








## Word Functionality: Abstract

-  You may have already included a page for the abstract. If not, place the cursor where you would like the abstract page and insert a blank page: see **insert a blank page** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-a-blank-page-893a3606-e274-4148-ad28-c6c1bcb39c49>
-  Ensure that the cursor is on the abstract page, press the enter key a couple of times and then create a section break to the next page: see **add a section break next page** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-a-section-break-eef20fd8-e38c-4ba6-a027-e503bdf8375c>
-  Unlink the abstract section from the header and footer in the main report: see steps 3 and 4 **unlinking headers and footers** on the Microsoft support page <https://support.microsoft.com/en-us/office/configure-headers-and-footers-for-different-sections-of-a-document-94332643-a6e9-46aa-ab29-064f1d356db6>  
[An abstract has no page numbers nor any other text in either the header or the footer. The main part of the report will have page numbers in the footer and any other information requested by NTI, such as the report title and student name and number in the header or footer.]
-  Move the cursor back onto the abstract page.
-  Change the width of the margins to wide margins so that the text is displayed over a narrower page and is visually centred on the page: see **create a custom margin** on the Microsoft support page <https://support.microsoft.com/en-us/office/change-the-margins-in-your-word-document-c95c1ea1-70b1-4dde-a1da-f5aa2042c829>  
[Ensure that you **only apply the custom margin to this section** and not to the whole document and not to from this point forward.]
-  Type the heading Abstract and centre it.
-  Type the abstract content only on **one page**.  
[Narrow the margins if it will not fit on one page and you have written as concisely as possible.]

An example of an abstract in a report is given below:

Abstract

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