

[Report Title]

[Student Name]

[Course Name]

[Instructor Name]

[Date]

# [Get Started Straight Away]

[To replace the placeholder text with your own, just select a line of text and then start typing – but don’t do that just yet!]

[First check out a few tips to help you quickly format your essay. You might be amazed at how easy it is.]

## [Look Great Every Time]

* [Need a heading? On the Home tab, in the Styles gallery, just click the heading style you want.]
* [Notice other styles in that gallery as well, such as for a quote, a numbered list or a bulleted list like this one.]
* [For best results when selecting text to copy or edit, don’t include space to the right of the characters in your selection.]

### [Add a Quote]

[“Use the Quote style to call out a quotation or other important point from your text.”]

### [Picture Perfect]

[To replace the sample photo with your own, just delete it. Then, on the Insert tab, click Picture.]

[To apply formatting, such as the border and shadow on the sample photo, select your picture. Then, on the Picture Tools Format tab, select a picture style.]