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#### **Backing up**

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the formatting any number of times – until you push the 'Esc' button on your keyboard to stop this feature.

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Numbering is accessed via the 'Paragraph' menu on the 'Home' tab or via the menu that appears when you right click on the mouse.

#### A Fraice

The 'Table of Contents' and 'Table of Figures' are available from the 'References' tab.

You may need to update such lists, after introducing changes and before you print the final copy of your report by right clicking on your mouse in the list and then choosing the relevant option from the menu that appears.

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c a a a ab , you can sort them alphabetically by using the 'AZ' feature in the 'Paragraph' menu of the 'Home' tab.

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