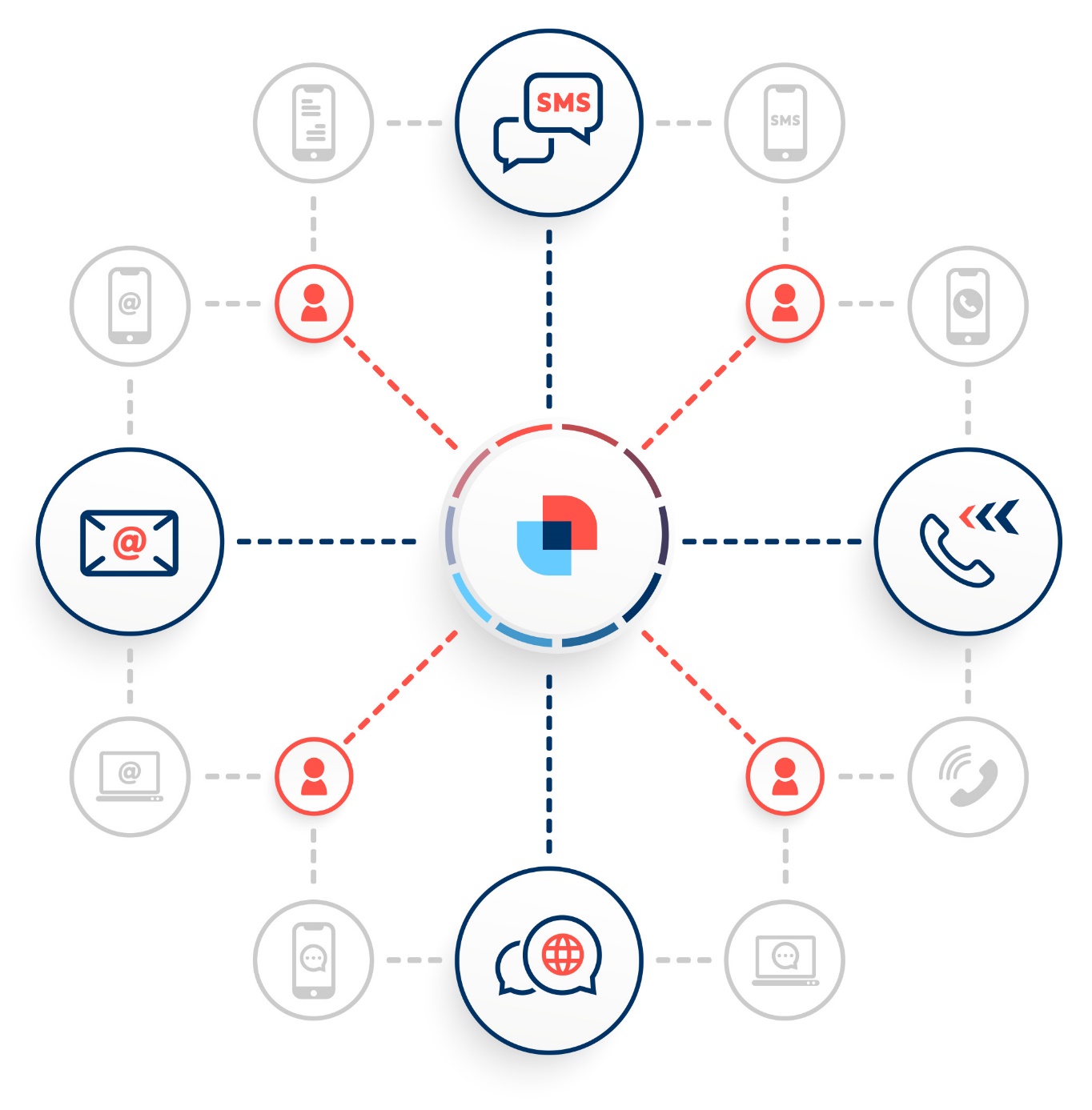
Daktela

MS Word Document Template  
  


The basics

Always use Arial and **Arial Bold** – nothing else.  
Retain main text font size 10 if possible. Tabs/graphs can have smaller size.  
Text colour is always **this shade of blue** **(#003366)** or **this shade of red (#ff5349).**Graphs, tabs and anything else in the document should ideally follow the same blue/red template.  
Use styles for consistency.  
Note the differences between pressing Enter and Shift + Enter.

* Bullet point level 1
  + Bullet point level 2

Bullet point level 3

**Name of the tab (not necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legend** | **Column 1** | **Column 2** | **Important Column 3** | **Column 4** |
| **Row 1** | Value # | Value # | **Value #** | Value # |
| **Row 2** | Value # | Value # | **Value #** | Value # |
| **Important Row 3** | **Value #** | **Value #** | **Value #** | **Value #** |
| **Row 4** | Value # | Value # | **Value #** | Value # |
| **Row Total** | Value # | Value # | **Value #** | Value # |

Tab source [with link](https://daktela.com/) (not necessary)

Graph source [with link](https://daktela.com/) (not necessary)