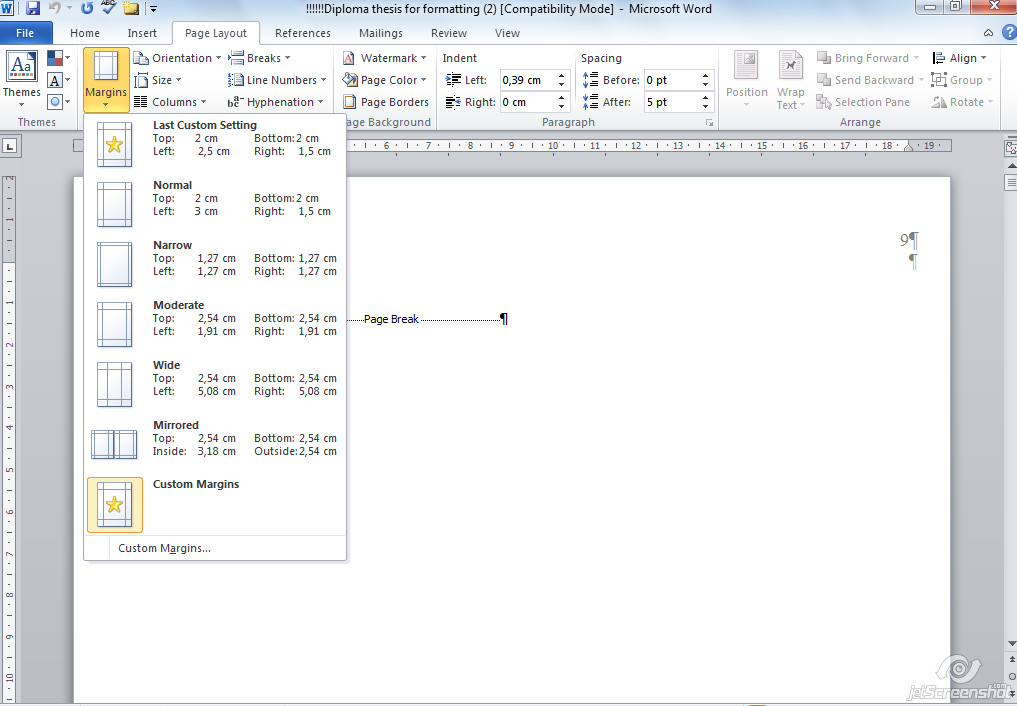
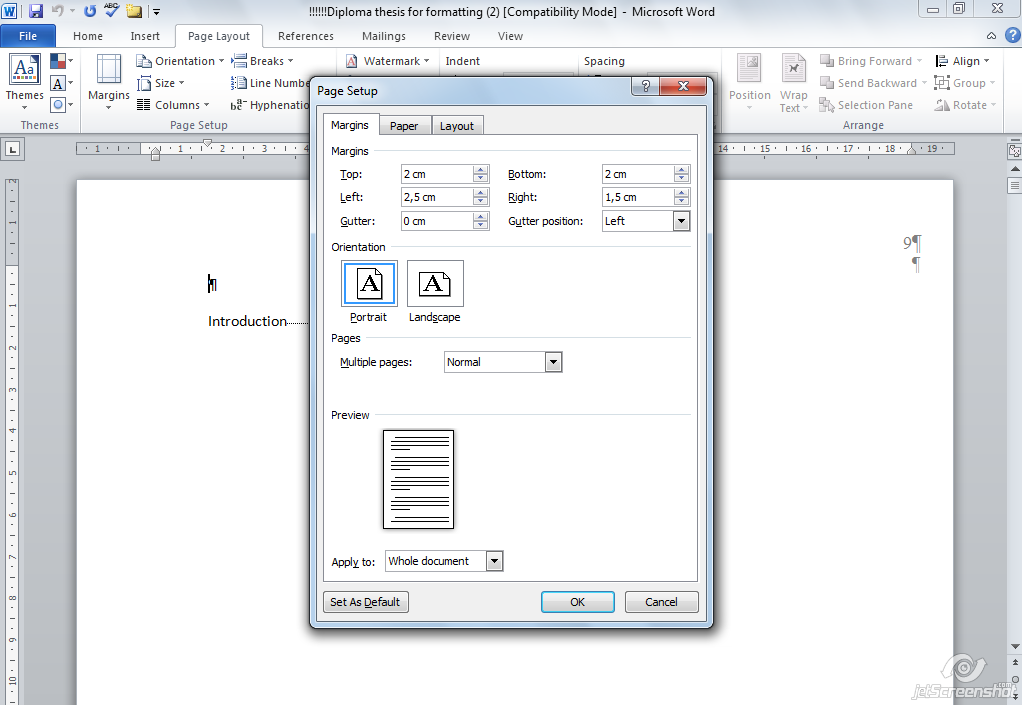
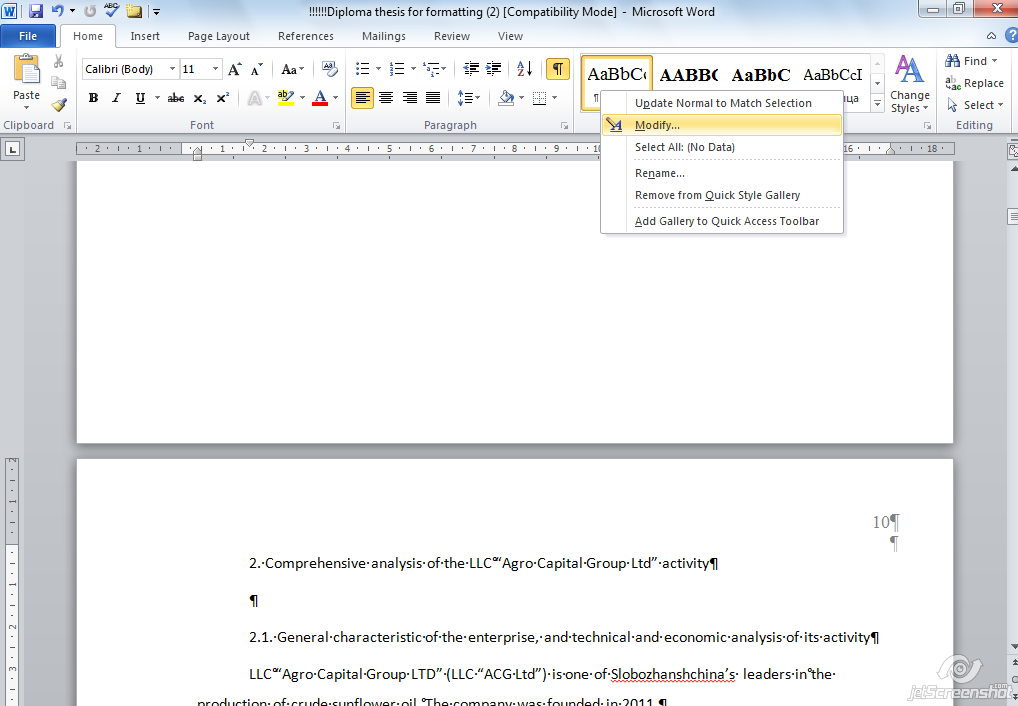
**The formatting procedure**

