

Creating a Report

204100 Microsoft Word 2007

Making a Report

To create a complete report, you will need other parts beside the contents.



Microsoft Word has tools for you to easily add the followings:

- Header and Footer
- Page Numbers
- Table of Contents
- Cover Page

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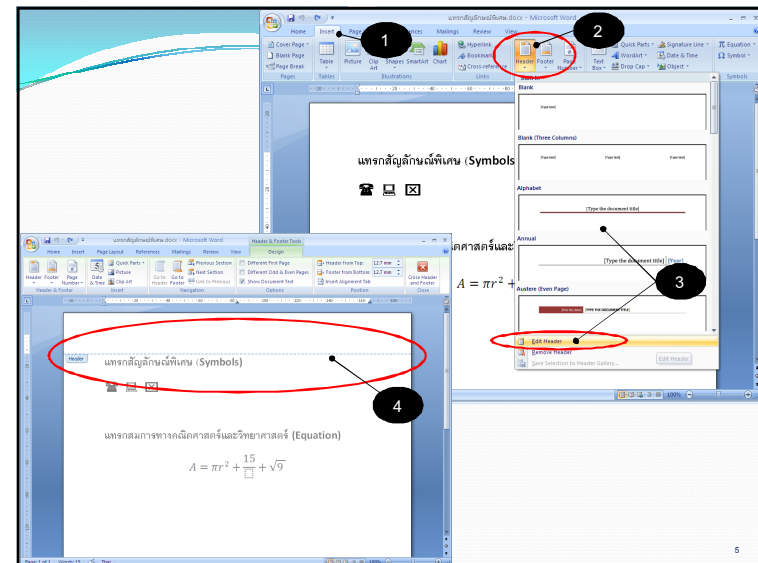
3

Inserting Header and Footer

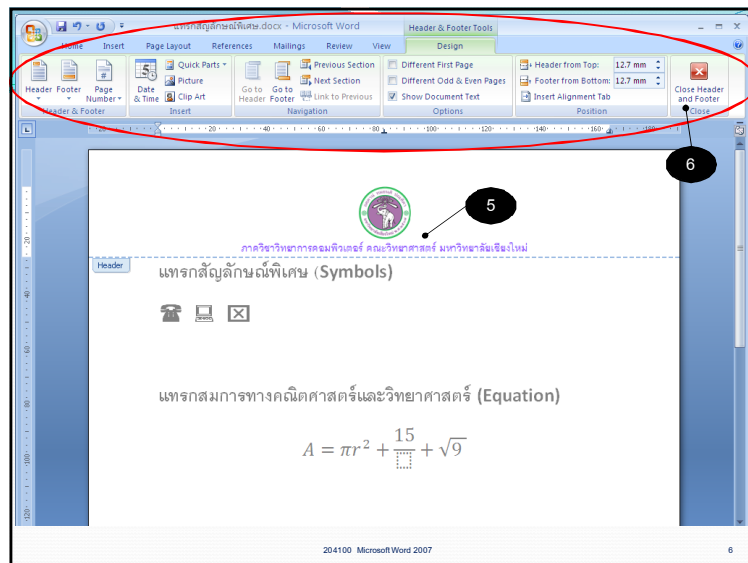
1. Click *Insert* tab.
2. Under *Header & Footer* group, click *Header* button  or *Footer* button. 
3. You can either pick premade header and footer styles, or click *Edit Header* or *Edit Footer* to create your own style.
4. Dashed line will appear at the header and footer area, while the rest of the page is greyed out.
5. Type in text where the cursor is. You can add picture, symbols, or other objects into header and footer. The header and the footer can be formatted like the main body of the document. (Note the *Design* tab, which is available in *Header and Footer Tools*)
6. Under *Design* tab, click *Close Header and Footer* button to exit header and footer editing and go back to the rest of the document.

