

AUT ASSESSMENT PRESENTATION

Formatting instruction

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All written assignments must be professionally presented and should follow these standard guidelines.

1. Report Presentation

- Cover sheet
- Title page
- Executive Summary
- Table of Contents (for long report only)
- Table of Figures
- 1.0 Introduction
- 2.0 Literature Review
- 3.0 Discussion of findings
- 4.0 Conclusions
- 5.0 Recommendations
- 6.0 Reference list or bibliography
- 7.0 Appendix

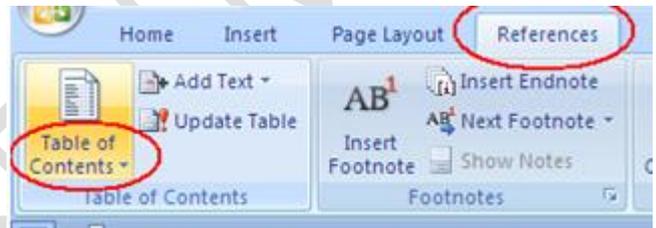
2. Insert Table of Content

Microsoft has a button that helps us to insert a table of contents, as long as you have the right styles for your headings and contents.

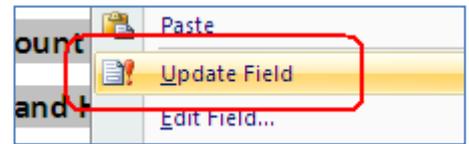
The style is employed to produce the layers/levels in the table of contents. Headings, only those in heading styles, will be automatically put into the Table of Contents. In other words, Heading 1 will be the first layer, heading 2 is the second layer, etc. please see the picture below.

The first level	<p>2.0 Literature Review..... 3</p> <p>3.0 Method: 10</p>	} Using Heading 1 Style
The second level	<p>3.1 Participants:..... 10</p> <p>3.2 Materials:..... 10</p>	} Using Heading 2 Style

- Go to “Reference” ribbon, and then select “Table of contents”
- Click the arrow, and click “Insert Table of Contents”

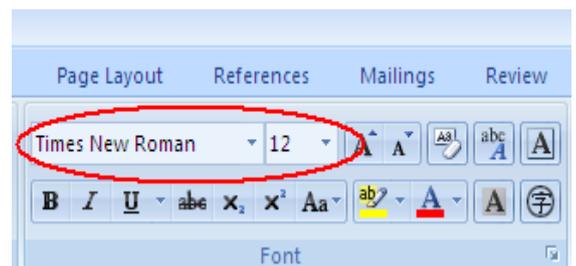


- To update your table of contents, right click your mouse within the table of contents area, and then select “Update Field” to update either the page number only or the entire table.



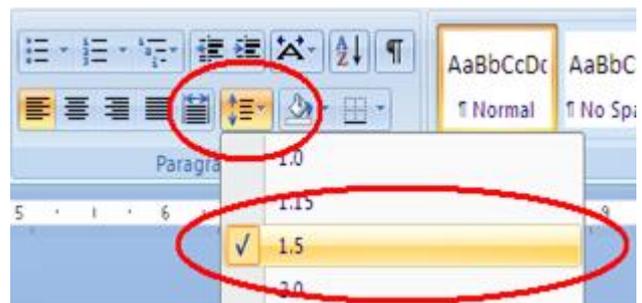
3. Font & Font Size

Use any appropriate font and style. However, for ease of reading **Times New Roman** in **12 point** or **Arial** in **10 point** is recommended.