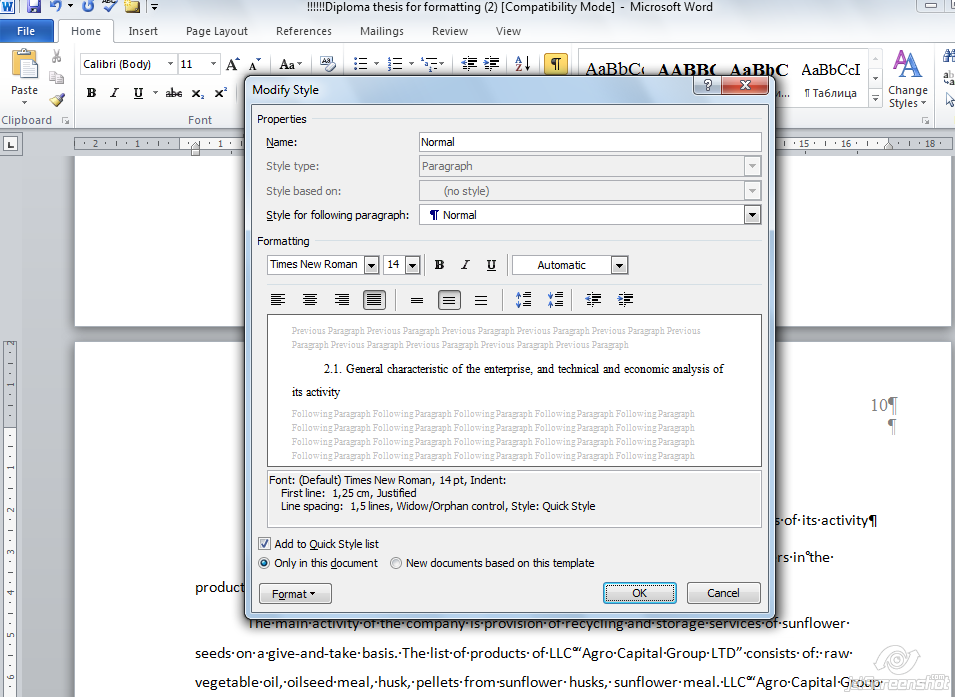
Setting margins:

