Keyboarding and Document Process

CBUS 234

Project

**Create formal report project as a group work from 5-6 students based on the followings:-**

* Search about any topic related to the course.
* Form the report with formal report project formatting.
* Make the font Time New Roman for the whole text
* Make the title font size 14pt and the text 12pt.
* The report should have the following format:
* Cover page.
* Table of contents.
* Header includes report name.
* Insert page number except the first page.
* Bibliography.

Note:

* The report should be at least 4 pages.