Report Title

Table of Contents

Chapter One
Subsection in chapter 1
Subsection in chapter 1
Chapter Two
Subsection in chapter 2
Subsection in chapter 2
Chapter Three
Subsection in chapter 3
Subsection in chapter 3

Table of Tables

Table 1 Descriptive Title For Table

Chapter One
Subsection in chapter 1
Subsection in chapter 1

Table 1 Descriptive Title For Table

<table>
<thead>
<tr>
<th>Variable</th>
<th>Column heading 1</th>
<th>Column heading 2</th>
<th>Column heading 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Caption for Tables (above)
- Select entire table
- View menu > print layout
- Insert menu > Caption

Caption: Table 1 (add)
Label: Table
Position: Above

Caption: Table 1

Cross-reference table in the text
- Position cursor in text where you want the cross-reference inserted
- Insert menu > Cross-Reference

Reference Type: Table
Insert reference to: Only label #
[Insert as hyperlink (allows linked jumping within document)]
Chapter Two

Subsection in chapter 2

Subsection in chapter 2

Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. Paragraph of text. This information is shown in Figure 1.

Figure 1 Description Of Figure

Chapter Three

Subsection in chapter 3

Subsection in chapter 3

go back to previous page for step 15