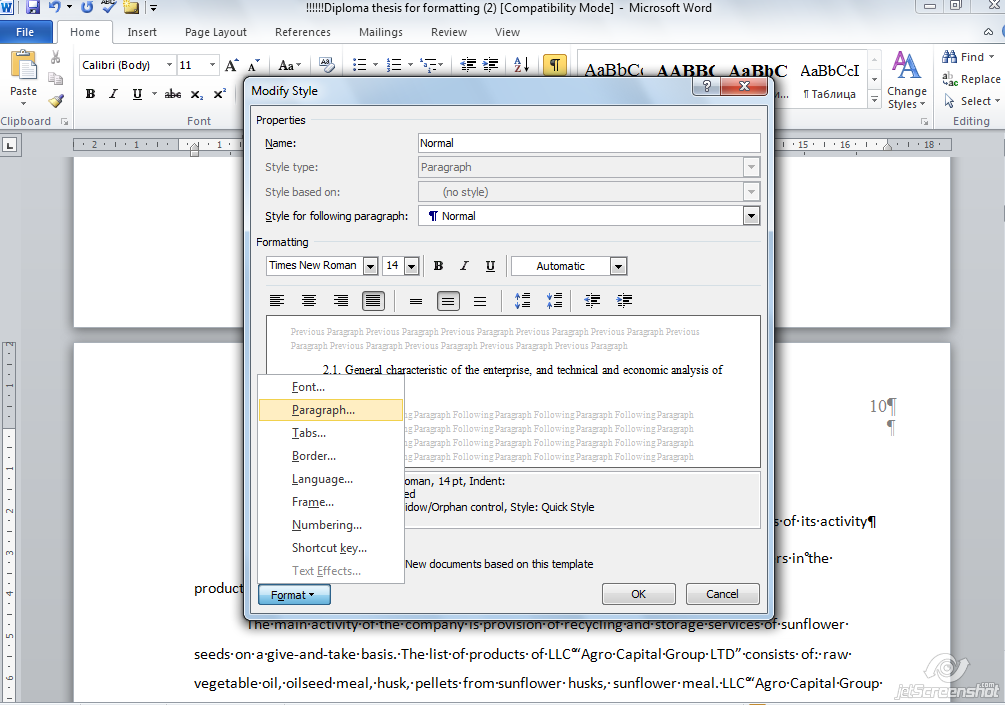


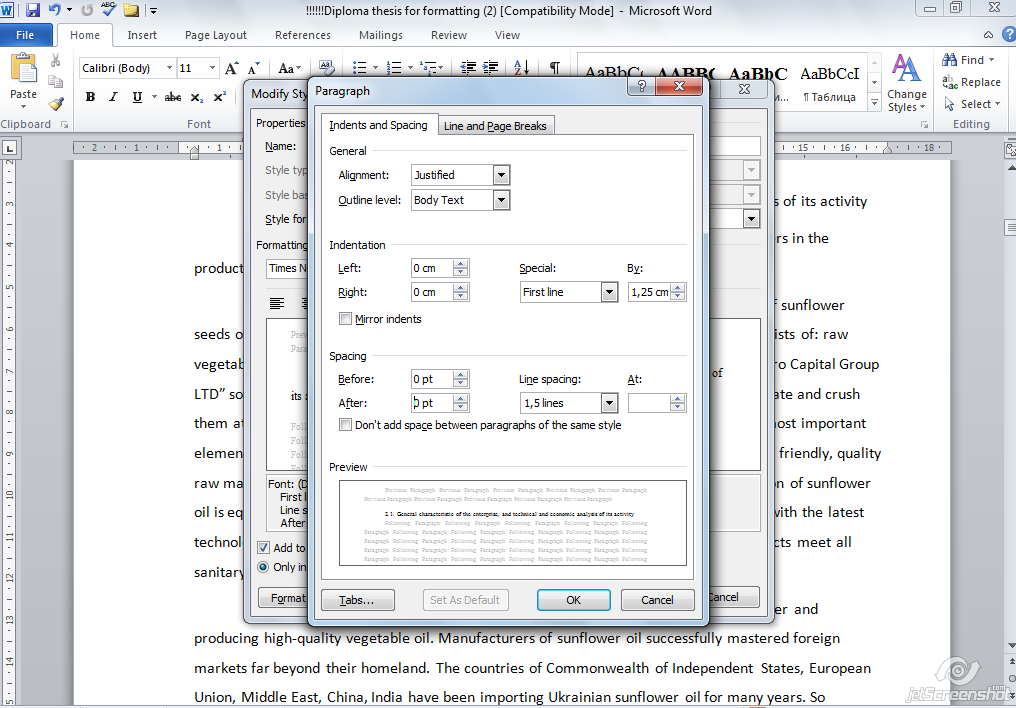


Setting up the Normal style:

