“Professional Computer Presentations” Online Course

Project #3 – Business or Technical Report

Project Objectives:
• Design and develop a business or technical report

Project Criteria:
1. The presentation must include the following:
   a. A title page
   b. Headings
   c. A section with a minimum of two columns
   d. A table
   e. A section with numbered items
   f. A table of contents
   g. Page numbers
   h. A photo or graphic

2. Print the report

4. Submit the report in class.