



CREATING REPORTS

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Introduction to IT - IT 103

Semester 1

Lab 4

6-Jan-24

Outline

Creating a Report:

- Cover page "Title page"
- Table of contents
- Sections and subsections
- Paragraphs and academic style for paragraphs
- Page number
- Citations
- References

Cover Page:

The cover page may contain:

1. Tishk Logo
2. University Name
3. Faculty Name
4. Department Name
5. Report Title
6. Course Name
7. Student name
8. Class
9. Submission Date

.

.



Tishk International University

Faculty of

Department of

“Title of the Report”

Student Name:

Course Name:

Class:

Submission Date: ../../....

Sections and subsections:

Main Section -> Heading 1

Sub-section -> Heading 2

Sub sub-section -> Heading 3

-
-
-
-
-

Table of Contents

1	Introduction	1
1.1	Purpose and scope.....	1
1.1.1	This SOP applies to all A N Example Ltd XYZ operations:.....	1
1.1.2	This SOP does not apply to:	1
1.2	Process.....	1
1.3	Accountability	1
1.4	Standards	2
1.5	Terminology and definitions.....	2
1.6	The XYZ Framework	2
2	Framework	4
2.1	Preparing Phase	4
2.1.1	Preparing Phase Step 1: Background check.....	4
2.1.2	Preparing Phase Step 2: Define and Document Problem	5
2.1.3	Preparing Phase Step 3: Define and Document desired outcomes and result targets	5
2.1.4	Preparing Phase Step 3: Decide on proposed Control methods.....	6

Main section

Sub-section

Sub sub-section

Page where the topic
can be referenced

Paragraphs & academic Style for Paragraphs:

Academic Style for paragraphs:

1. Font: Times New Roman
2. Font Size: 12 - 14
3. Justify

Abstract:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Page Number:

- o Can be in Bottom or Top of the page !
- o Many formats.
 - numerals (1, 2, 3...)
 - Roman numerals (i, ii, iii...)
 - ...

Abstract:

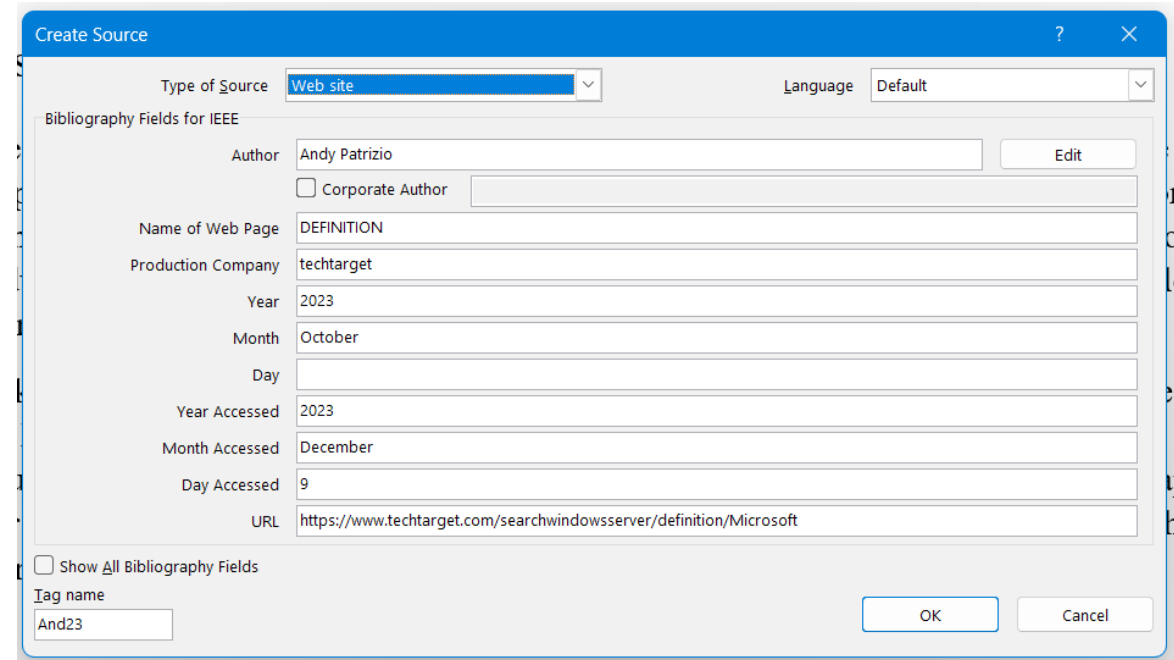
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

