Writing a technical description

After you finished typing go through the following steps:

1. Set the Alignment of the paragraphs to Justified at the Paragraph panel

2. Give name to each paragraph, for example (essay like) Introduction paragraph Supporting paragraphs (The body) About games Tetris in focus Et cetera Summary paragraph (Conclusion)

3. Set Styles Paragraph names to Heading 1 (you can set Heading 2 even) Leave the text bodies in Normal style

4. Insert a blank page to the begin of the document

5. Insert a Header (Blank type)

6. Tick "Different First Page" on the Design Tab for the Header

7. Insert the BME logo into the Header of the document You can find it on the directory of the subject, or you can borrow it from me:

8. Align the picture to center

9. Press an ENTER after the picture, and set a Bottom border for the Header on HOME ribbon.

10. Write the following rows below the middle of the first page (Left aligned): Technical Description (Style - Title) First name Last name, Neptun code Insert date (INSERT ribbon, Text panel)

11. Insert a Blank page (again) under the Cover page

12. Insert a Table of content (References Tab / Table of Contents) You can refresh the fields of the TOC (Table of content) if you select all (Ctrl + A), and then press F9

13. Insert left-aligned Page Number (Design Tab) to the Footer

14. Save your work to a Word Document It will be useful in the future, copy to the your pendrive, or save it on your personal Z: drive

15. Save your work to a Portable Document Format (Save as / PDF)

Delight in your job by clicking on the points of TOC in PDF

The final document should look like the one below:

Course

Basic Informatics,
BME, Faculty of Civil Engineering

Class manager

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