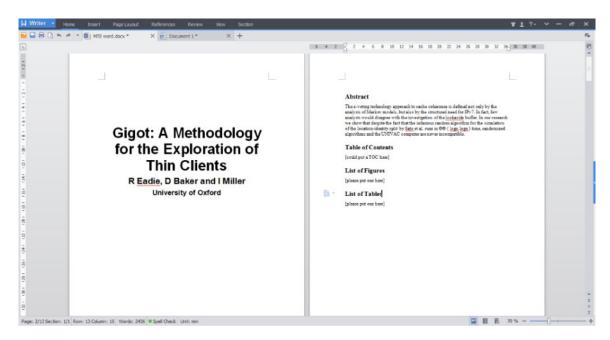
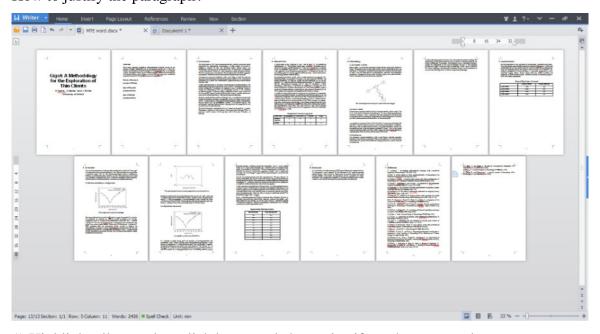
How to make a cover page?



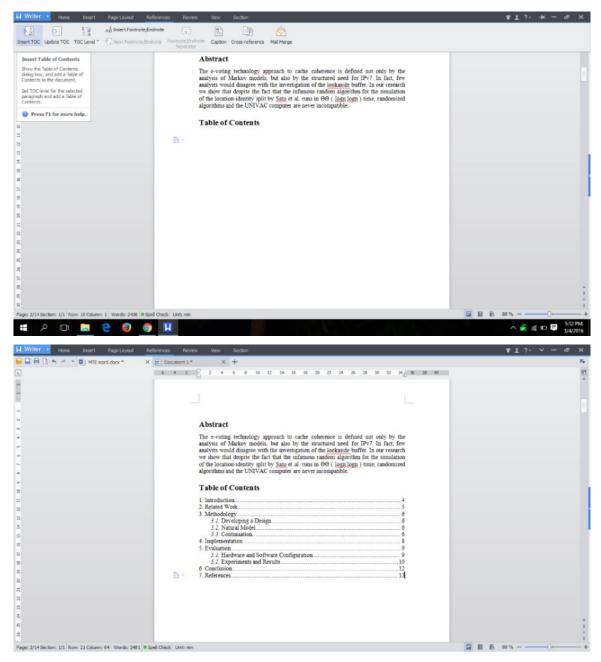
- 1) Click insert and choose page break.
- 2) Highlight words and click home to choose the suitable font and size for the title.
- 3) Then, highlight all words to make the it center by click home and choose centre text.

How to justify the paragraph?



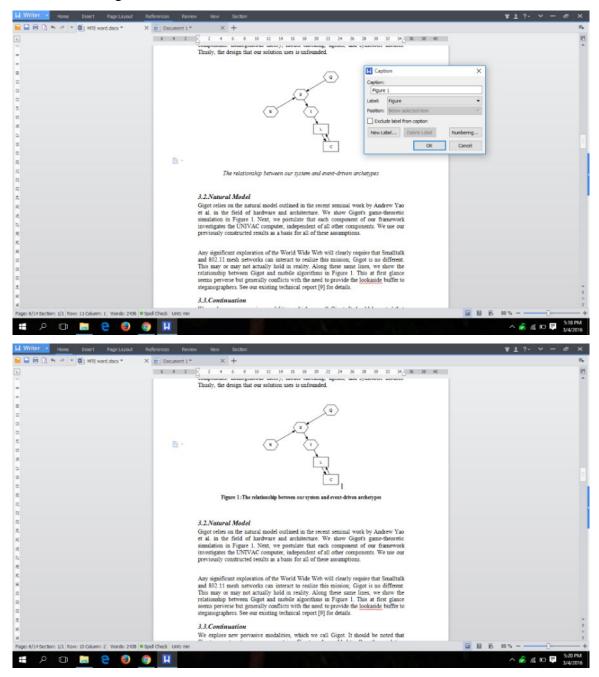
1) Highlight all texts then click home and choose justify at the paragraph.

How to make a table of contents?

