

FIGURE 10.10 (Continued)

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Preview the report with preliminary sections:

- Table of Contents
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The table of contents serves two functions: It gives readers a quick overview of the content and structure, and it also helps readers find specific sections of the report.

In the table of contents:

- **Include all headings** in the report and their page numbers. Number all pages before the Introduction with lowercase Roman numerals. The title page counts as page number i, even though it is not numbered.
- **Use dot leaders** to connect the headings and page numbers. To ensure proper alignment, do not create the leaders by inserting periods. Instead, create a right-aligned tab for placement of page numbers and format that tab to insert dot leaders automatically.

This report does not need a list of figures and tables because the report is not heavily illustrated. It includes only one figure and one table.