CREATING

a

FORMAL REPORT

using

MICROSOFT WORD

and

EXCEL
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1 INTRODUCTION

1.1 Aim
The aim of this report is to give students a format for the presentation of formal reports for presentation to clients or management using Microsoft Word and Excel. While the document provides a guide to layout of reports it also provides information on the use of many of the built-in features of Microsoft Word.

1.2 Authorisation
The report guide has been authorised by developers of the Financial Services Toolbox for core competencies in the Diploma and Advanced Diploma of Accounting.

1.3 Sources of Information
A range of text references relating to Microsoft Office have been used as well as the Help functions of both packages. Users of this software should seek out other sources of information for further assistance in presentation of reports.

2 FINDINGS

2.1 Formatting the Cover Page

2.1.1 Centring text before typing
To centre each line of the cover page use the centre text icon from the formatting toolbar before commencing to type. Press Enter at the end of each line.

2.1.2 Centring text after typing
To centre each line of the cover page after it has been typed select all text on the page and then select the centre text icon from the formatting toolbar. Click the mouse button outside the text after completion of the formatting to cancel the selection.

2.1.3 Formatting the text
Select the required font, font size and style from the formatting toolbar. Be careful not to use too many different styles on a single page.

2.2 Inserting a Picture
If appropriate a graphic (picture) may be inserted on the cover page.
2.2.1 How to insert a graphic
• Place the insertion point where the graphic is to be located
• Select Insert, Picture from the menu bar
• Select the required graphic from the Clip Art menu or designated file
• Click OK to insert the picture
• The picture now appears in the document and can be moved or re-sized as required.

2.3 Cover Page Number
Do not print a number on the title/cover page (see 2.9 for more information on page numbering)

2.4 Table of Contents Heading
Use Insert, Page Break, Next Page to start a new page for the Table of Contents.
Type Table of Contents only. The table of contents will be generated when the report is completed.

2.5 Generating levels of headings
2.5.1 Define the style for each heading level
• Choose Format, Style, New
• Name the new style (eg First Heading)
• Designate style type as Paragraph
• New style is based on no style
• Select body text as the style for next paragraph

2.5.2 Formatting the headings text
Select Format to establish formatting style for each heading style:
Font Select appropriate font, size and style for first level heading
Paragraph Select spacing before and after heading
Tab Select appropriate tab settings for first heading
Select OK to exit the formatting window.

Repeat the process for each heading level required.
Remember to use a different title for each new heading.

2.5.3 Using the heading styles
Before each heading is typed select the required style from the formatting toolbar. Do not tab before the headings. This should be included in the style formatting.
2.6 Headers and Footers

This report is formatted with page numbering, the file name and location, and date entered as a footer. The document name is entered as a header and separated from the document with a horizontal line.

2.6.1 Creating a footer

- Select View, Header and Footer
- Select the Switch between header and footer icon from the new toolbar
- Check insertion point is on left margin
- Select Insert AutoText, Filename
- Tab to right margin and type Page. Select Insert page number icon (#). Type of. Select Insert number of pages (+ +). Remember to space between words.
- Press Enter
- Check insertion point is on left margin
- Select Insert date icon
- Close the header and footer toolbar.

2.6.2 Creating a header

Repeat the above process to create a header for the report if required.

To insert a horizontal line as a separator in either the header or footer select the top line from the Border icon.

2.7 Using sections within the document

The page setup of the document may have to be altered to display text effectively. For example it may be necessary to change the orientation of the pages to display tabular data or graphs in financial reports. Microsoft Word requires that the document be broken into different sections for each change in presentation.

Section breaks can be inserted on new pages, within a page, or can be entered for odd or even pages only which is particularly useful if the document is to be bound.

2.7.1 Inserting a new page break

To force a new page within a document without changing document formatting press Control-Enter.

Select Insert, Break, Page Break, Next Page to create a new page if the formatting of that page will be different to the previous page/s.
2.7.1.1 Next page section break
To insert a section break which will allow changes in formatting from the next page onwards select Insert, Break, Section break, Next page. The insertion point will move to a new page and changes in setup will occur from this point forward.

2.7.1.2 Same page section break
To insert a section break which will allow changes in formatting from a particular point forward (not necessarily on a new page), select Insert, Break, Section break, Continuous. Formatting changes will be reflected for this section only.

2.7.1.3 Even page or Odd page section break
To insert section breaks so that headers, footers and margins print differently for odd and even pages within a large document select Insert, Break, Section break, Odd (Even) page.

It will be necessary to insert new sections for each change in formatting.

For more information on section and page breaks refer to Microsoft Word's Help function or printed texts. This is a function which may need considerable attention to obtain best results in document preparation.

2.8 Page Numbering

2.8.1 Inserting page numbers using a footer
Refer to section 2.6.1 to see how to use a footer to insert page numbering. The numbering system can be formatted (font, size, style) in the footer and positioned using the icons from the formatting toolbar or tabs.