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4

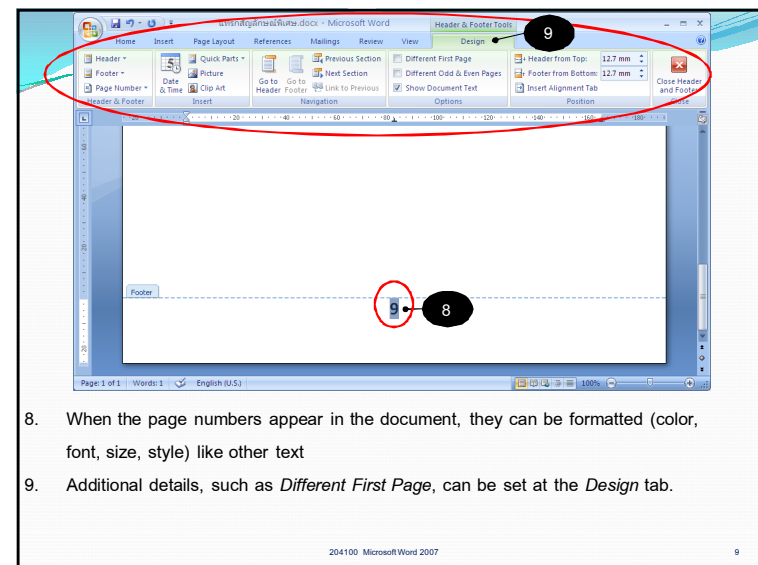
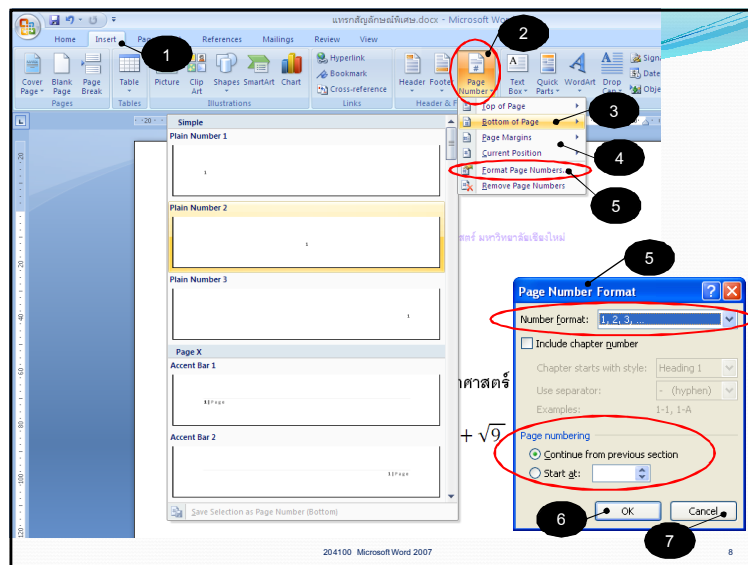


5



Inserting Page Numbers

1. Click **Insert** Tab.
2. Under **Header & Footer** group, click **Page Number** button.
3. Select where you want the page numbers to be. Either on *Top of Page* or on *Bottom of Page*.
4. If you want to customize where page number will be, click at *Page Margin* or at *Current Position*.
5. If you want to customize how page number will appear on the document, select *Format Page Numbers*. *Page Number Format* dialog box will appear.
 - *Number Format* : let you choose how the numbers will be displayed.
 - *Page Numbering* : let you choose how page numbers will be counted.
 - *Continue From Previous Section* will continue counting pages from last section.
 - *Start at* : will start counting from specified number. **The smallest starting number is 0.**
6. Click **OK** to insert the page numbers as specified.
7. Click **Cancel** to return to the document without inserting/changing the page numbers.



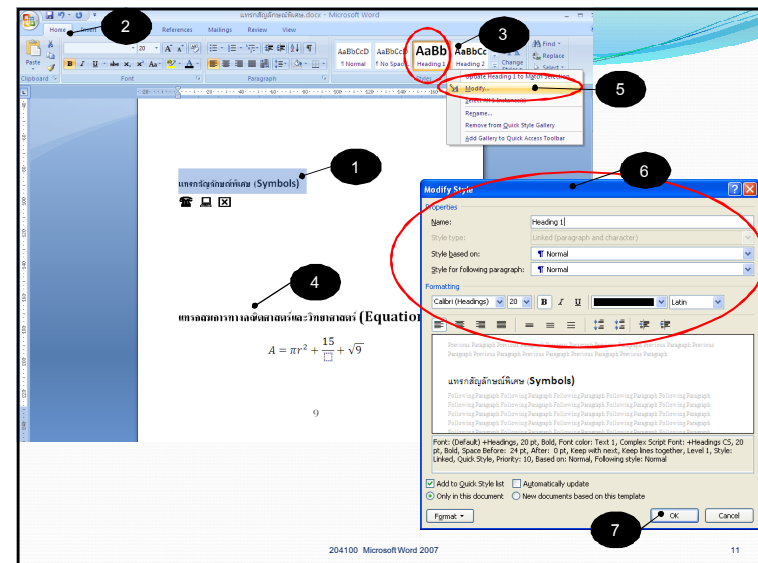
8. When the page numbers appear in the document, they can be formatted (color, font, size, style) like other text
9. Additional details, such as *Different First Page*, can be set at the *Design* tab.

