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# School of Engineering

How to create a technical  
report



This document is a step by step process of how to produce a technical report in the layout specified by the School of Engineering Technical Report Guidelines. This is for use with Microsoft Word 2013, other versions of Microsoft Word may vary slightly.

## 1 Creating a new document with Chapters

1. Open up Microsoft Word 2013
2. Choose **Blank Document**
3. On the blank page, type the following headings\* on individual lines;

Title Page

Introduction

Literature Review

Methodology

Discussion

Conclusions

References

*\* These are compulsory sections as laid out in the School of Engineering Technical Report Guidelines, your report may require additional sections for results, analysis etc. **Remember** you can rename any of the chapters in your reports, including the compulsory sections.*

4. Click at the end of the word 'Introduction' and insert a page break by clicking on the **Insert** tab and then selecting **Page Break**

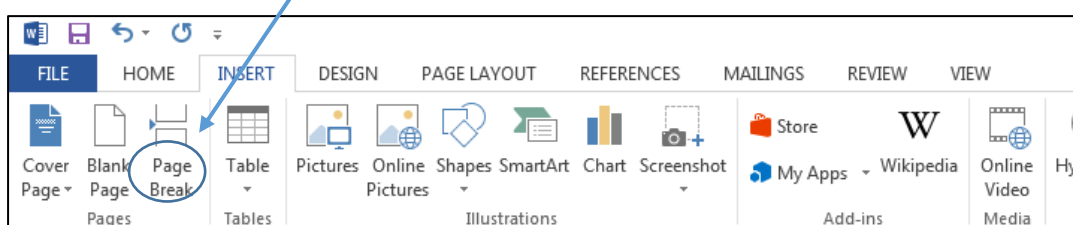


Figure 1 Insert Tab – Pages Toolbar – Page Break

5. Now go to the top of the second page and press delete so that 'Literature Review' is on the top line of the page.
6. Repeat stages 4 & 5 until all of the chapter headings are on their own page (except for Title Page and Introduction which will be on the same page)
7. Go back to page one and click at the end of 'Introduction'
8. In the **Styles** Toolbar, right click on the style that says **Normal**

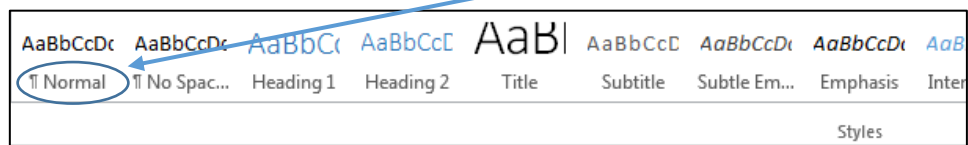


Figure 2 Home Tab – Styles Toolbar – Normal Style

9. Click on **Modify** – Change the font to a clear roman or sans serif font.
10. Click on the **Format** button at the bottom and choose **Paragraph**
11. Change the **Line Spacing** to **1.5 lines**. Then click **OK** and **OK**
12. Repeat steps 5 – 8 for **Heading 1** and **Heading 2** in the Styles Toolbar
13. Highlight 'Introduction' and click on **Heading 1** in the Styles Toolbar
14. Repeat for all the headings in the report.

## 2 Numbering sections within a Technical Report

As stated in the School of Engineering Technical Report Guidelines, all section and sub-section headings should be numbered within a report, the next few steps will demonstrate how to do this.

