

Formatting a Report



LBS Level 5

Goal: Use Word '97 to format a report

Learning Outcomes:

- Create a properly formatted report using Word '97.

Contents:

- Format a research essay
 - a) Cover page
 - b) Body
 - i) Spacing
 - ii) Margins
 - iii) Numbering the pages
 - iv) Punctuation
 - v) Headers and Footers
 - vi) Tables

Prerequisite:

- Basic skills in word processing

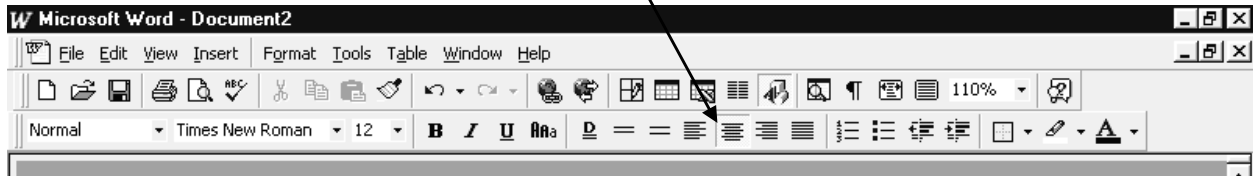
FORMATTING A REPORT

After you have done the research, taken notes, and prepared a plan for your report, it is time to write the paper.

Cover Page

1) Centre the title one quarter to one third down the page.

a) You can centre text by *clicking on the centring button* on the formatting toolbar before you type.



b) After you type, you can select the text (title) and then *click on the centring button*.

- 2) Do not put italics, underlining, or quotation marks in the title. Don't make your title a sentence or put a period after it. Don't capitalize unimportant words such as articles, conjunctions or prepositions with fewer than five letters unless they are the first or last word.
- 3) Include your name, the teacher's name, the course name (course number, school, and campus if applicable), and the date.

Women in the Military

By Louanne Briar

For Julie Hanna

Foundation Communications 3

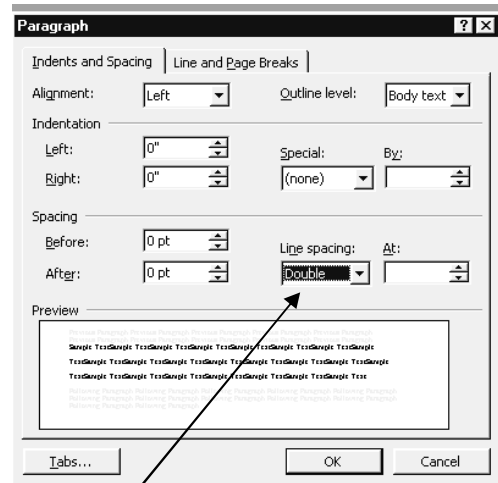
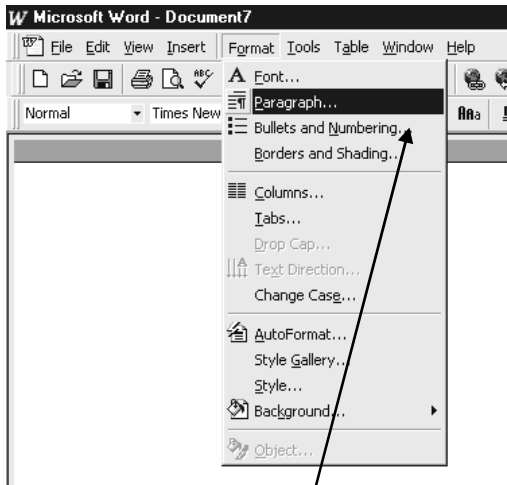
Sir Sandford Fleming College

Lakeshore Campus

March 25, 2002

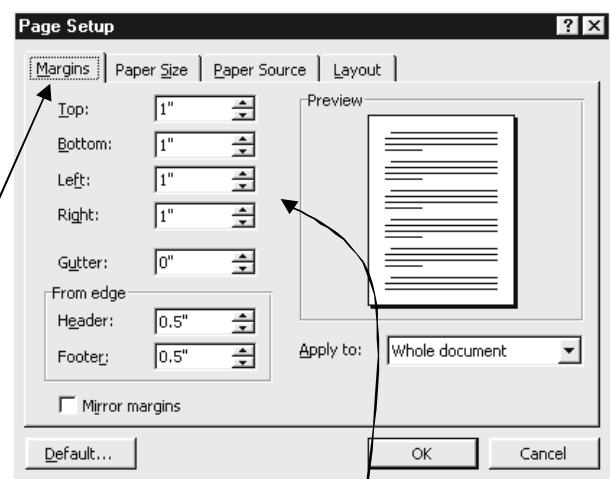
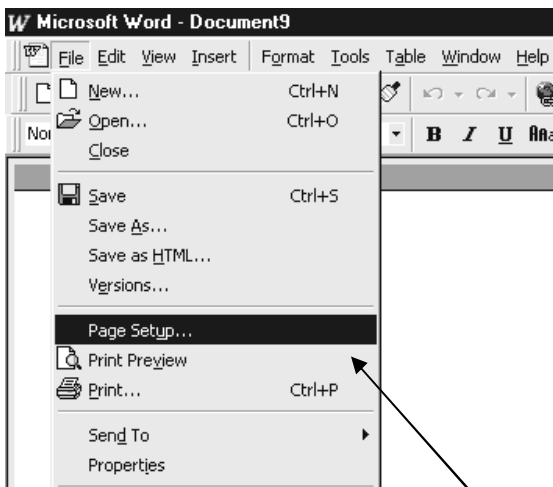
The Body

