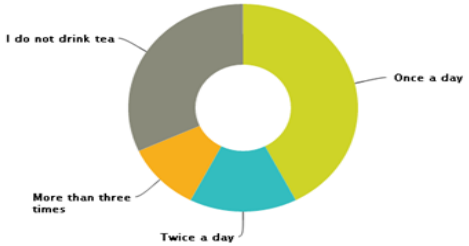
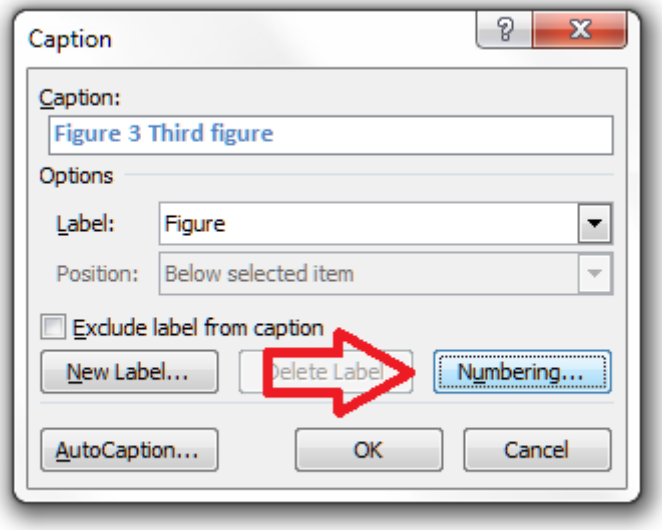


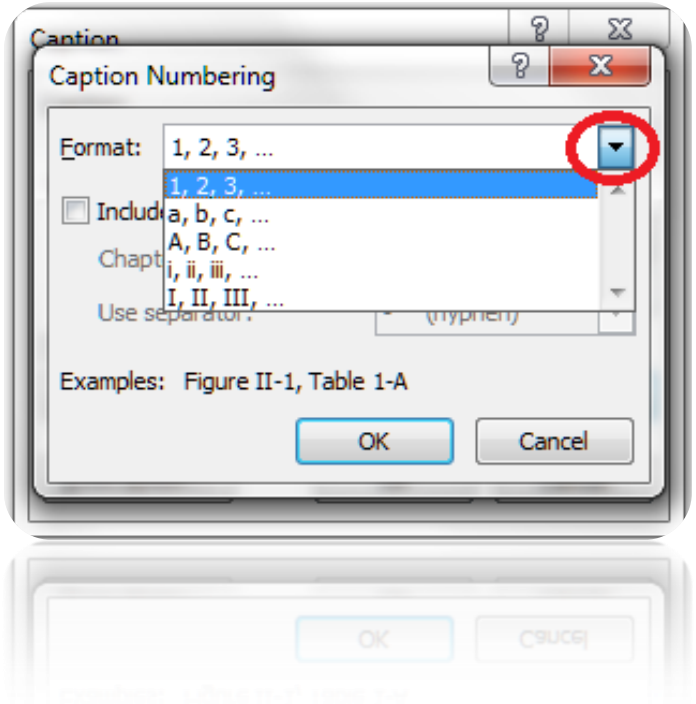
figure1

Modifying and formatting caption numbering

- You can modify your captions, especially their numbering. When you're adding a caption, click the **Numbering button**



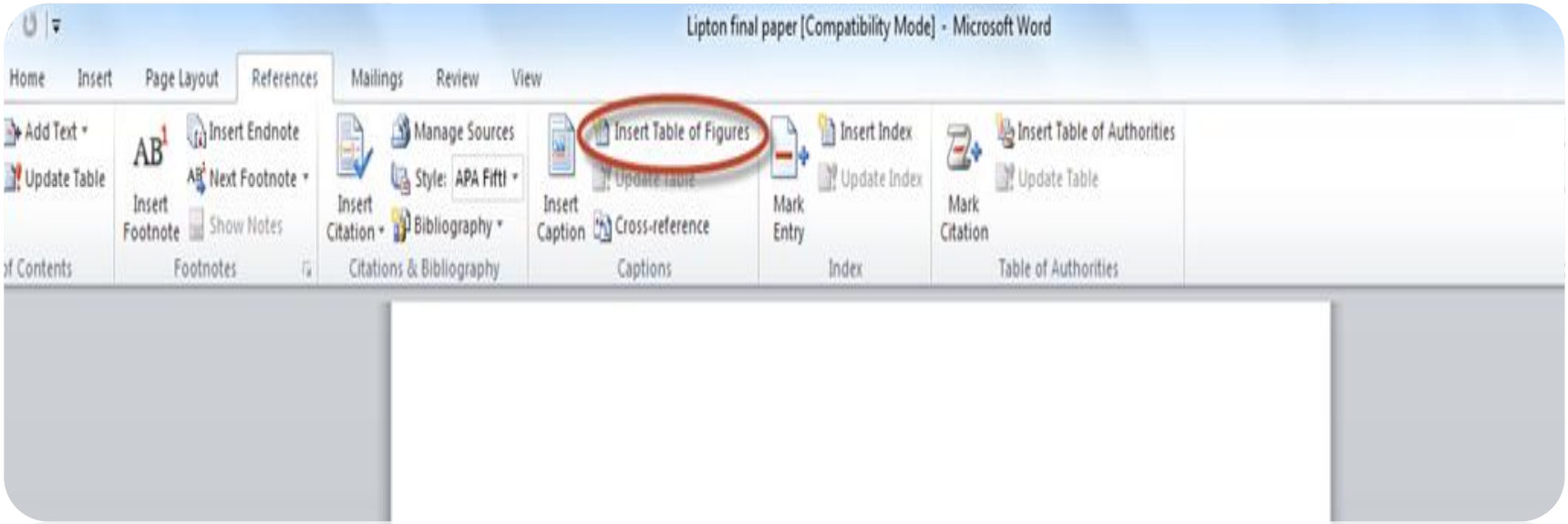
- You will now get options for changing the numbering from 1, 2, 3 to a, b, c, etc.



