



# [ Report

- Need a heading? On the Home tab, in the Styles gallery, just click the style you want. Notice other styles in the gallery as well, such as for a numbered list.
- You might like the photo on this page as much as we do, but it's not ideal for your report. To change it, then click Change Picture in the gallery.
- Adding a professional graphic to your report. In fact, when you add a picture or a SmartArt diagram from the Insert tab, it automatically matches the style of your report.

## GET STARTED RIGHT AWAY

This placeholder text includes tips to help you quickly add other elements, such as a chart, diagram, or table. You might be amazed at how easy it is.

## LOOK GREAT EVERY TIME

- Need a heading? On the Home tab, in the Styles gallery, choose the heading you want. Notice how the styles change for a single quote or a numbered list.
- You might like the photo on the cover page as much as you do, but it's not ideal for your report. To change it, click Change Picture in the Background gallery and choose a new image.
- Adding a picture is just one of the things you can do to make your report look great. When you add a chart or a SmartArt diagram from the Insert tab, it will automatically format the look of your report.



## GIVE IT THAT FINISH

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

### ADD A TABLE OF CONTENTS

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

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

### ADD A BIBLIOGRAPHY

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

When you've added all the citations you need for your document, on the References tab, click Bibliography to insert a bibliography. You can choose from a variety of styles.

And you're done. Nice work!