

Exercise 1: Principles of Good Document Design

You are creating a short but very informational report in Microsoft Word. Use the blank pages below to sketch out a structure for your report and add page elements.

- Title
- Author
- Department
- Date
- Table of Contents
- Page numbers
- Chart
- Table and caption
- File location
- Executive Summary
- Content
- Level Headings
- Bulleted and Numbered Lists
- Conclusion