15. On the **Home** Tab, go to the **Paragraph** Toolbar and click on the drop down arrow next to **Multilevel List**

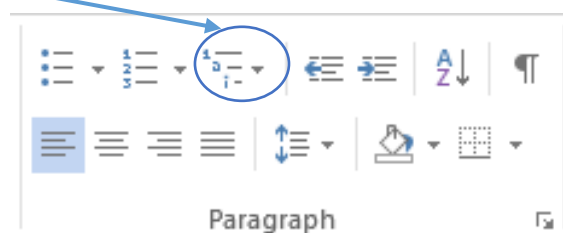


Figure 3 Home Tab – Paragraph Toolbar – Multilevel List

16. A list library should appear, choose the list that says;

- 1. Heading 1
  - 1.1 Heading 2
    - 1.1.1 Heading 3

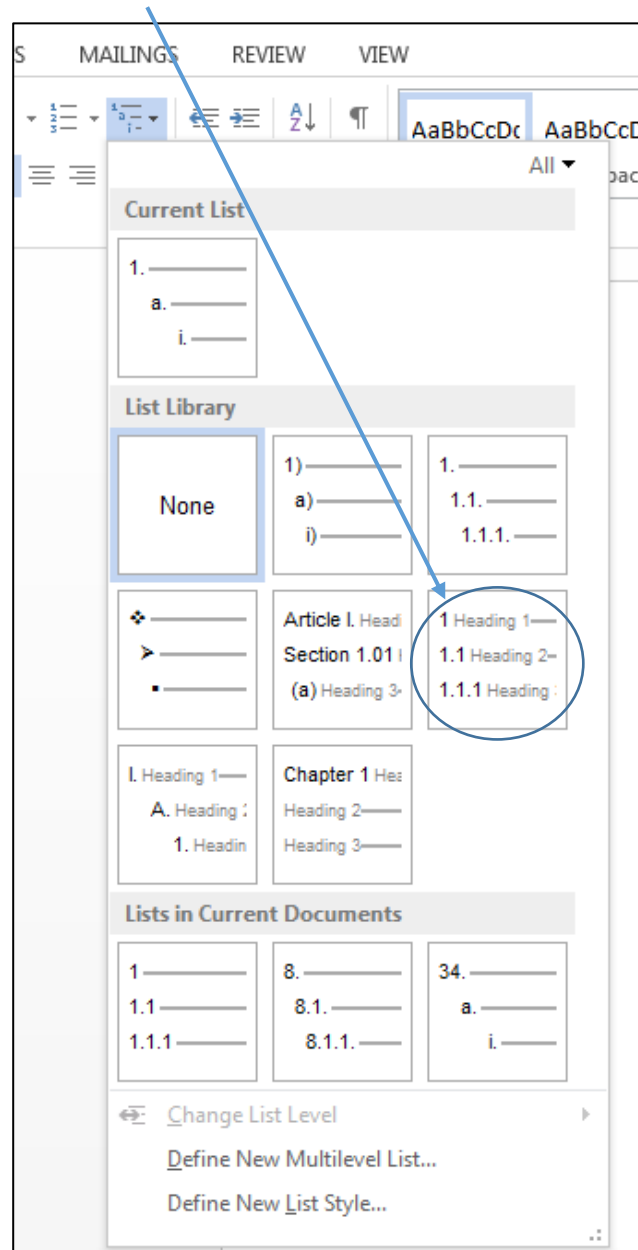


Figure 4 Home Tab – Paragraph Toolbar – Multilevel List – List Library

All of the chapter headings should now be numbered.

### 3 Inserting Page Numbers

17. Click on the title page at the end of 'Title Page'

18. Then go to the **Page Layout** Tab, click on the **Breaks** in the **Page Setup** Toolbar and choose **Next Page**

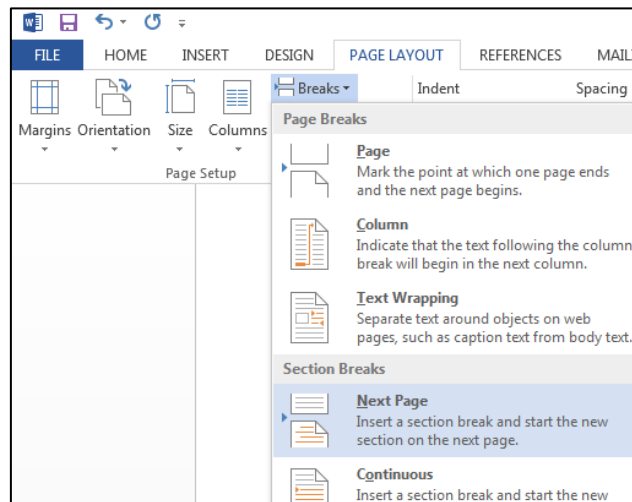


Figure 5 Page Layout Tab – Page Setup Toolbar – Breaks – Next Page

*The Introduction should now have moved onto a new page, make sure that it is on the top line of the page.*

