Create a Report

Today we will be creating a short report on a subject of your choosing. There are 3 areas we are enforcing with this assignment:

* Practice keyboarding as you type an actual document.
* Learn the correct formatting procedures for a report.
* Learn how to setup and use the citations and bibliography section in Microsoft Word.
* The report will have the following criteria to be accepted for full credit:
* **It will be 2 pages in length double spaced with a font that is size 12. The first page is generally started about halfway down so it will really end up being about a page and one half.**

It will be in report format:

* + Title
	+ Byline
	+ Page numbers at the bottom of the page
	+ A bibliography section on the last page (page 3) – You must have at least 2 sources listed in your bibliography section.

**You can use a template from Microsoft Word. You will see some of the acceptable ones in class. However, you must type the paper completely. You may not simply copy and paste the information from the Internet. You may use information from the web but you need to type it and create an original document.**

The report can be about any subject you choose. Typically subjects that interest you are easier to write about. You may already have information about the subject but you still need to find at least two sources from the Internet to add information to your paper. While searching the Internet it may be helpful to save the websites you find on the Favorites Bar so you can quickly access them later when you need to cite the information.

Whenever you use information from a website, book, magazine, newspaper, etc.. That was created by someone else that proper thing to do is to give them credit in a reference section at the end of your paper. We will discuss and demonstrate how Microsoft Word makes this process easy and correct without great knowledge of formatting it from you.

**We will print this document but not until directed to do so. Until that point save it as first initial, last name, report.**