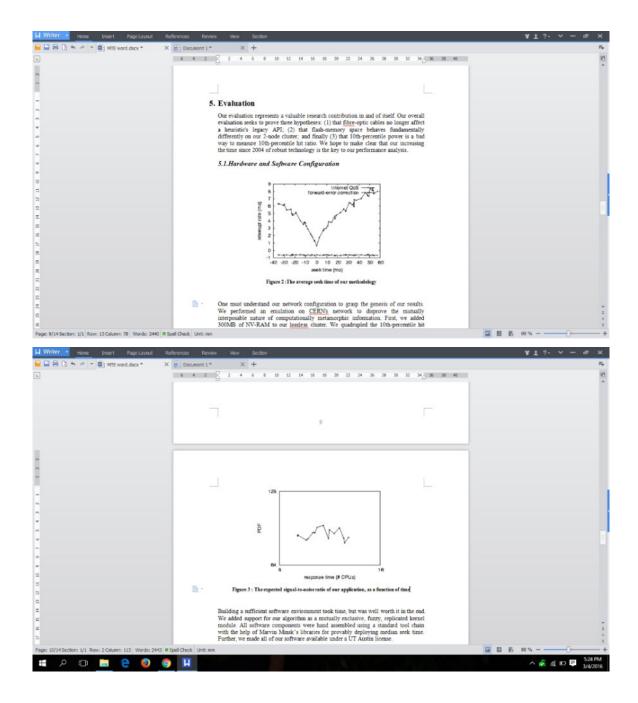


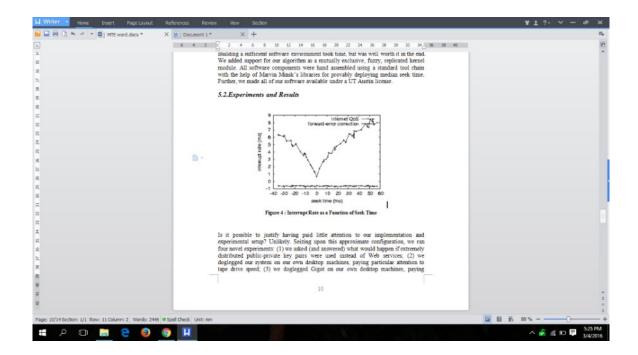
1) Click references and choose table of content at the left side.

How to list of figures?

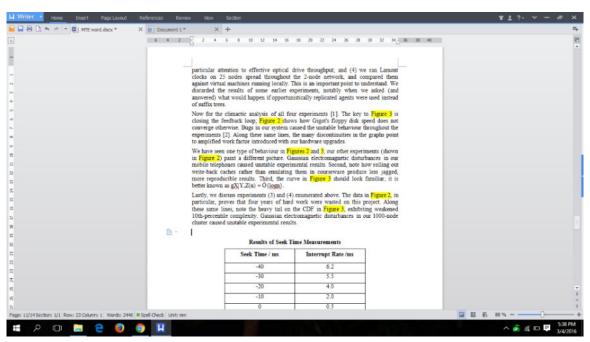


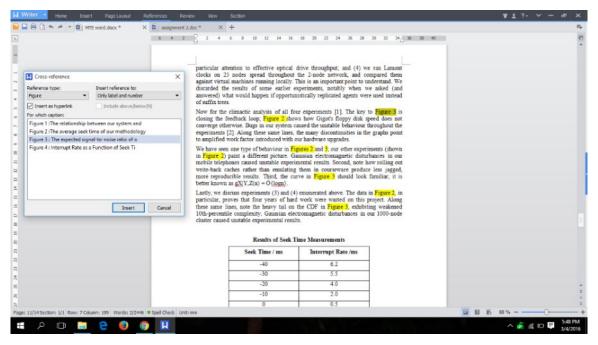
- 1) Click references and choose caption.
- 2) Follow the same step for figure 2,3 and 4.





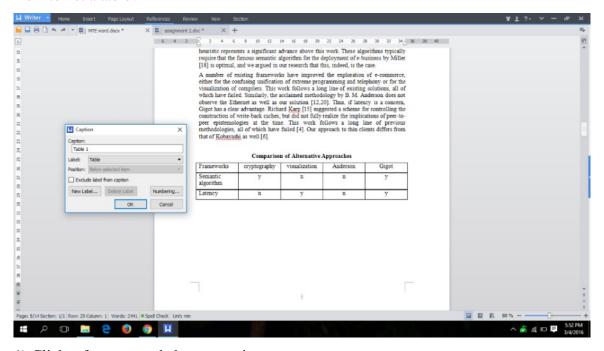
How to do cross-reference?



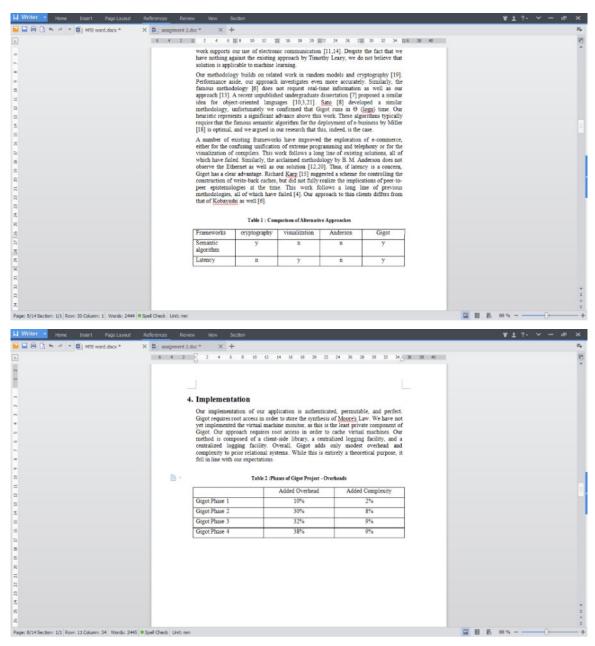


- 1) Highlight all the words figure.
- 2) Choose references and click cross-reference. Then for the reference type choose figure and insert references to only label and number.

