

[Report Title]

Prepared for
[Prepared For]

by
[Prepared By]

[Date of Report]

Table of Contents

<< Table of Contents will generate here >>

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Chapter Title

This template will help you create a perfectly formatted report, including page numbers and chapter divisions. The major parts of the report have already been created for you - title page, table of contents, and report body.

This is Heading Level 1

Experiment with the tools on the button bar. Whenever you want to begin a new chapter, press the “New Chapter” button. There’s no need to keep track of chapter and page numbers - WordPerfect will do it for you!

This is Heading Level 2

The “Heading” buttons allow you to quickly create logical divisions in your report. After creating several headings, the “Table of Contents” button will automatically generate a complete table of contents, including page numbers!