4. Line Spacing

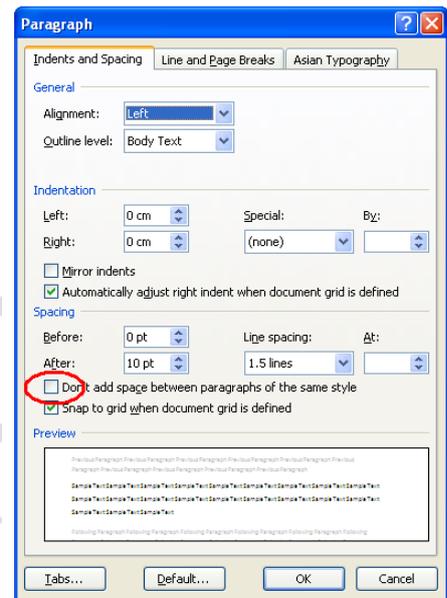
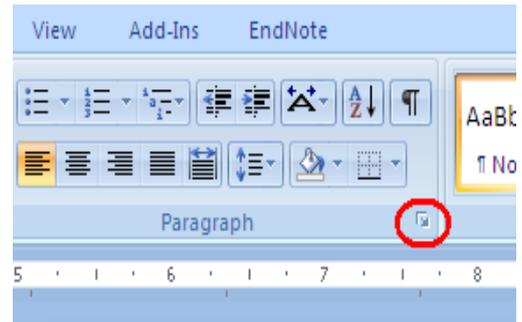
Use 1.5 line spacing.



5. Spacing Between Paragraphs

Ensure you have consistent spacing between paragraphs and use “white space” to enhance readability

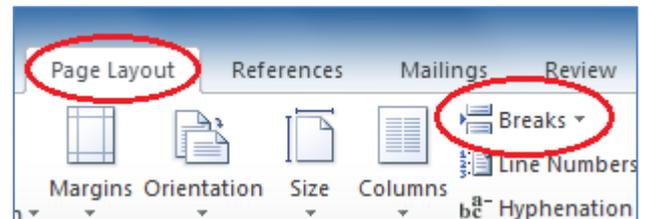
- Click the arrow (circled icon)
- A window pop up, **UN-TICK** the box to increase the space between paragraphs



6. Page Breaks

Each section of your report should be started in a new page.
There are three ways to insert a page brake:

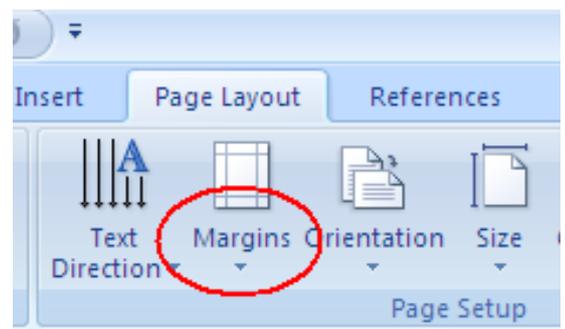
- “Control” + “Enter”; or
- Go to the “Insert” ribbon and Click “Page Break”;
or
- Go to the “Page Layout” ribbon and click on “Breaks”, and then select “page break”



7. Margins

Leave wide margins on either side of your written assignments to allow for marker’s comments and notations.
E.g. margins of **2.5cm on the left** and **3cm on the right**

- Go to “Page Layout” and click “Margin”
- Click “Custom Margins...”
- **Change** the left and right margin to the requested margin size in the pop up window



8. Using Styles

Style is the key to generate the table of contents, therefore, proper styles for your headings and contents are crucial.

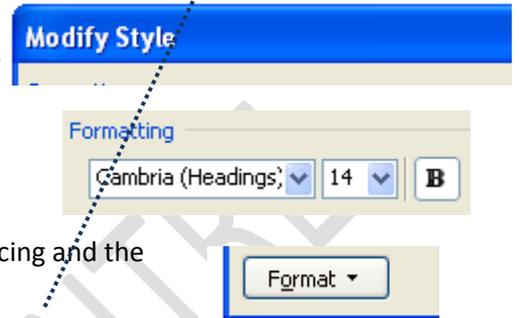
a. Applying styles

- Select the text that you want to change and click the appropriate style from the Quick Style gallery
- If you don't see a style that you like, click the arrows to the right of the gallery to see more styles or create your own style as needed.