- 1) Word process (or write clearly) your report on white paper.
- 2) Double Space.



- a) In the **Format** menu, click on **Paragraph**
- b) In the section for **Line Spacing**, choose **Double**.

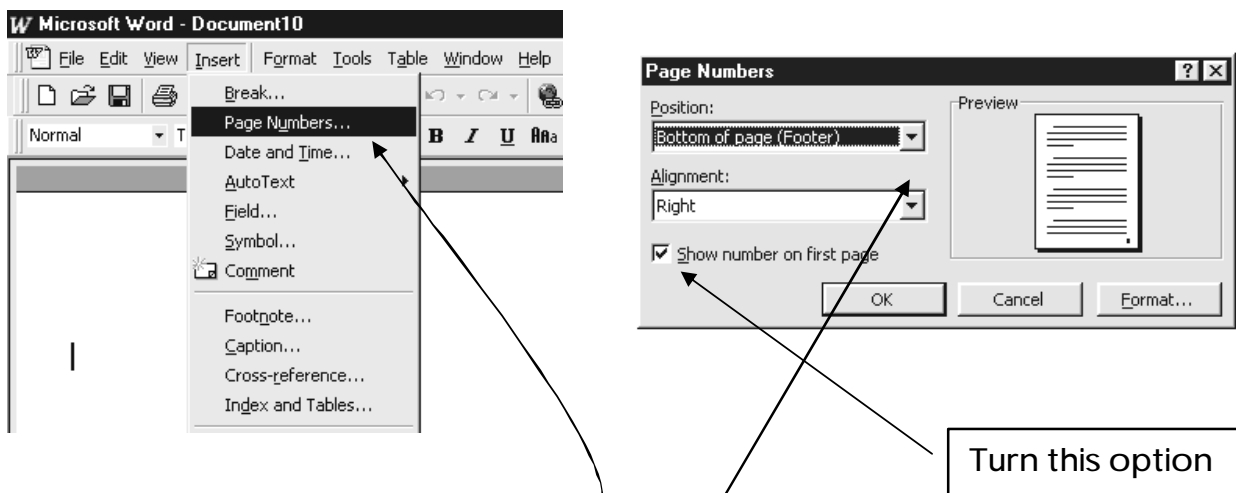
- 3) Use 2.5 cm. (1 inch) margins all around. (Some teachers prefer a larger top and left margins.)



- a) On the **File** Menu, choose **Page Setup**
- b) Choose the **Margins** tab and then set the margins to **2.5 cm or 1 inch**

- 4) To begin a paragraph, indent 5 spaces or press TAB, or leave double spaces between paragraphs. For hand written reports, indent 2.5 cm. (1 inch).

- 5) Number the pages. Usually the first page is not numbered. To be sure that pages of your report do not get separated, you can put your last name with the page number in the upper right corner of each page (e.g. Peters 2).



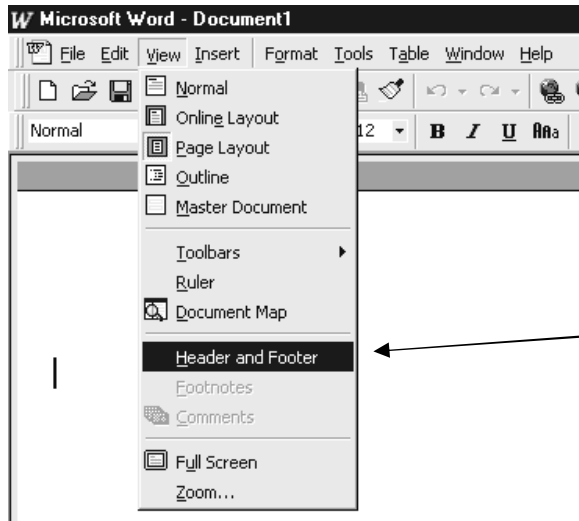
- a) In MS Word, click on the ***Insert*** Menu.
- b) Choose ***page numbers***
- c) Choose the ***position*** and ***alignment*** for the numbers.