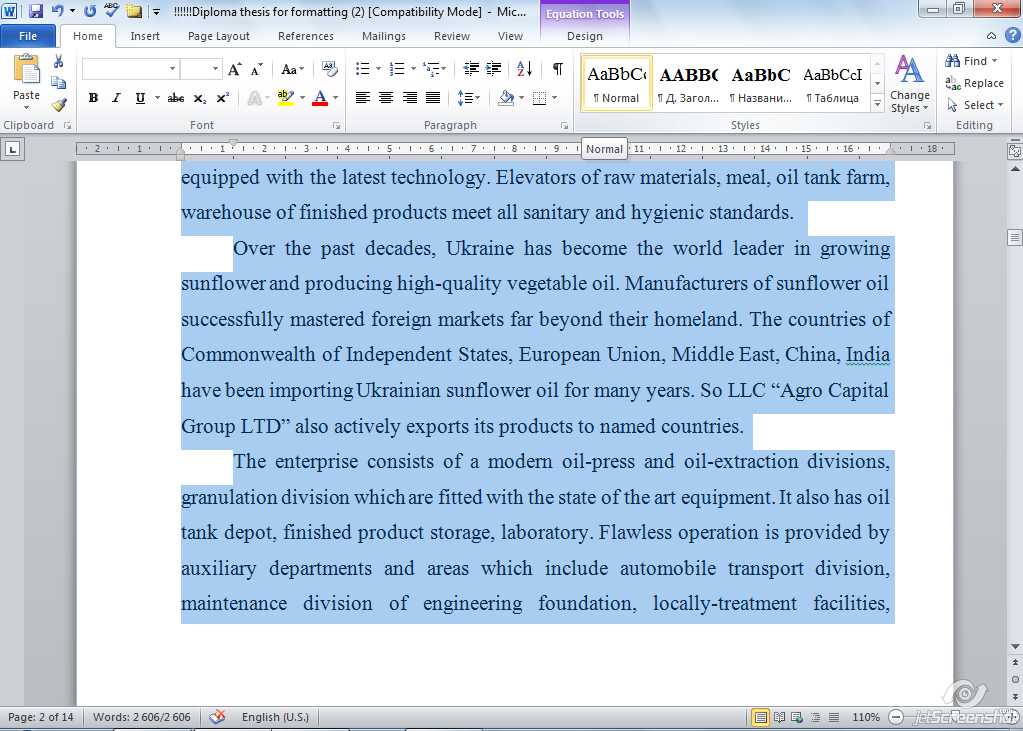




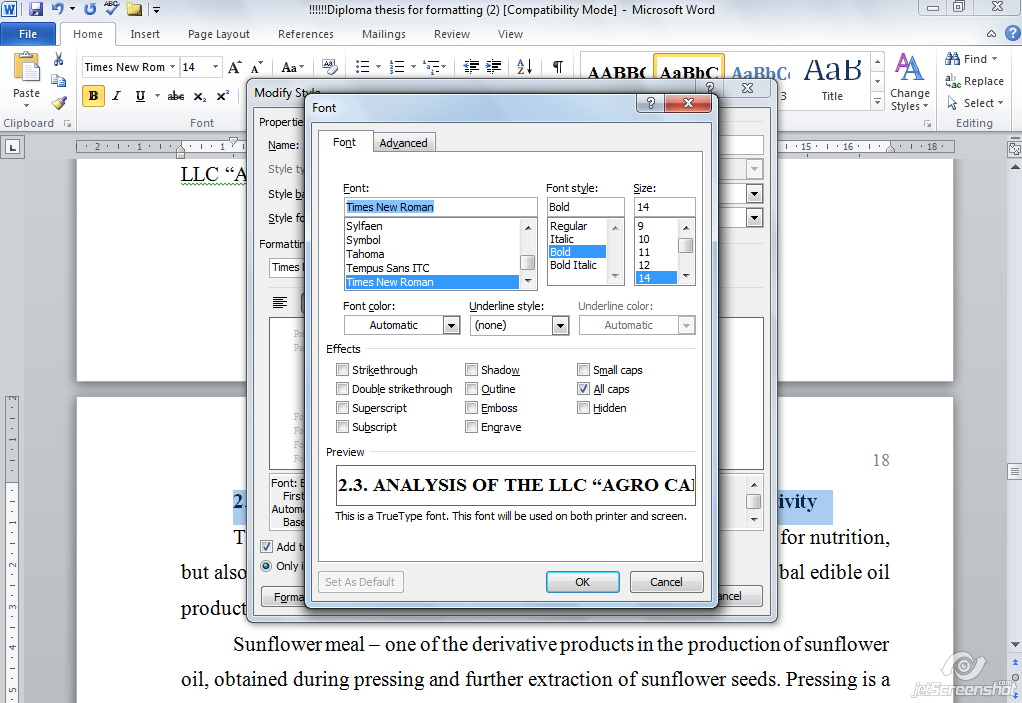


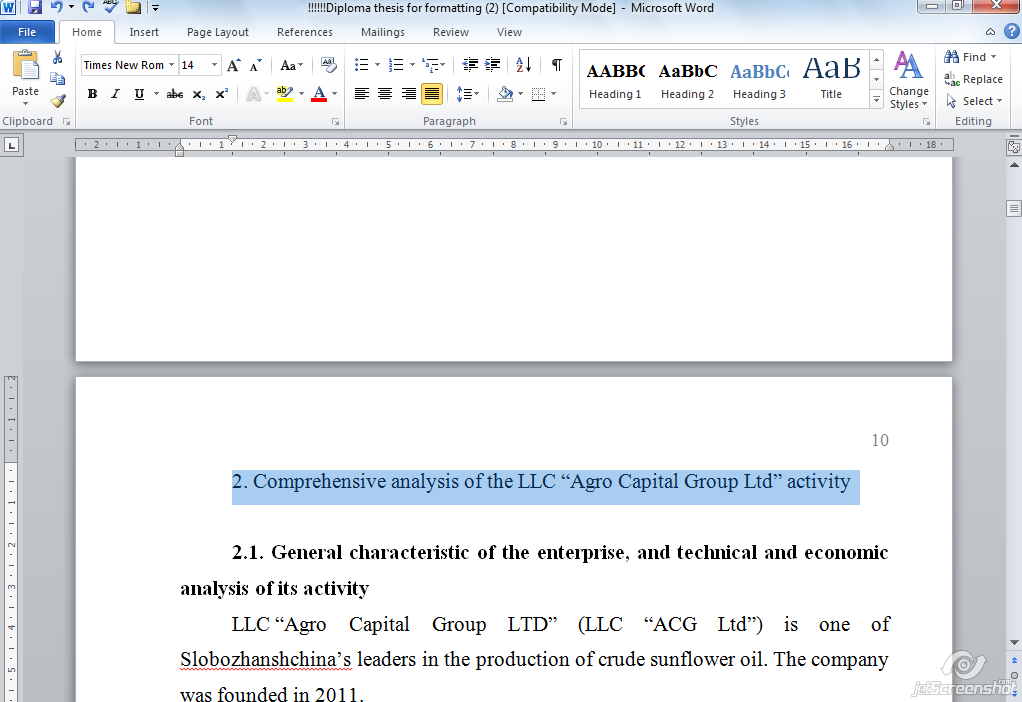


Applying the Normal style to the text:



Setting up the Heading 1 (for chapters’ titles) and Heading 2 (for subchapters’ titles) styles:





Making a table of contents:

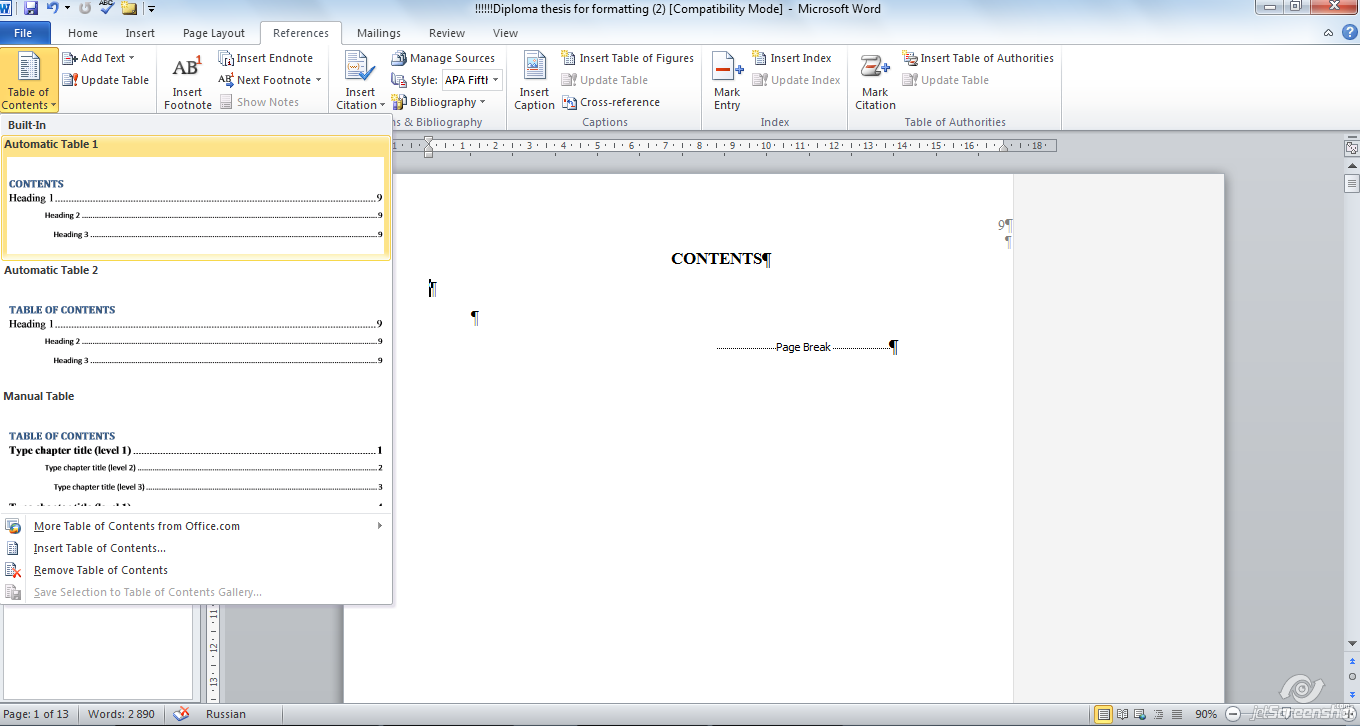
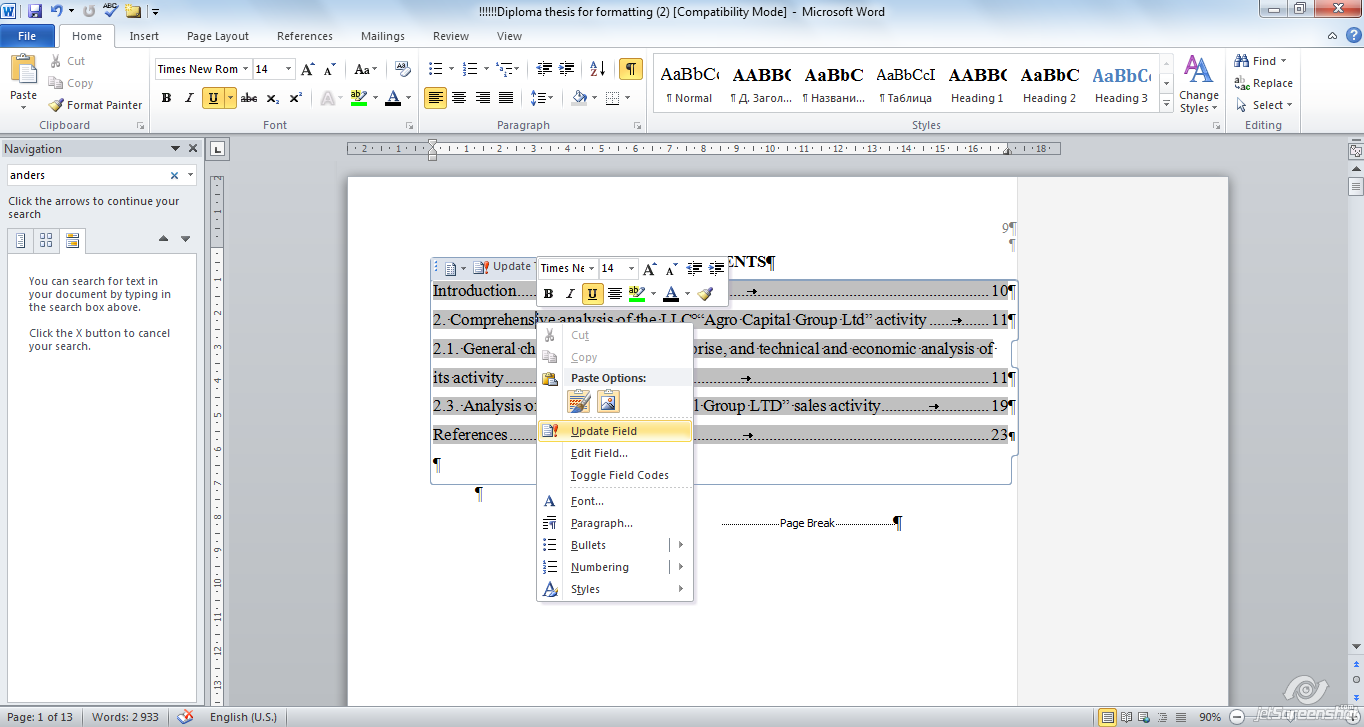
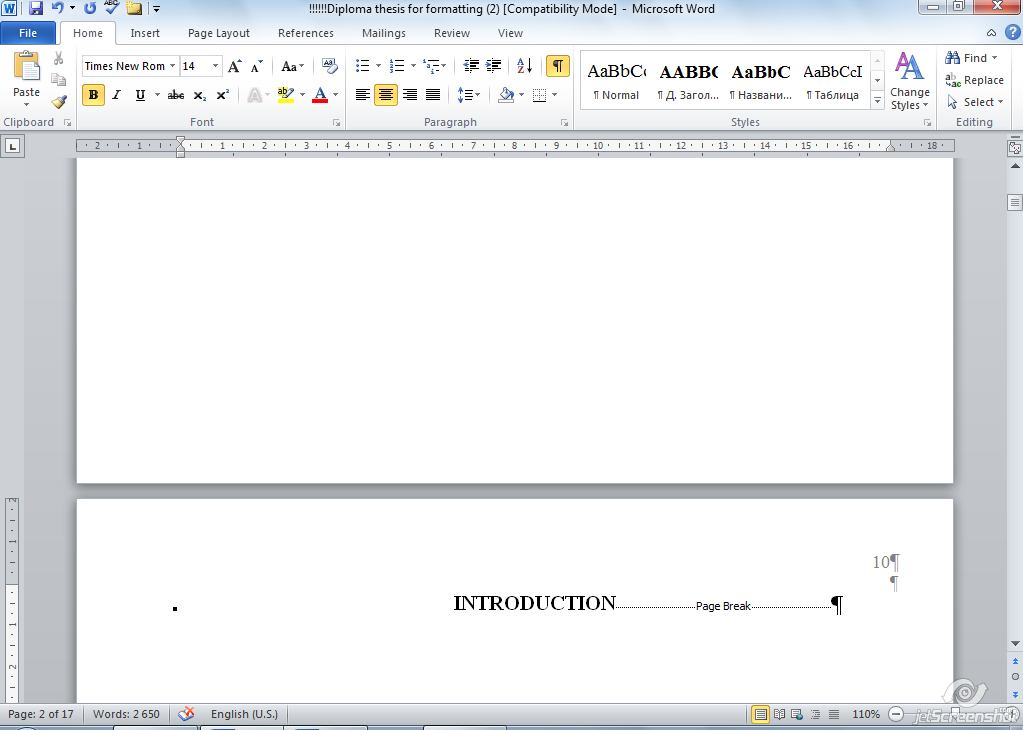


