




Word Functionality: Headings, Subheadings, Sub-subheadings




Headings

For each heading:

-  Type a heading.
-  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 you intend generating a table of contents for the report or if you wish headings to be numbered, 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>
[If you decide to apply multilevel list numbering then it is important that you have already applied the Heading 1 style to your heading. If you do not have a great deal of time or you are not familiar with multilevel lists then do not use them, unless of course, you need a table of contents.]

Subheadings

For each subheading:

-  Type a subheading.
-  Apply a style (usually **Heading 2 style**) to each subheading: see **apply styles** on the Microsoft support page <https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>
-  If you intend generating a table of contents for the report or if you wish subheadings to be numbered, 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>
[If you decide to apply multilevel list numbering then it is important that you have already applied the Heading 2 style to your subheading and that you go back to the multilevel list icon and change the list level to the second level.]

Sub-subheadings

For each sub-subheading:

- ✚ Type a sub-subheading.
- ✚ Apply a style (usually **Heading 3 style**) to each sub-subheading: see **apply styles** on the Microsoft support page <https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>
- ✚ If you intend generating a table of contents for the report or if you wish sub-subheadings to be numbered, 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>
[If you decide to apply multilevel list numbering then it is important that you have already applied the Heading 3 style to your sub-subheading and that you go back to the multilevel list icon and change the list level to the third level.]

Examples

Example of headings, subheadings and sub-subheadings in a report are given below:

Styles applied, no numbering and no indentation

Heading Heading 1 style
Subheading Heading 2 style
Subheading Heading 2 style
Sub-subheading Heading 3 style
Sub-subheading Heading 3 style
Subheading Heading 2 style
Heading Heading 1 style
Heading Heading 1 style

Styles applied, no numbering and increase indentation

Heading

Heading 1 style

Subheading

Heading 2 style, increase indent

Subheading

Heading 2 style, increase indent

Sub-subheading

Heading 3 style, increase indent twice

Sub-subheading

Heading 3 style, increase indent twice

Subheading

Heading 2 style, increase indent

Heading

Heading 1 style

Heading

Heading 1 style

Styles applied and multilevel list numbering

1. Heading

Heading 1 style, multilevel list level 1

1.1. Subheading

Heading 2 style, multilevel list level 2

1.2. Subheading

Heading 2 style, multilevel list level 2

1.2.1. Sub-subheading

Heading 3 style, multilevel list level 3

1.2.2. Sub-subheading

Heading 3 style, multilevel list level 3

1.3. Subheading

Heading 2 style, multilevel list level 2

2. Heading

Heading 1 style, multilevel list level 1

3. Heading

Heading 1 style, multilevel list level 1