6) Punctuation:

- a) Except for quotation marks and occasionally a dash, punctuation should not begin a line.
- b) Use ellipsis (...) to show that text has been omitted.
- c) Use square brackets [] to show an addition or change that you have made to a quotation, perhaps to clarify it.

7) Headers and Footers:

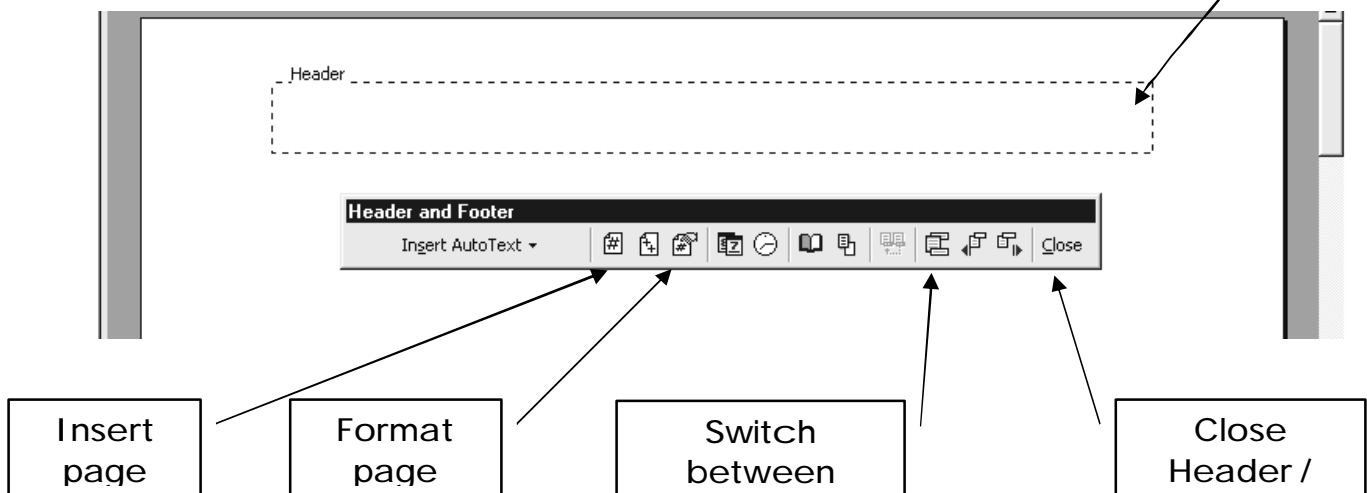
A header or footer is text or graphics - such as a page number, the date, or a company logo - that is usually printed at the top or bottom of each page in a document. A header is printed in the top margin; a footer is printed in the bottom margin.



a) In MS Word, click on the **View** Menu.

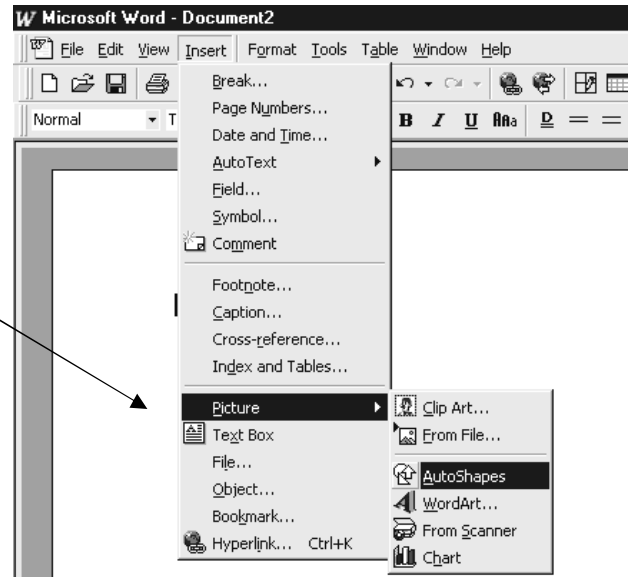
b) Choose **header and footer**.

c) You will be able to **type in the header area** and also be able to choose options from the Header and Footer toolbar including **switch to footer**. To make the page number part of the header or footer, the toolbar that will be visible has an icon to allow you to do this.

