**Keyboarding and document process**

**CBUS 234**

**Work sheet (8)**

Question 1:

- Open **cloud computing** word file and apply these instructions:

1- Add a **cover page** to the document.

2- Add a **table of contents**.

Question 2:

Use **Bibliography** standards to form the following:

Online article:

|  |  |
| --- | --- |
| **Author name** | Bouncher  Jhon |
| **Title of article** | Computer sciences |
| **Publication Date** | May 12,2012 |
| **Stable URL** | <http://en.wikipedia.org/wiki/Cloud_computing> |
| **Accessed date** | Accessed on June 23,2014 |

**Article**:

|  |  |
| --- | --- |
| **Author name** | Poll  Sandra |
| **Title of article** | Culture |
| **Title of journal** | Business world |
| **Publication Date** | July 12,2009 |
| **pages** | pp.34-35 |

**Book:**

|  |  |
| --- | --- |
| **Author name** | Michel  Sara |
| **Book name** | Computer design |
| **Publication Company** | Business Publishing |
| **City of Publication** | Madrid |
| **Publication Date** | July 14,2013 |