

Team update

A fictional practice document for learning Word styles. Version 1.0, 8 October 2026. Jefferson Otonbara Imgbi.

Purpose

The team is testing a clearer way to record meeting decisions. This document shows a logical heading structure and short paragraphs that can be navigated using Word's Navigation Pane.

Progress

Completed work

We created a shared decision record and tested it with one fictional meeting.

Next steps

- Review the record with two colleagues.
- Clarify who updates each action.
- Agree when the next review will take place.

Questions for the team

What information is difficult to find? What decision needs more context? Keep each question separate so that the person reviewing can respond clearly.

Try it yourself

Save a copy. Add a new Heading 1 called Review notes. Under it, add a Heading 2 called Feedback and a normal paragraph. Check the heading order in the Navigation Pane, then run Review > Check Accessibility. This example has no images or tables; adding them introduces further checks.

Styles support navigation and consistency. A document still needs checks of its language, reading order, links and any added visuals. Passing an automated check alone does not establish full accessibility.