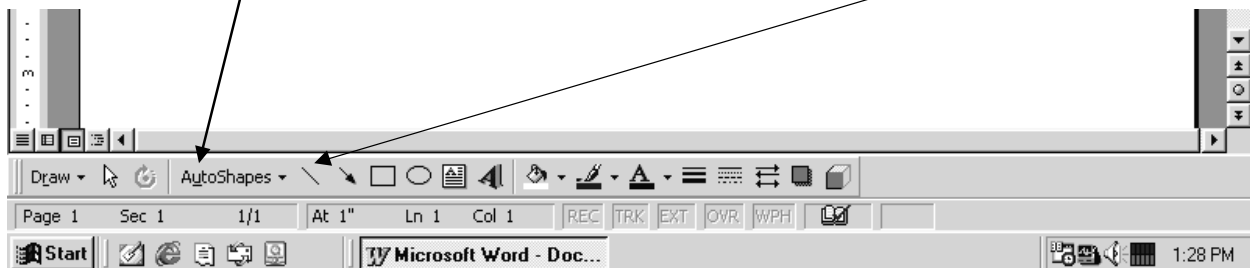


d) You may want to include a line as part of the header or footer.

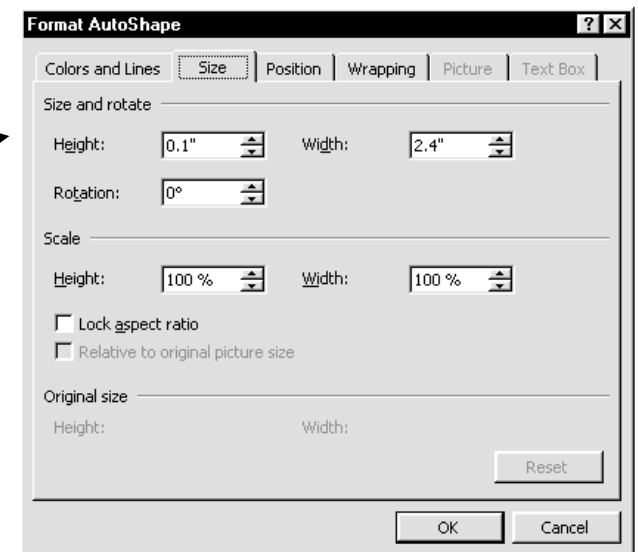
- i. In MS Word, click on the *Insert* Menu.
- ii. Choose *picture*, then *auto shapes*.



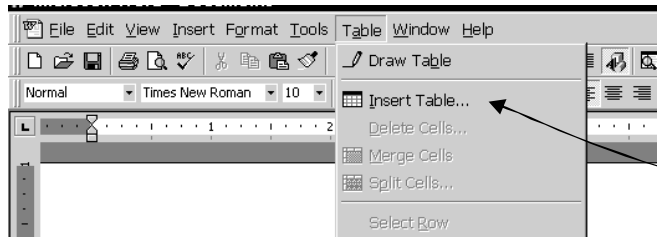
- iii. From the *AutoShapes tool bar* that will be visible at the bottom of the screen, *click on the line* and *drag* it to the position that you want it.



Double click on the line to format the line to the position, length and style that you like.

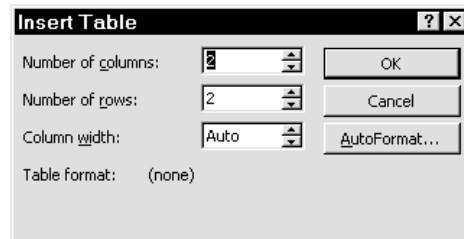


- 8) You may want to include a table as part of a report especially if you are comparing prices, options, features, etc. of three or more things.

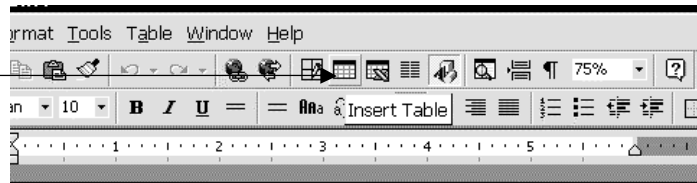


- a) Click on the **Table** Menu
b) Choose **Insert Table**

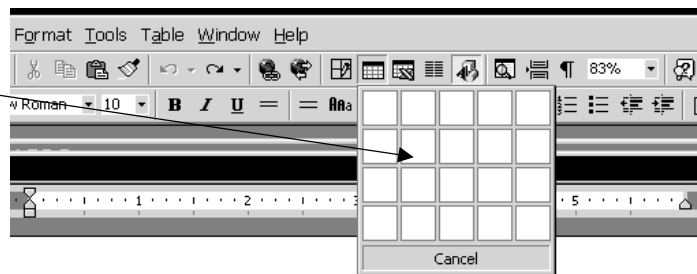
- c) Choose the number of columns and rows



- c) Or Choose the **Insert Table** button on the standard toolbar



- d) Then drag to select the number of rows and columns



- e) You can change the size of the rows and or columns – making them all the same or sizing them individually.
f) You insert additional rows or columns into the table at any time
g) You can choose the type of border you wish to use for each side of cell, each row, each column, or for the whole table

Ask your teacher for help with formatting your table, if you want to change its appearance.