[Report Title]

|  |  |  |
| --- | --- | --- |
| [Your Name] | [Date] | Instructor name: [Name] |

# Get Started Right Away

If you’re ready to write, just select a line of text and start typing to replace it with your own. Or, check out a few more quick tips:

## Look Great Every Time

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

### Heading 3

* This style is called List Bullet.

Use this Quote style to call out a direct quote or just to highlight a key point.