Table of contents can be updated any time:

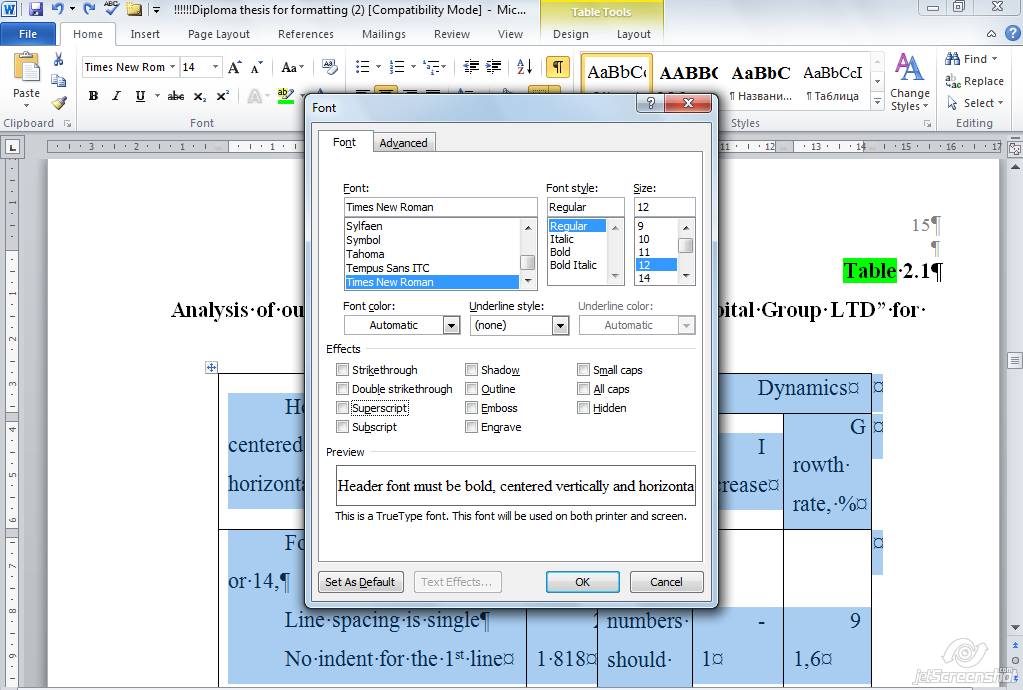


Activate the hidden symbols mode:

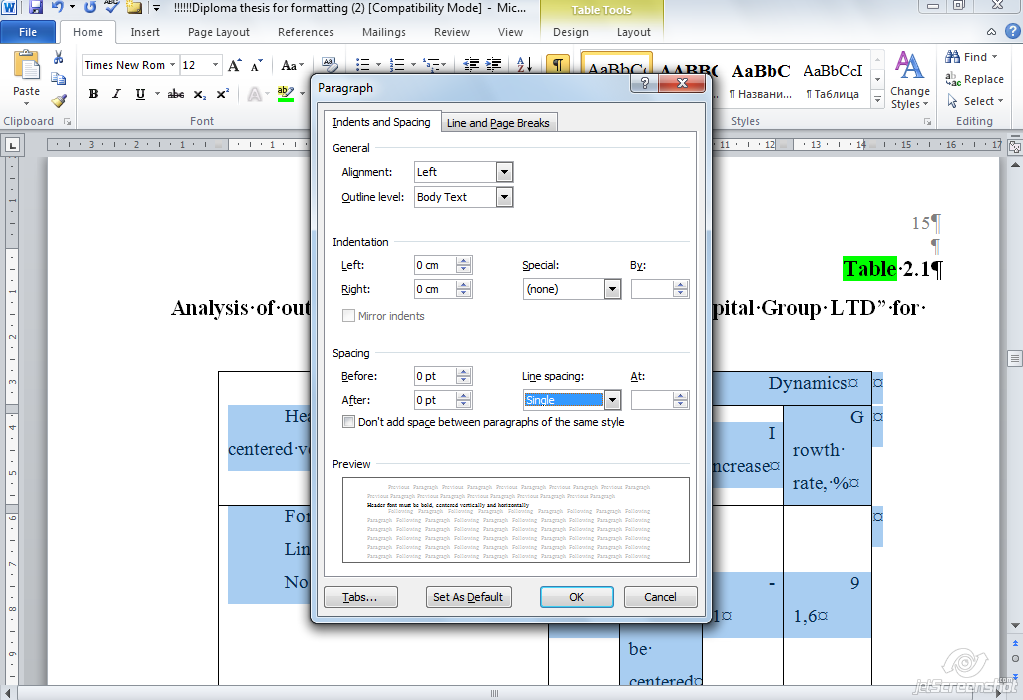


Tables formatting:

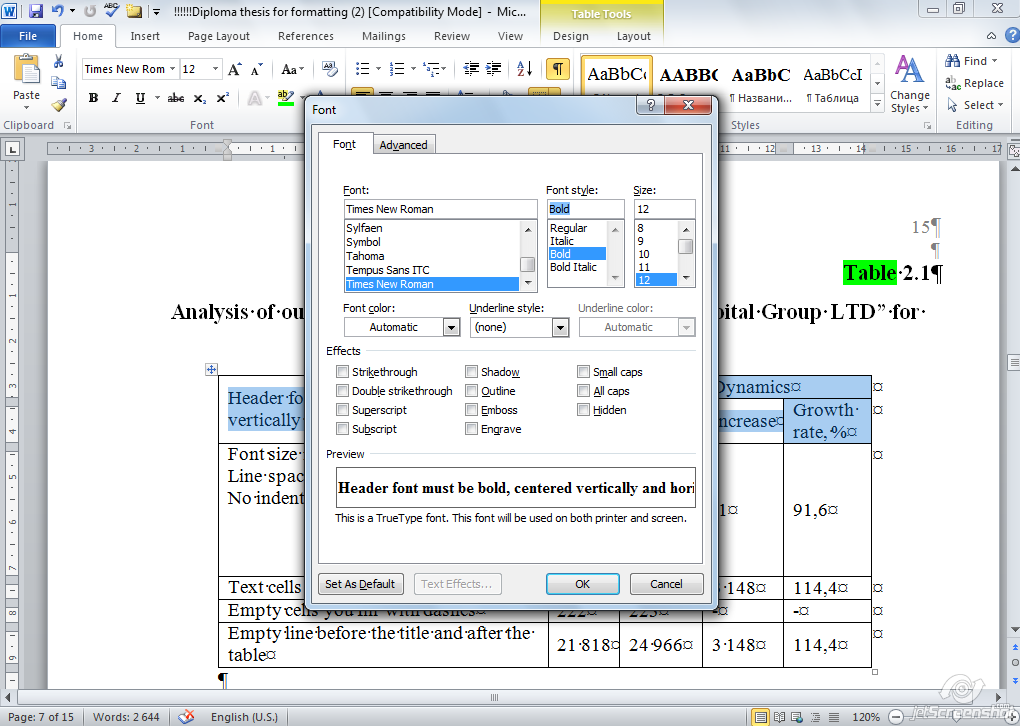
Font:



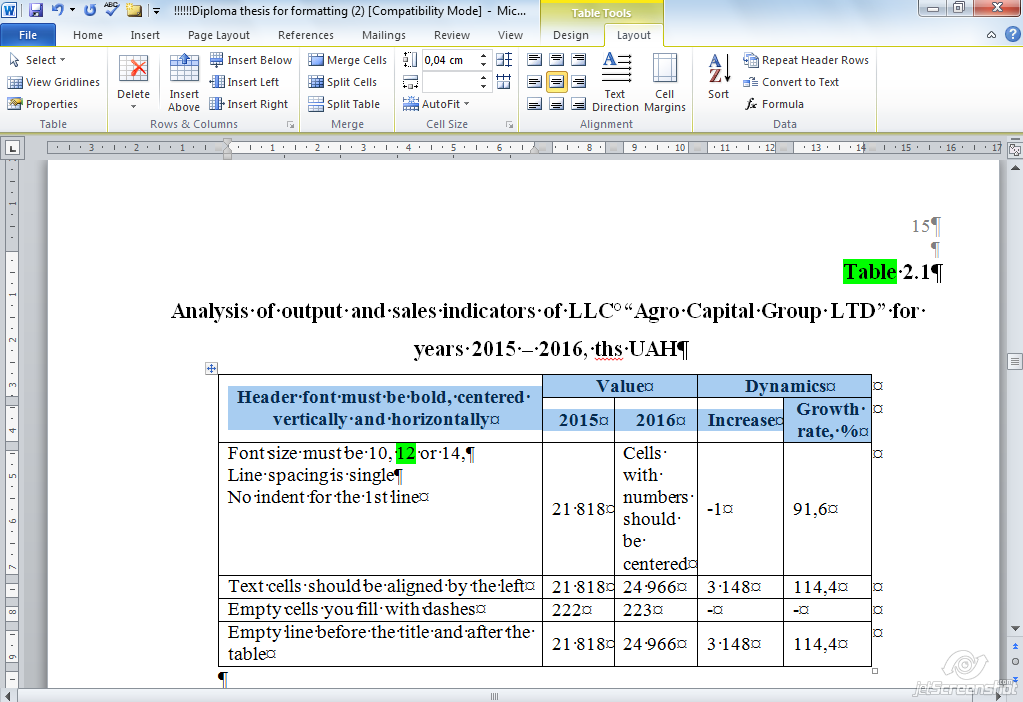
Paragraph for a table body:



Header font:



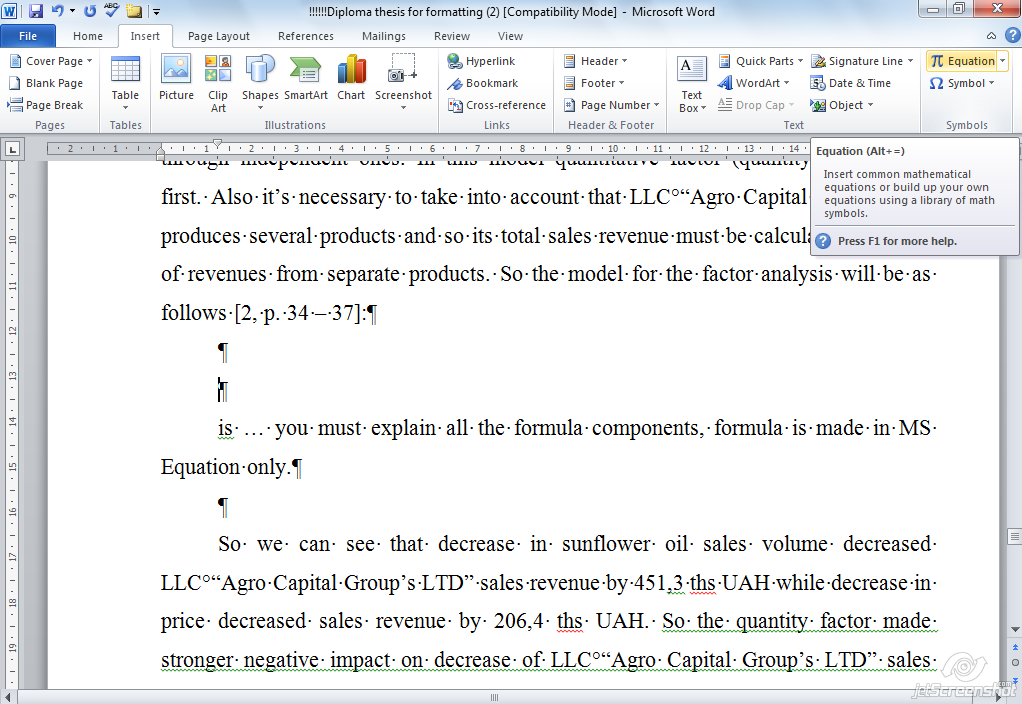
Header layout:



Figures is better to make in drawing canvas:

Insert – Shapes – New Drawing Canvas

Formulas:



References (make reference list numbered):

