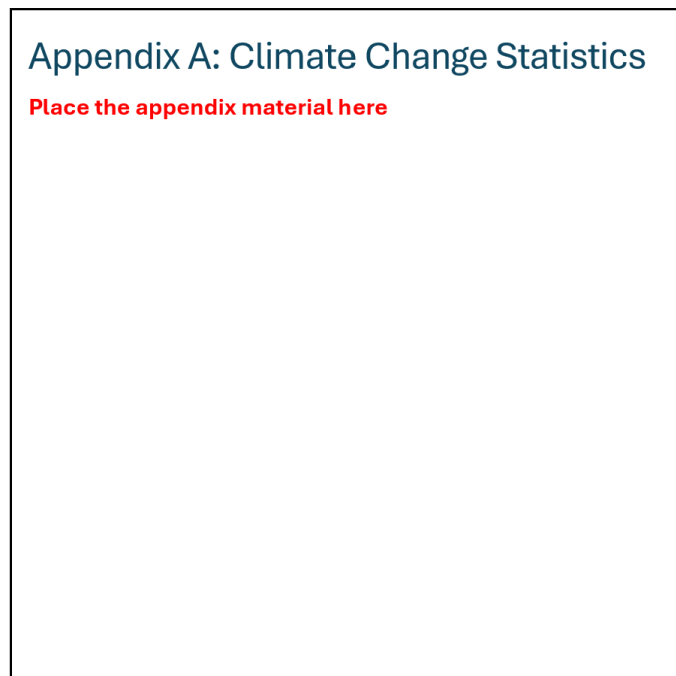


Word Functionality: Appendix/Appendices

For each appendix:

- ✚ Insert a page break after the Reference List or the previous appendix: see **insert a page break** on the Microsoft support page <https://support.microsoft.com/en-us/office/insert-or-delete-a-page-break-183d9245-b791-4cd3-9ec2-093258a78a52>
- ✚ Type a heading: Appendix A or Appendix 1 on the first appendix, Appendix B or Appendix 2 on the second appendix and so on.
- ✚ Apply a style (usually Heading 1 style) to each heading: see **apply styles** on the Microsoft support page <https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>
- ✚ If, and **only if**, you intend generating a table of contents for the report, then apply multilevel list numbering to each heading: see **number your headings** on the Microsoft support page <https://support.microsoft.com/en-us/office/number-your-headings-ce24e028-4cb4-4d4a-bf25-fb2c61fc6585>

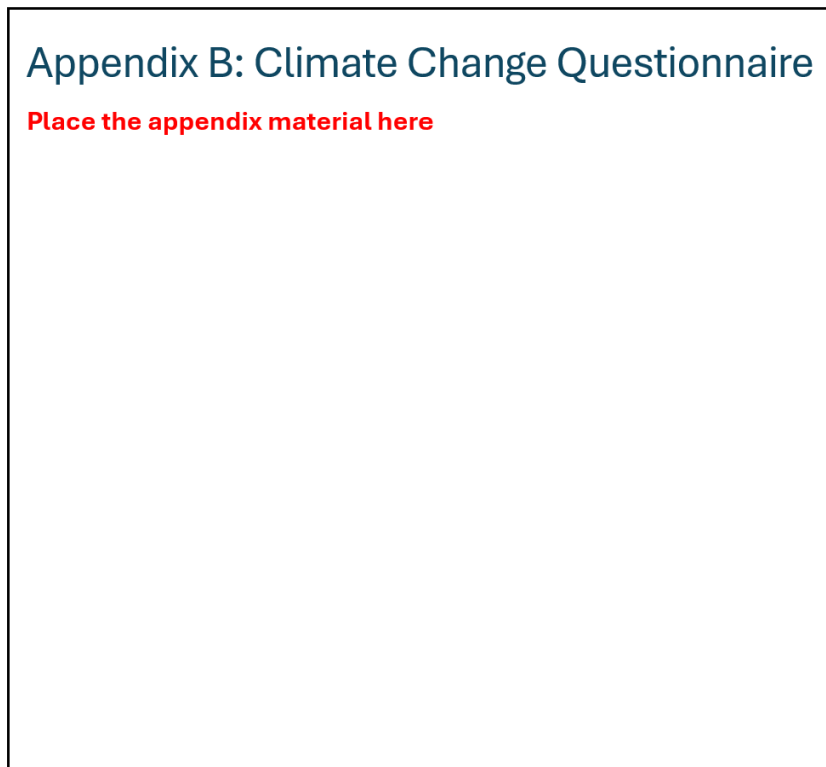
An example of appendices in a report is given below:



Or, if using multilevel list numbering (for a table of contents) then the heading might be:

8. Appendix A: Climate Change Statistics

The second appendix is placed on a new page with a heading which has had a style applied.



Or, if using multilevel list numbering (for a table of contents) then the heading on the second appendix might be:

9. Appendix B: Climate Change Questionnaire