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Inserting Citations:

After placing the cursor at the end of paragraph, you will:

1. Go to References Tab
2. Click on Insert Citation
3. Choose Add New Source

The screenshot shows the "Create Source" dialog box in Microsoft Word. The "Type of Source" is set to "Web site" and the "Language" is "Default". Under "Bibliography Fields for IEEE", the "Author" field is filled with "Andy Patrizio" and has an "Edit" button next to it. Below the author field is a checkbox for "Corporate Author". The "Name of Web Page" field contains "DEFINITION". The "Production Company" field contains "techtarget". The "Year" field contains "2023". The "Month" field contains "October". The "Day" field is empty. The "Year Accessed" field contains "2023". The "Month Accessed" field contains "December". The "Day Accessed" field contains "9". The "URL" field contains "https://www.techtarget.com/searchwindowsserver/definition/Microsoft". At the bottom left, there is a checkbox for "Show All Bibliography Fields" and a "Tag name" field containing "And23". At the bottom right are "OK" and "Cancel" buttons.

Abstract:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. [1]

Inserting Citations:

- Type of Source: used to change type of the source of information.

Create Source

Type of Source: Book (dropdown menu open showing: Journal Article, Article in a Periodical, Conference Proceedings, Report, Web site, Document From Web site)

Language: Default

Bibliography Fields for IEEE

Author: [input field] Edit

Title: [input field]

Year: [input field]

City: [input field]

Publisher: [input field]

☐ Show All Bibliography Fields

Tag name: Placeholder2

OK Cancel

Example: Web site

techtarget.com/searchwindowserver/definition/Microsoft

Search the TechTarget Network Login Register

Follow: [social media icons]

Microsoft

By Andy Patrizio | Stephen J. Bigelow, Senior Technology Editor

Microsoft is the largest vendor of computer software in the world. It is also a leading provider of cloud computing services, video games, computer and gaming hardware, search and other online services. Microsoft's corporate headquarters is located in Redmond, Wash., and it has offices in more than 60 countries.

Company origins

Harvard University classmates Bill Gates and Paul Allen started Microsoft in 1975 to develop a compiler for the Altair 8800, a very primitive early computer. Gates contacted the manufacturer Micro Instrumentation and Telemetry Systems (MITS) and offered to write a program for the new computer. Gates and Allen created an interpreter for BASIC -- which was then a mainframe programming language -- to use with the Altair.

Ballmer stepped down in February 2014. After a protracted CEO search, Satya Nadella -- who had been executive vice president of Microsoft's cloud and enterprise division -- was chosen to be the new CEO.

From 2005 on, Gates dedicated himself to his charitable foundation (started by himself and his wife at the time, Melinda French Gates) with the promise to donate virtually all his wealth to charity.

In 2014, Ballmer purchased the Los Angeles Clippers NBA team.

This was last updated in October 2023

Continue Reading About Microsoft

- Microsoft extends Defender umbrella to Google Cloud Platform
- Microsoft products address digital workplace security

References:

After adding all the citation, we add References at end of the report:

