

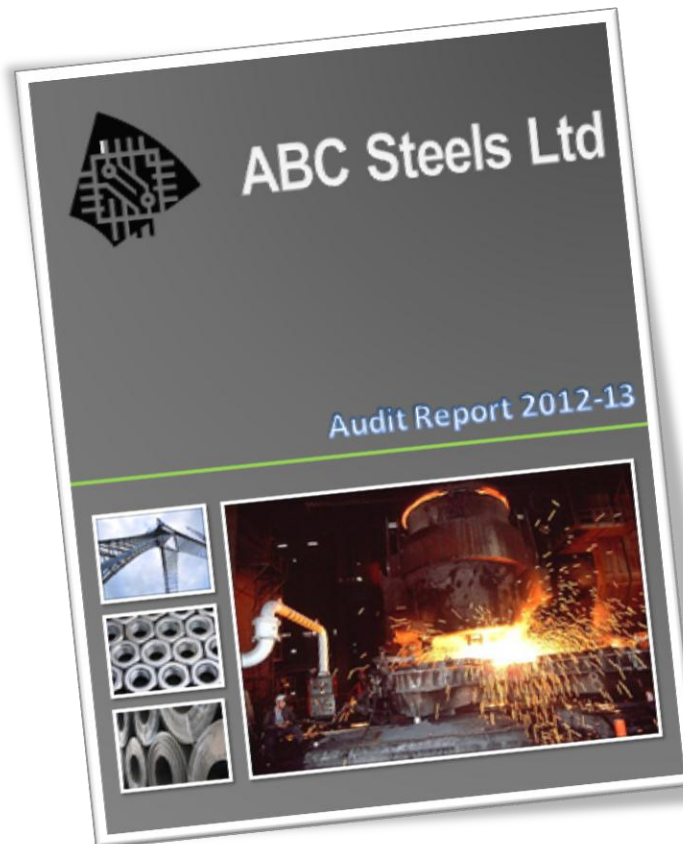
How to format an audit report?

Friends, we are good at preparing reports as per our institutes' Standards and guidelines. But, most of us need to put some extra efforts to format the content of reports in MS- Word. I assure you that these posts links that I have listed below will help you to format the contents of any report using features available in MS- Word.

Areas where we need to concentrate while formatting an annual report:

Note: In a single post we cannot cover all the items listed below. Hence, all the items listed below are hyperlinked with the respective posts.

Cover Page



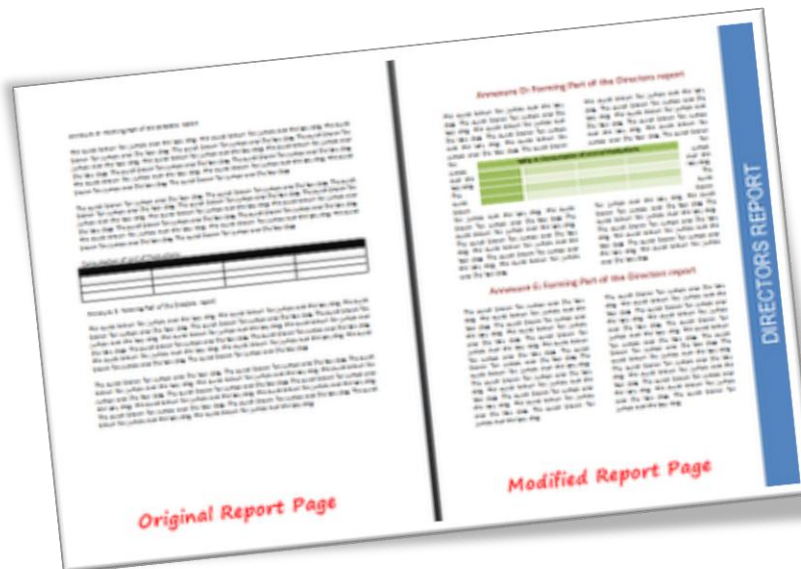
How to create a cover page like this, refer post [Cover Pages – How to format an audit report – Part I](#)

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How to create a Table of Contents, refer post [Table of Contents \(TOC\) – How to format an audit report – Part II](#)

Multi-Column Presentation



How to create a Multi-Column Report, refer post [Multi-Column Presentation – How to format an audit report – Part III](#)

Page Numbering



How to add page number in the document? Refer post [Page Numbering – How to format an audit report – Part IV](#)

Cross References



How to insert cross-reference in the document? Refer post [cross-reference – How to format an audit report – Part V](#)

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