

[Report Title]

[report subtitle]

[Name] | [Course Title] | [Date]

# [Heading 1]

[To replace the placeholder text on this page, you can just select it all and then start typing. But don’t do that just yet!]

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

* [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 left or right of the characters in your selection.]

## [Heading 2]

[You might like the photo on the cover page as much as we do, but if it’s not ideal for your report, it’s easy to replace it with your own.]

[Just delete the placeholder picture. Then, on the Insert tab, click Picture to select one from your files.]