Creating Table of Contents — Assign Headings

Before Microsoft Word can create the table of contents (ToC) automatically, you will need to assign heading style to each part of text you want to include into the ToC: Heading 1 for main topics, Heading 2 for sub topics, and so on.

You can assign style to each topic as follow:

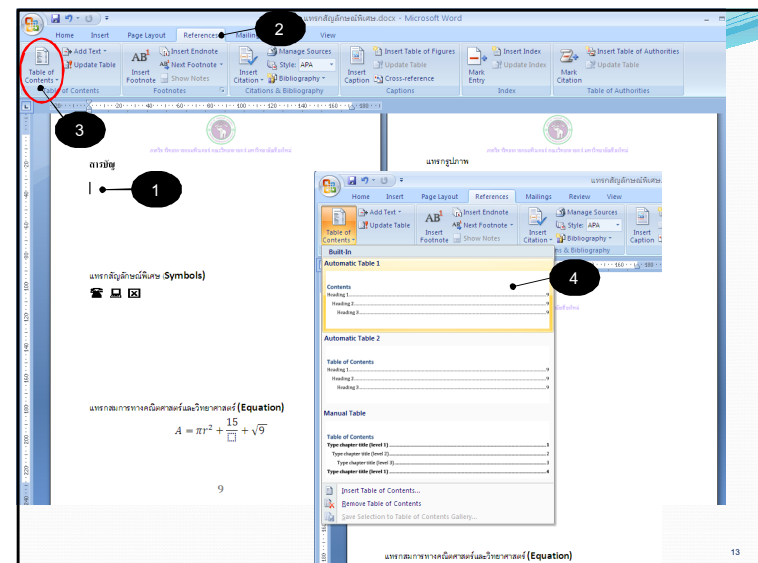
1. Highlight a main topic.
 2. Click Home tab. Then, under Style group, select **Heading 1**.
 3. Highlight a sub topic.
 4. Click Home tab. Then under Style group, select **Heading 2**.
 5. Repeat throughout the document until all topics have appropriate heading styles.
- NOTE:** You can select the heading style before you type out the text. It might be faster to assigning headings while you are typing the document than assigning them later.
6. If you want to change how each type of heading text looks, under Style group, right-click on that **Heading** and select **Modify**. **Modify Style** dialog box will appear, where you can change details such as color, font, font size, and others.
 7. Click OK when you finish modifying each Heading style to return to assigning headings to topics.

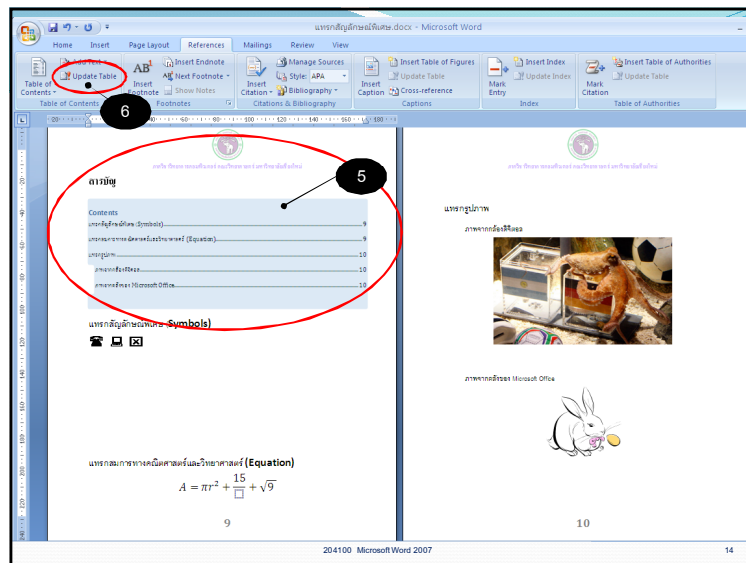


Creating Table of Contents (3)

After you finish assigning headings, do the following:

1. Move the cursor (click) to where you want to insert the ToC.
2. Click **References** tab.
3. Click **Table of Contents** button.
4. Select ToC's format.
5. ToC will be automatically created and inserted where the cursor is.
6. If the document is changed later on and the ToC need to be updated:
 - Under **Reference** tab, at **Table of Contents** group, click **Update Table** button. The ToC will update its page numbers to match where the topics are.





Making a Cover Page

1. Click *Insert* tab.
2. Under *Pages* group, click *Cover Page* button.
3. Select a cover page design you want.
4. Cover page template will appear on the document. Type in text to complete it.