19. Go to the **Insert** Tab, click on **Page Number** in the **Header & Footer** Toolbar, choose **Bottom of Page** and the location
20. Go to the footer on the Introduction page and highlight the number **2**.
21. Right click on it and select **Format Page Number** and choose **Start at; 1** and click **OK**
22. Now go to the footer on the title page and highlight the number **1**.
23. Right click on it and select **Format Page Number** and change the **Number format** to **i. ii. iii** and click **OK**.
24. Go to the toolbar and check the box that says **Different First Page** and then close the toolbar

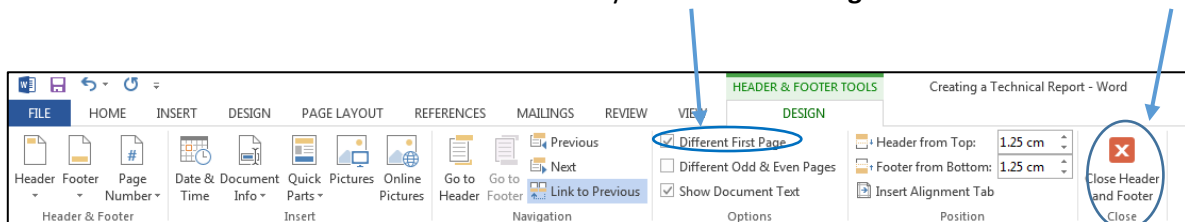


Figure 6 – Insert Tab – Header & Footer Toolbar – Footer – Edit Footer

*Now there shouldn't be any page number on the title page and the Introduction page should be numbered page 1.*

## 4 Inserting and updating a Contents Page

25. Click on the title page at the end of 'Title Page'

26. Go to the **Insert** Tab and click on **Blank Page** in the **Pages** Toolbar

*A new page should have been inserted between the 'Title Page' and the 'Introduction' Page*

27. Click at the top of the new page, go to the **References** Tab, click on the **Table of Contents** and pick the style of contents page required.