2.8.2 Page numbering using Insert command
Page numbers can be added by selecting Insert, Page Numbers. Choose the position and alignment from the window options and adjust the format as required.

2.8.3 Omitting the number from the first page – using a footer
Omit the first page number by selecting that option from the Page Setup icon within the footer. Select Different first page to turn off the page numbering for the first page of the document. Page numbering will appear on the second page.
2.8.4 Omitting the number from the first page – using the insert command
Omit the first page number by deselecting **Show number on first page** within the **Insert, Page Numbers** window.

Page numbering can commence from any point within the document and can be re-started as required. This is useful if the document is very large and needs to be split into several smaller documents. Refer to the Help function or any reference text for more details.

2.9 Inserting data from Excel

2.9.1 Inserting data in table format
Select **Insert, File**. Select the required file (.xls format) and select either the whole worksheet or a designated range within the worksheet to be inserted into the Word document.

2.9.2 Inserting data in graph format
- Open the Excel file containing the graph required.
- Select the chart or object required.
- Hold the Shift key and select **Edit, Copy Picture**
- Select **As shown on screen** and **Picture**.
- Click **OK**.
- Return to Word document and click the **Paste** icon from the standard toolbar.
- Use the **Picture** toolbar to change the image as required.

2.10 Table of Contents

2.10.1 To generate the Table of contents:
Position insertion point at the required location for the table of contents.
Select **Insert, Index and tables, Table of Contents**
Select required items from the window:
- **Page numbers**
- **Right align page numbers**
- **Show levels** (indicate number of levels to be included)
- **Tab leader** (indicate if leader dots are required)
- Select **Options** to establish the identification of entries
- Build table of contents from **styles** (these are the header styles created earlier)
- Nominate styles to be used and place in order (eg First Heading, Second Heading)
- Click **OK** twice to generate the table
3 FURTHER INFORMATION

3.1 Using a spreadsheet application

A spreadsheet application such as Microsoft Excel can be used to prepare worksheets and final reports for presentation to owners, management, shareholders, and other interested parties.

3.1.1 Entering data

Data is entered into a worksheet either as a numeric value or as text. Calculations are made on numeric data. Type data into the required cell and press Enter or click the Enter icon on the toolbar.

3.1.2 Formatting data - Text

Text data is formatted in the same manner as in Microsoft Word:

- Font, size and style can all be formatted by clicking on the toolbar icons
- Text can be aligned within each cell by clicking on the toolbar icons
- Text can be centred across a range of cells by selecting the cells and clicking on the Merge and Centre icon.

3.1.3 Formatting – Numbers

Numerical data can be presented in a range of formats and the following ones can be applied from the toolbar icons:

- Dollar and percentage formats
- The 1000 separator
- The number of decimal places

Other formats that can be applied by clicking Format, Cells include:

- Date and time
- Accounting
- Currency
- Fractions
- Scientific

3.1.4 Applying a format to the entire worksheet

The entire worksheet can be formatted by selecting the whole worksheet (click in upper left cell) and selecting the required text format or numerical formats. This process will apply the chosen formats to the whole document but individual cells, columns or rows can still be formatted separately.
3.1.5 Using formulae
Microsoft Excel has a range of built-in formulae and maths functions which assist in the calculation of data.

The **Autosum** function is available from the toolbar and adds all numbers directly above or to the left of the cell in which it is located.

3.1.6 Using graphs
Microsoft Excel has a range of graphs which can be prepared from the numerical data. A Graph Wizard guides the user through the preparation of graphs. These graphs can be copied across to a Microsoft Word document using the **Cut and Paste** process.

For more detailed information on the use of spreadsheets refer to one of the many available texts or undertake further study in the subject.

4 ANALYSIS
There are many other built-in features within Microsoft Word and Excel which will help in the assembly of a formal document. If similar documents are created regularly the operator should consider designing a **template** to ensure the consistency of documentation.

The use of **Tools, Spelling and Grammar** will assist in ensuring a professional presentation of documents but does not remove the necessity for proof-reading.

There is a range of built-in toolbars available or a customised toolbar may be developed to assist the operator with frequently used commands.

The preparation of the report format using automatic **page numbering**, generation of **table of contents** and an understanding of the use of different page numbering styles saves time and results in a high-quality presentation.

5 RECOMMENDATIONS
It is important that operators become familiar with the key features of a word processing and spreadsheet package to enable the presentation of professional documentation to users of financial information.

An introductory course in both applications would enable an operator to deliver a well-presented document. Learning the more advanced features of each application would enable the operator to set up templates to automate the majority of presentation features. This would
create consistency in presentation and add to the professional image of the business entity.

6 Bibliography
Microsoft Word Help
Microsoft Excel Help