

Document Title: Test Calculation Note

Document No.: CN-000000002

A	Internally Approved	27-JUN-2025	Hayley Nipps, Hayley Nipps		
Rev	Status	Date	Created By	Reviewed By	Approved By

Document Revision History

Rev. No.	Date	Section(s)	Brief Description of Change	Author of Change
A	27-JUN-2025			

Hold List

Section(s)	Page(s)	Description of Hold

Table of Contents

1.0	Introduction [Style: Heading 1] [Title Case].....	4
1.1	Background [Style: Heading 2] [Title Case].....	4
1.2	Scope	4
1.3	Acronyms	4
1.4	References.....	4
1.5	Formatting Guidelines - Delete Once Read.....	5
1.5.1	Cautions, Notes and Warnings	5
1.5.2	Equations, Figures and Tables	5
1.5.3	Revising a Document.....	6
2.0	Heading 1	7
2.1	Heading 2.....	7
2.1.1	Heading 3 [Style: Heading 3] [Title Case].....	7

Table of Tables

Table 1-1: Acronyms	4
Table 1-2: References	4
Table 1-3: [Style: Caption] - Table Example	5

Table of Figures

Figure 1-1: [Style: Caption] - Figure Example	5
---	---

1.0 Introduction [Style: Heading 1] [Title Case]

[Style: Body Text]

1.1 Background [Style: Heading 2] [Title Case]

This section explains the wider context for the need of the document being produced.

1.2 Scope

This section explains the purpose of the document and engineering piece undertaken. What is being analysed, etc.

1.3 Acronyms

Acronym	Explanation

Table 1-1: Acronyms

1.4 References

Reference No.		
[1]		
[2]		
[3]		
[4]		

Table 1-2: References

1.5 Formatting Guidelines - Delete Once Read

1.5.1 Cautions, Notes and Warnings

Adding in cautions, notes and warnings:

- Select the "Insert" tab
- Select "Quick Parts"
- Select required option and insert appropriate text



Caution

Use this box as a warning notice that failure to follow these procedures can result in damage to equipment. Add a Caution from the Quick parts menu.



Note

Use this box to clarify information or specific instructions pertinent to the immediate procedure. Add a Note from the Quick parts menu.



Warning

Use this box as a warning notice that failure to follow these procedures can result in bodily harm. Add a Warning from the Quick parts menu.

1.5.2 Equations, Figures and Tables

Adding in equations, figures and tables:

- Select the "Insert" tab
- Select "Quick Parts"
- Select required option
- Captions will automatically appear and are linked to Heading 1.

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

Equation 1-1: [Style - Caption Equation]



Figure 1-1: [Style: Caption] - Figure Example

[Style: Table Heading - Left]	Title	Title
[Style: Table Text - Left]		

Table 1-3: [Style: Caption] - Table Example

Table custom colours:

- Purple - R81, G45, B109
- Blue - R0, G163, B224
- Red - R203, G44, B48

1.5.3 Revising a Document

When revising a document, ensure to enable "Rev Lines", follow the following steps:

- "Review" Tab
- Enable Track Changes
- Ensure "Simple Markup" is selected

2.0 Heading 1

[Style: Body Text]

2.1 Heading 2

[Style: Body Text]

2.1.1 Heading 3 [Style: Heading 3] [Title Case]

[Style: Body Text]

- [Style: Bullet 1]
 - [Style: Bullet 2]

2.1.1.1 Heading 4 [Style: Heading 4] [Title Case]

[Style: Body Text]

1. [Style: List - Number]
2. Insert Text
3. Insert Text
4. Insert Text

- a) [Style: List - Alpha]
- b) Insert Text
- c) Insert Text
- d) Insert Text

Appendix A [Style: Heading 6, Appendix - Heading 1]

[Style: Body Text]

A.1 [Style: Heading 7, Appendix - Heading 2]

[Style: Body Text]

Appendix B [Style: Heading 6, Appendix - Heading 1]

[Style: Body Text]

B.1 [Style: Heading 7, Appendix - Heading 2]

[Style: Body Text]