Creating a Table of Figures and a Table of Tables

Once you've labeled all of your captions correctly ,you can **create your table of figures and table of tables.**

- Create a blank page where you want your table of figures to go, or click just below your Table of Contents if you've already created that.
- Click on the **Reference tab,** click on **Insert Table of Figures.**



- You will now get some options, and this is where we choose whether we want the figures or tables to be listed. We're adding the figures first… and do the same to insert **a Table of Tables.**

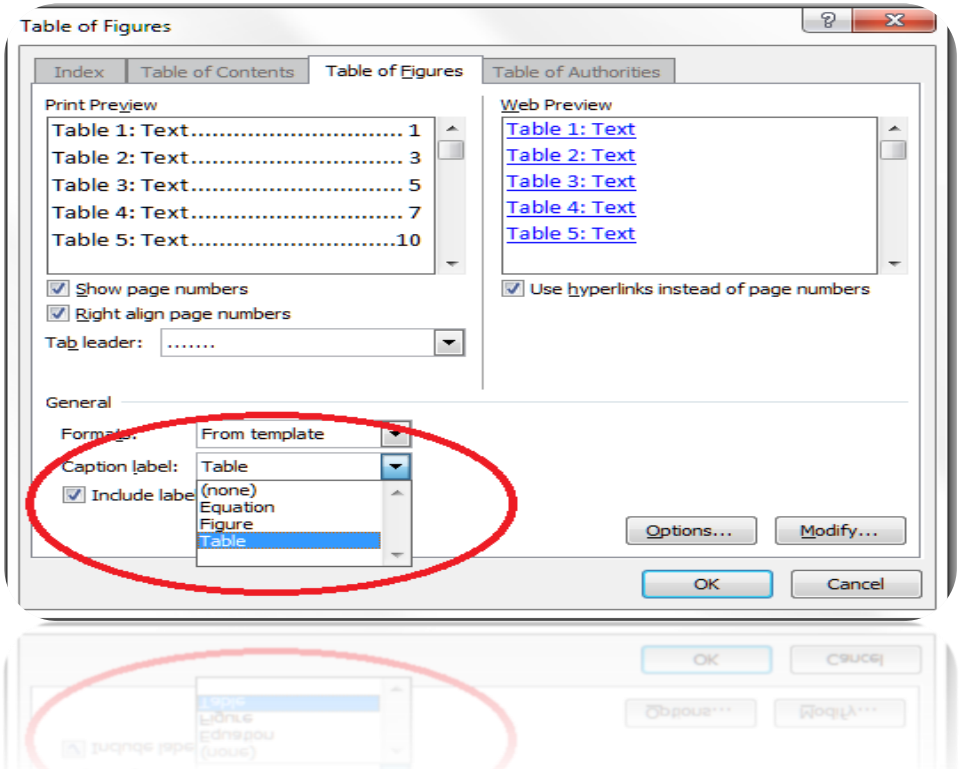
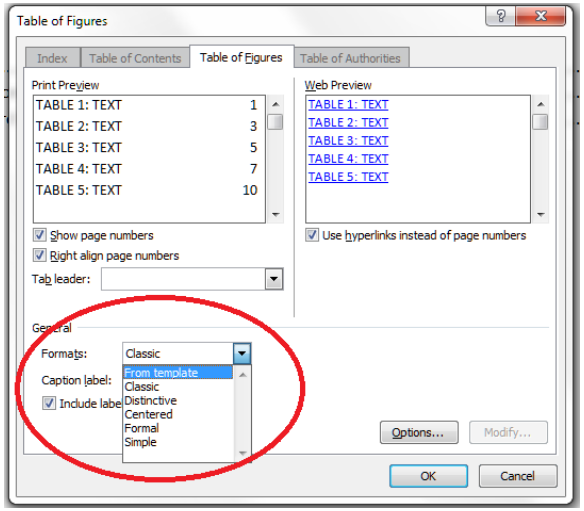


Figure 1 2
Figure 2 second figure 3
Figure 3 Third figure 3

Table 1 paragraph paragraph 2
Table 2 more stuff 3
Table 3 Some table things 4
Table 4 More tables 4

Customizing your Table of Figures and Table of Tables

- You can customize them in the same way that you can customize a Table of Contents, choosing from a range of styles and specifying how they are laid out:



The End