b. Changing styles

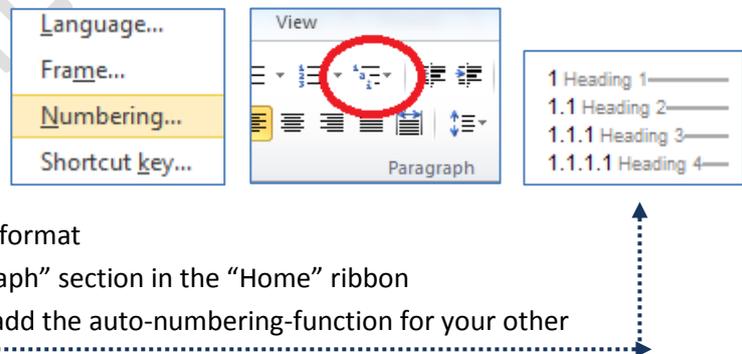
- To make a modification to the Font, Font size, colour, spacing and the like of the style
- Select the based style, and right click your mouse, select "Modify"
- A Modify Style window pop up
- Change your style from the Formatting gallery in the middle of the window or at the bottom left corner, such as font, size, line spacing, paragraph space, page break etc.



c. Numbering your headings

To number your headings automatically, it is important to make sure that you correctly number your **Head I style first**.

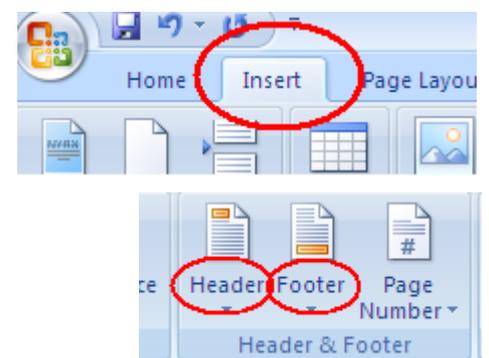
- While you are still in "Modify style/Format", click "Numbering" to number your Heading I style
- Select one numbering style from the "numbering library", or define a new number format, though preferred "1.0" format
- Click "Multilevel List" under the "Paragraph" section in the "Home" ribbon
- Select "the list" from the List Library to add the auto-numbering-function for your other headings

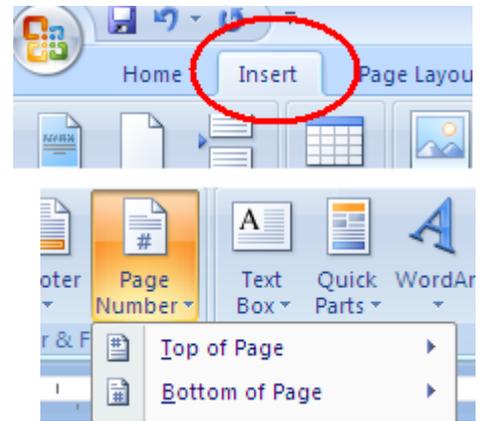


9. Footer and Header

Your **name and/or ID number** on every page as a header or footer

- In the "insert" ribbon
- Add you header and footer



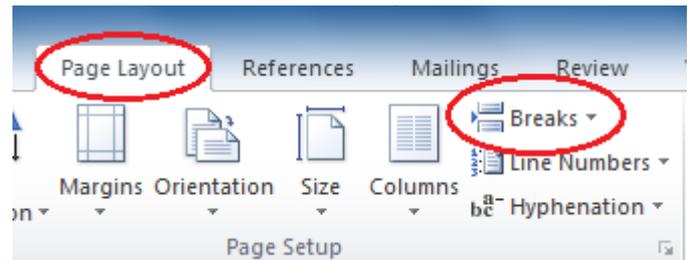


10. Number Your Pages

- Click “insert” ribbon, click the “page number”
- Select the style you like (normally it is “bottom of page”)

11. Section Breaks

Section breaks allow us to use difference format in different sections even in the same document. E.g. different page number styles in the same documents.