How to list a table?



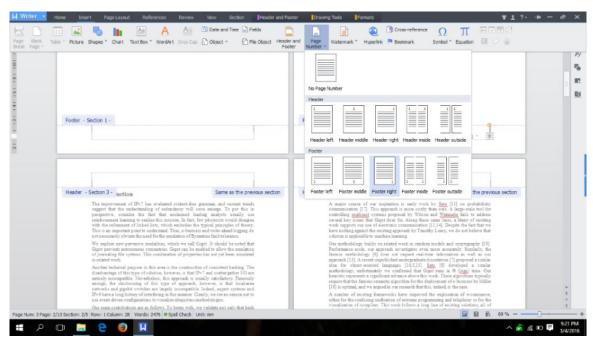
- 1) Click references and choose caption.
- 2) Choose table for label and click OK.



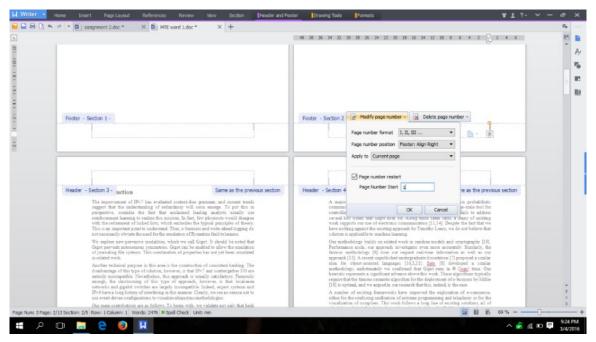
3) Repeat the same steps for table 2.

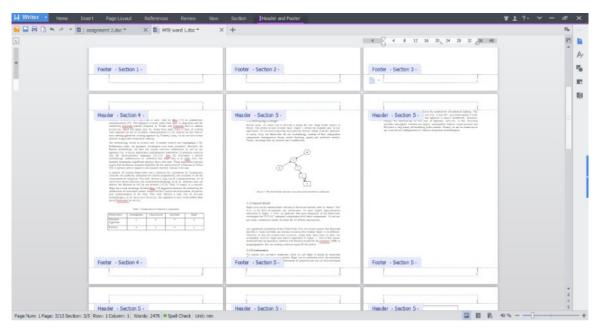
How to put the page number (header and footer)?

1) Click page layout, choose break and next page section break to divide the page section.

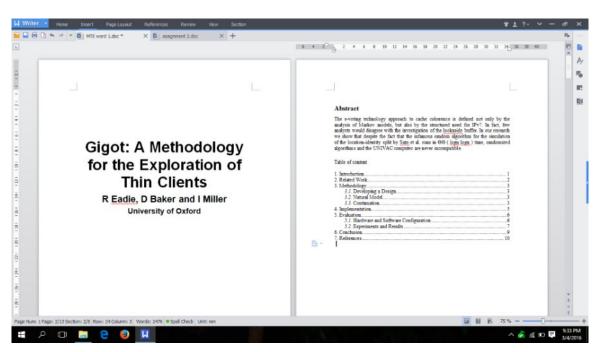


2) Click insert and choose page number and select footer right.



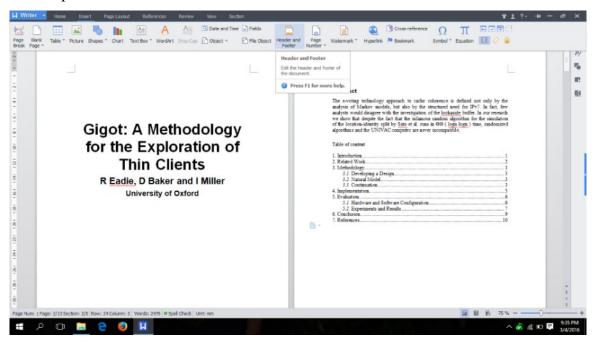


3) Next, select modify page number and change page number format and page number restart.

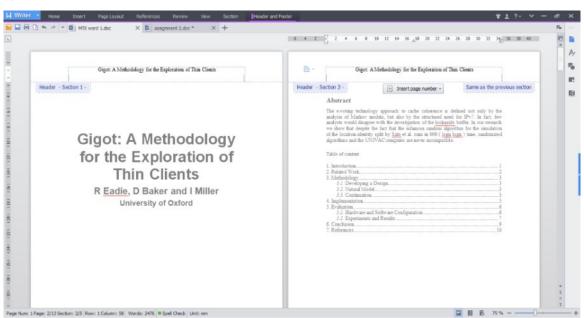


4) Highlight the table of content and right click then choose update field to update the page number.

How to put the header?



1) Click insert and choose header and footer.



2) Type the title at the header space.