***Microsoft Word*** [[1]](#footnote-1)allows you to compose a document with formatting such as

* Tables
* Graphics
* References
* Pictures

A multi page dcoument can have headers and footers and page numbers and if *styles* [[2]](#footnote-2)are used then an automtaic *table of contents* [[3]](#footnote-3)can be created.

1. Microsoft is a registered Trademark of the Microsoft Corporation [↑](#footnote-ref-1)
2. Styles are found on the Home ribbon [↑](#footnote-ref-2)
3. Table of Contents are found on the References ribbon [↑](#footnote-ref-3)