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# Introduction

This document has heading 1’s and heading 2’s used to create the table of contents.

Created by Tim Whitaker from IPSO FACTO Training Solutions Ltd

**Useful Shortcuts**

Ctrl+Home = navigate to the start of the document.

Ctrl+End = navigate to the end of the document.

Ctrl+Enter = page break

Alt+Ctrl+1 = heading 1

Alt+Ctrl+2 = heading 2

F7 = spell check

Ctrl+A = select all

Ctrl+K = insert hyperlink

# Main Topic 1

# Main Topic 2

## Sub Heading 1

## Sub Heading 2

## Sub Heading 3

# Main Topic 3

## Sub Heading 4

# Summary