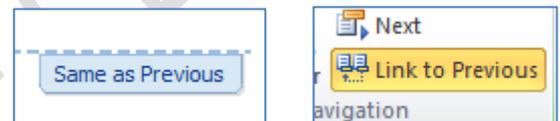


a. Add section breaks

- Go to the “Page Layout” ribbon
- Click “Breaks”
- Select “section break”

b. Unlink the two sections

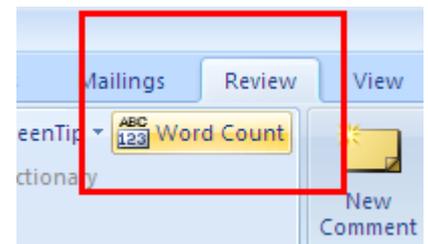
- When you double click in the area of the header ,if “Same as previous” is on, this means that the format/contents of current section is consistent with previous’s section.
- Click “link to previous” under the Design/Navigation ribbon to turn off the “same as previous”, which allows you to use different formats in different sections within one document



12. Word Count

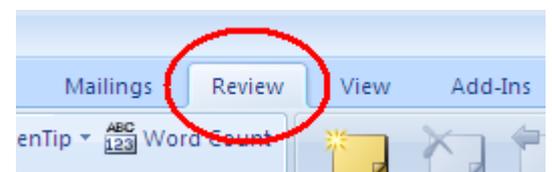
Always include a word count of your work

- Go to the “review” ribbon, click on “word count”



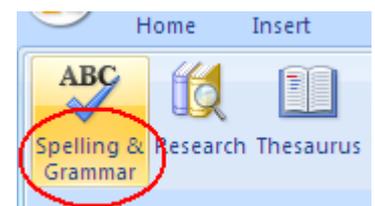
13. Spelling and Grammar

Use spell check to help with the accuracy of your spelling. Remember that a spell check only corrects incorrect spelling, not incorrect word usage.



Use the grammar check as an aid in editing your assignments for readability and correct word usage

- Click “review” ribbon
- Click “spelling & Grammar” icon to check your spelling & grammar



14. Staped or Bound

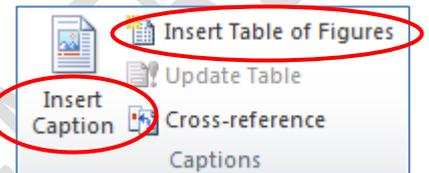
Staped or bound if requested (however please do not collate your assessments using plastic sleeves or large folders)

Go to “print sprint” for bounding, it may cost you around \$5 (according to how many pages in your assignment).

15. Numbering of Tables and Figures

In a longer more structured document, you will frequently want to number and add captions to your tables and figures. You could do this manually, but a better idea is to let Word add these captions and automatically assign the numbers.

- Click on the **References** ribbon
- Click the **Insert Caption** button
- In the Caption box, it will read Table 1 (if it reads Figure 1, choose **Table** from the **Label:** drop down list) and allow you to add further information.
- To insert Table of Figures by clicking on the “**Insert Table of Figures**”



16. Check List

- Appropriate font and style, e.g. Times New Roman in 12 point or Arial in 12 point
- Wide margins on each side, e.g. 2.5cm on the left, 3cm on the right
- Use 1.5 line spacing
- ‘white space’ between paragraphs
- Your name and ID number in header or footer
- Number your pages
- Check spelling and grammar
- Graphs, numerical data, and tables are laid out and cross referenced.

17. Shortcut Keys

- Select all = Ctrl + A
- Copy = Ctrl + C
- Cut = Ctrl + X
- Paste = Ctrl + V
- Undo = Ctrl + Z

18. Reference List

AUT Business School. (2012). *2012 Business assessment and study handbook*. Auckland, New Zealand: AUT University.

AUT University. (2008). *Microsoft office word 2007 intermediate and Advanced*. Auckland, New Zealand: AUT University.