

CENT 1310
COMPUTER SYSTEMS & SOFTWARE
SECTION 101

TITLE OF REPORT

Name
Date

Indent paragraphs ½ ”.

Set the margins to 1 inch.

TITLE OF REPORT

Begin the introductory paragraph here. In this paragraph, the main topics of the report should be stated. Be sure to only use 3rd person pronouns (they, them, etc). Do not use 1st person pronouns (I, me, we, us, etc) or 2nd person pronouns (you). Please remember to avoid contractions. Formal reports have both words used in contractions spelled out.

Begin discussing the first, second, and third major topics or points in the subsequent paragraphs. Remember to double space your report. All of the margins should be set to one inch. Paragraphs should be indented 0.5 inches. The report should be at least three full pages of text.

The last paragraph will be the conclusion of the report. Give an overview of the topics or findings discussed previously in the report. Be sure to include a Reference page at the end of the report.

Insert page numbers.

Notice the indentation for references. The first line starts at the left margin. If a reference listing wraps to the next line, that line is indented ½ ”.

References

1. Bryan, G. T. The Computer Handbook. 2nd ed. New York, NY: McGill Book Company, 1994. pp 25-29.
2. Burt, Howard. “Computers in Industry,” 15 January 2010. www.compinfo.com.
3. “History of Computing Hardware,” 15 January 2010. www.wikipedia.com.

Double space
between reference
listings.

Include a minimum of
three references.