***Title*** *Use this for the document title*

**Document Title**

**Table of Contents**

*This needs to be inserted using Word’s inbuilt automated Table of Contents block. Page numbering needs to be added into the page footer.*

Table of Contents

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Headings
Headings need to follow a logical order, so use Heading 1 first and heading 2 next and so on. You will then likely use heading 2 or 3 multiple times under one heading 1, this is called Nesting.

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

Heading 5

## Heading 2 with background

A heading 2 with a background can be used to break up content

## Heading 2

Paragraphs
Paragraph text is formatted as ‘Normal’ in text formatting

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Use of Tables *Table’s are used for presentation of* ***data*** *only. Table Headers are essential for all tables as they describe to a screen reader the data in each column or row. Tables must have an identical number of cells in each column or row to make them easy to navigate.*

*Table Headers at top*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table Header 1** | **Table Header 2** | **Table Header 3** | **Table Header 3** | **Table Header 5** |
|  |  |  |  |  |
|  |  |  |  |  |

*Table Headers at side*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table Header 1** |  |  |  |  |
| **Table Header 2** |  |  |  |  |
| **Table Header 3** |  |  |  |  |
| **Table Header 4** |  |  |  |  |
| **Table Header 5** |  |  |  |  |

*Table Headers Inverted*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table Header 1** | **Table Header 2** | **Table Header 3** | **Table Header 3** | **Table Header 5** |
|  |  |  |  |  |
|  |  |  |  |  |

*Table Headers Side Inverted*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table Header 1** |  |  |  |  |
| **Table Header 2** |  |  |  |  |
| **Table Header 3** |  |  |  |  |
| **Table Header 4** |  |  |  |  |
| **Table Header 5** |  |  |  |  |

## Bullets

* **Bullet 1**
* **Bullet 2**
* **Bullet 3**

## Numbering

1. **Number 1**
2. **Number 2**
3. **Number 3**
4. **1 Use Shift to Move a level down**

Columns and BreaksColumn layouts have to be done like this instead of tables.

Select the text you want to be formatted into columns, if you don’t do this the whole document will be formatted. Columns are accessed under Layout, choose how many you need.

## Two Column Layout

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Switching back to Single Column*Under Layout select Breaks > Continuous Break*

*Then select Columns > One*

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## Images

*It’s fine to use images, they just need ‘Alternative Text’ or a caption to describe what they are.
In the example below the alt text might be “Percentage of animals in Mole Valley – 25% Dogs, 46% Cats, 21% Fish and 8% Hamsters”*

**

## Shapes

*Shapes can be used for flowcharts and diagrams but every element requires its own alt text and that includes arrows and lines*