1. Click on References Tab
2. Click on Bibliography
3. Select References

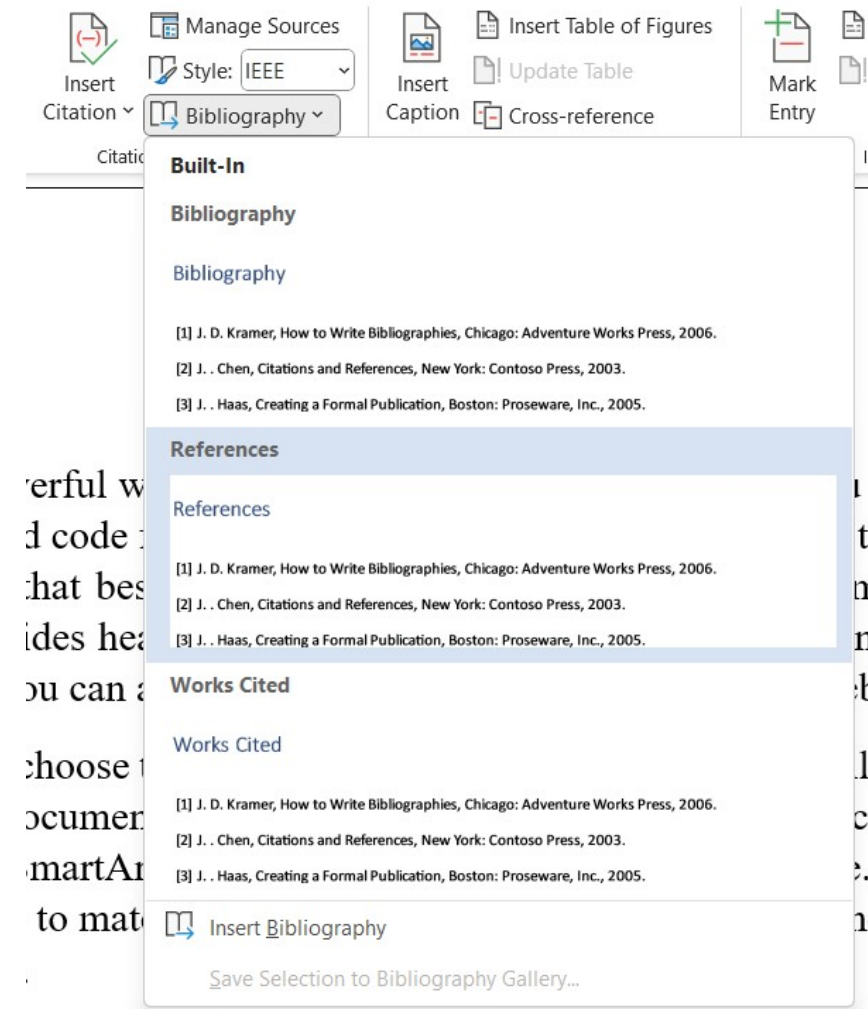
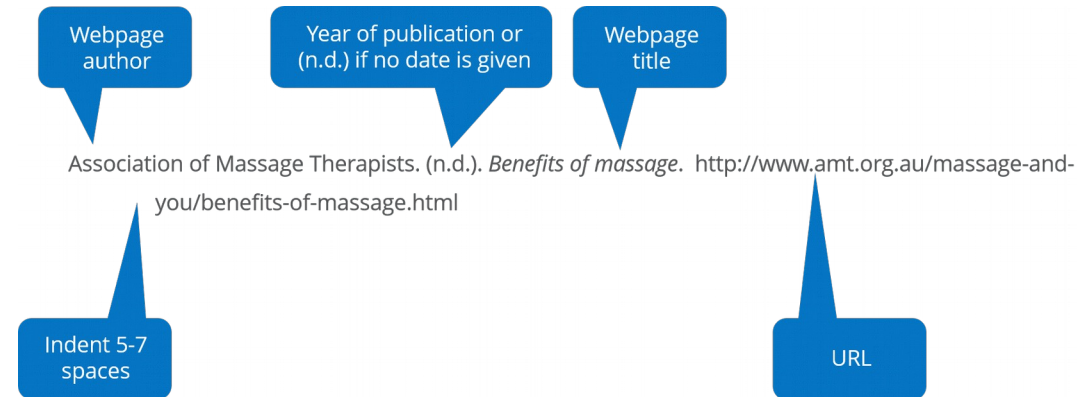


Table of Contents:

After adding the Sections and subsection of your report, you will add Table of contents:

1. Click on References Tab
2. Click on Table of contents

TABLE OF CONTENTS

CHAPTER ONE	2
INTRODUCTION	2
BACKGROUND TO THE STUDY	2
PROBLEM STATEMENT	2
OBJECTIVE OF THE STUDY	2
CHAPTER TWO	3
LITERATURE REVIEW	3
BACKGROUND OF THE STATEMENT	3
ACCOUNTING SYSTEM	3
DATA PROCESSING	3
CHAPTER THREE	4
METHODOLOGY	4
RESEARCH FRAMEWORK	4
POPULATION/SAMPLE	4
SAMPLING TECHNIQUE	4

References

- [1] D. S. Shrivastava, MS Office, New Delhi: Firewall Media.

Ending of Lab 4