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Section heading style

Sub section heading style

Use the built in styles (find these in the styles section of the home tab) to create your document. This paragraph is using the ‘normal’ text style which is set to size 12 with 1.5 line spacing. When you use the heading styles (examples above) your headings will automatically populate the table of contents when refreshed (right click on the contents section above and update).

Sub title style – instructions for use of this template

The sub title style above is for headings within page content which will not appear in the table of contents.

|  |
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| This text is in a **panel** which can be inserted from Quick Parts (available in the Text section of the Insert tab). |

You can also add icons from Quick Parts, e.g.

 Discuss

|  |
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| Information  You could also add an icon to a panel. |

[Delete these examples and instructions to start using this template☺]