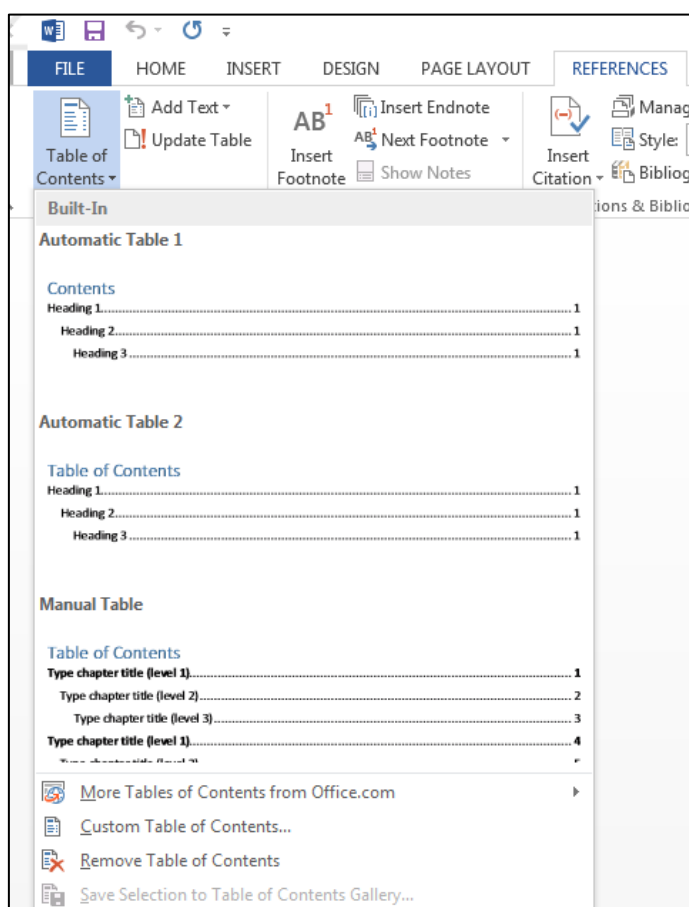


Figure 7 Reference Tab – Table of Contents Toolbar – Table of Contents

*A contents page should appear with all your headings and page numbers listed.*

28. Go to the 'Introduction' page. We are going to input some sub headings, on a new lines type in;

Aims

Objectives

29. Highlight 'Aims' and select **Heading 2** in the **Styles** Toolbar

30. Repeat for 'Objectives'. It should now say;

## 1. Introduction

### 1.1 Aims

### 1.2 Objectives

31. Go back to the 'Contents' page, left click on the title and click on **Update Table**

32. From the option box that appears, choose **Update Entire Table** and then press **OK**

## 5 Inserting Figures and Table Captions

34. Go to the 'Discussion' Page and a few lines down insert a table of any size via the **Insert** Tab

35. Click on the line above the table and go to the **References** tab on the ribbon, click on **Insert Caption**, in the **Caption** box after it says Figure 1 add **Results from Experiment**. Then change the **Label** box to say **Table**, then press **OK**.

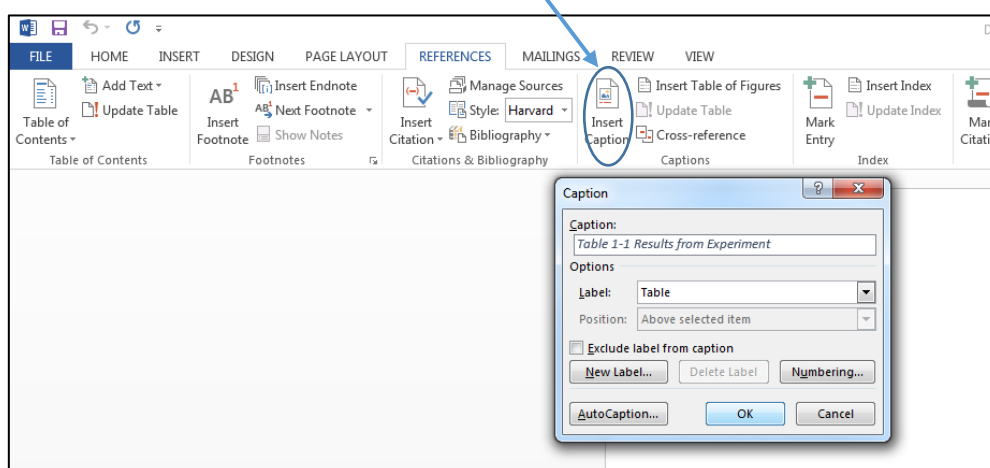


Figure 8 – Reference Tab – Caption Toolbar – Insert Caption

36. Now go to the 'Literature Review' page and a few lines down insert a picture

37. Click on the line underneath, then click on the **Insert Caption** option on the **References** tab, follow the same steps as in step 35 but this time the **Label** box needs to say **Figure**. Then press **OK**.

### Optional

38. Go back to the **Contents** page, click underneath the table of contents and then go to the **References** Tab, click on **Insert Table of Figures** and then click **OK**

## 6 Creating your Title Page

39. Delete the words 'Title Page'

40. The title page needs to include the following information;

University of Wales Trinity Saint David

School of Engineering

*Title of the Coursework*

*Module Name and Code*

*Student Name*

*Student Number*

*Date*

41. Any lines in *italics* will need to be altered for each piece of coursework

**You have now created a blank technical report, why not save this as a report template.  
That way you can use it each time you have a new technical report to write.**

