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1. Always use the style ‘.Heading 1’ to start a numbered section.

It's important to start numbered sections in a document with the appropriate heading styles to ensure consistent and correct section numbering. Here are a few key points to consider.

**‘.Heading 1’ for the First Section:** When starting a numbered section, the first section must always be styled using '.Heading 1.' This is the default Microsoft style that establishes how section numbering in Word will be used throughout the entire document.

**Subsequent Levels:** For subsequent levels, you can use the custom styles such as '.Heading 2, .Heading 3, .Heading 4, and .Heading 5,' These styles provide a structured and consistent hierarchy for your document's sections.

**Removing Numbering:** If you need to remove numbering from any paragraph style, simply position the cursor at the beginning of the text and deselect 'Numbering' from the 'Home' ribbon. This will allow you to have non-numbered sections as necessary.

By following these guidelines, you can maintain a clear and organised structure for your document with properly styled headings and numbering.

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Table 1.1 Please label tables like this – style as Caption

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.Section heading

When creating sections in a Word document, it's important to use Microsoft's built-in "section breaks" function to ensure proper formatting and separation between sections.

Insert Section Breaks:

1. Go to the "Layout" tab in Word.
2. Select "Breaks" in the "Page Setup" group.
3. Choose "Next Page" under the "Section Breaks" options.
4. Continue numbered sections using the style ‘.Heading 1’.

To **continue** a numbered section in the Word document and ensure that subsequent sections are styled correctly in a numerical order, use the '.Heading 1' style.

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