

# Microsoft WORD & Google DOC styles

## Titles, Headings, Text

<https://pressbooks.bccampus.ca/technicalwriting/chapter/readability/>

### *WORD Styles:*

<https://www.youtube.com/watch?v=S-Yluok18DQ>

<https://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson5/>

### *Google DOC styles*

<https://www.youtube.com/watch?v=NeYltkzP8m0>

<https://developers.google.com/style/>

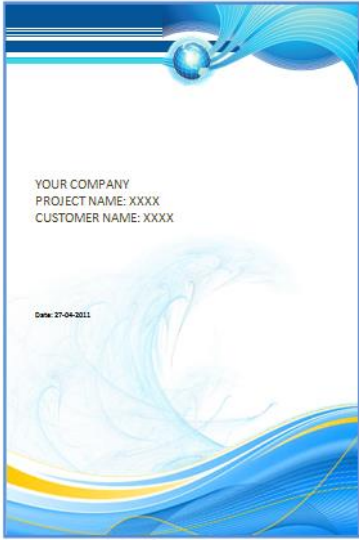
### *WORD text:*

```
English sample text:  =Rand(7,4)
```

```
Latin sample text:    =Rand(7,4)
```

### *DOC text: (Latin)*

<https://loremipsum.io/generator/?n=5&t=p>



Project Name: \_\_\_\_\_ Customer Name: \_\_\_\_\_  
 Document Number / Version Number: \_\_\_\_\_

### Exception Report

**1. Purpose**  
 An Exception Report is produced when a Stage Plan or Project Plan is forecast to exceed tolerance levels set. It is prepared by the Project Manager in order to inform the Project Board of the situation, and to offer options and recommendations for the way to proceed.

**2. Derivation**  
 The Exception Report may be derived from the following:-

- Current plan and actual
- Issue Register, Risk Register and Quality Register
- Highlight Reports (for strategic-level deviations) or Checkpoint Reports (for team level deviations)
- Project Board advice of an external event that affects the project.

**3. Quality criteria**  
 What makes a excellent Exception Report:

- The current plan must accurately show the status of time and cost performance
- The reasons for the deviation must be stated, the exception clearly analysed, and any impacts assessed and fully described
- Implications for the Business Case have been considered and the impact on the current Project Plan has been calculated
- Options are analysed (including any risks associated with them) and recommendations are made for the most appropriate way to proceed
- The Exception Report is given in a timely and appropriate manner.

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**4. Introduction**

From	To	Date	Stage

**5. Exception Title**  
 An overview of the exception being reported

**6. Cause of Exception**  
 A description of the cause of a deviation from the current plan

**7. Consequence of the deviation**  
 What the implications are if the deviation is not addressed for:

- The Stage
- The project
- Corporate or programme management

**8. Options**  
 What are the options that are available to address the deviation and what would the effect of each option be on the Business Case, risks and (options).

Options	Impact on the Business Case	Impact on the Risks	Impact on the (options)
1.			
2.			
3.			
4.			
5.			

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