

Top gorgeous Word cover templates for books, reports, lesson plans

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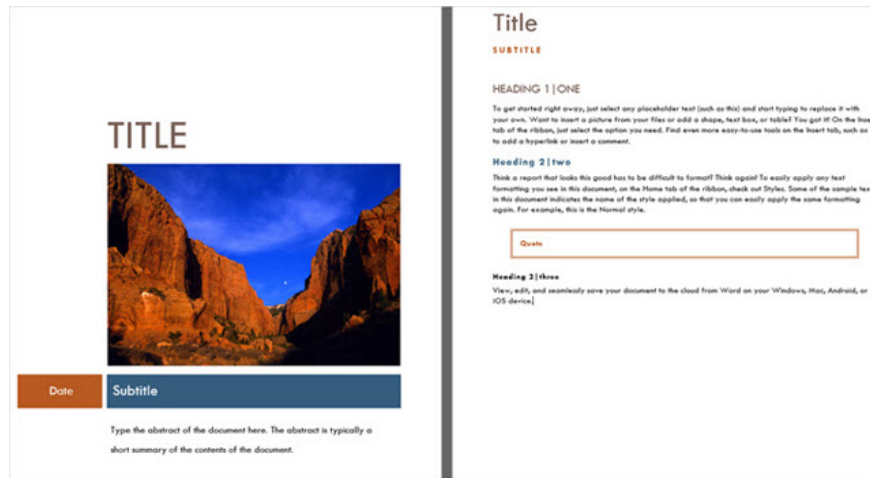
The document cover gives the first impression to readers and provides a large 'picture' of the content contained therein. So this article will give you some beautiful Word cover templates for business reports, essays and some other purposes.

1. How to create a custom cover page in Microsoft Word
2. How to create a cover page in Word

Sample covers for business reports

1. Cover report business with Median theme

This is a sample of beautiful Median theme covers from Microsoft Word, which not only brings an eye-catching cover but also helps you start the reporting process. The cover page includes a location for the image to record business information, products, services or company logos, then just add the date and a subheading along with a summary of the content.



The second page of this template provides titles, subheadings, paragraphs and excerpts.

2. Business report cover with general design

This is the same cover template from Microsoft Office, it also provides a cover page and report form. The cover page has a larger image area to be able to create images that provide great visual effects. As with other cover templates, you can write the title, subheadings, and summaries of the report here.



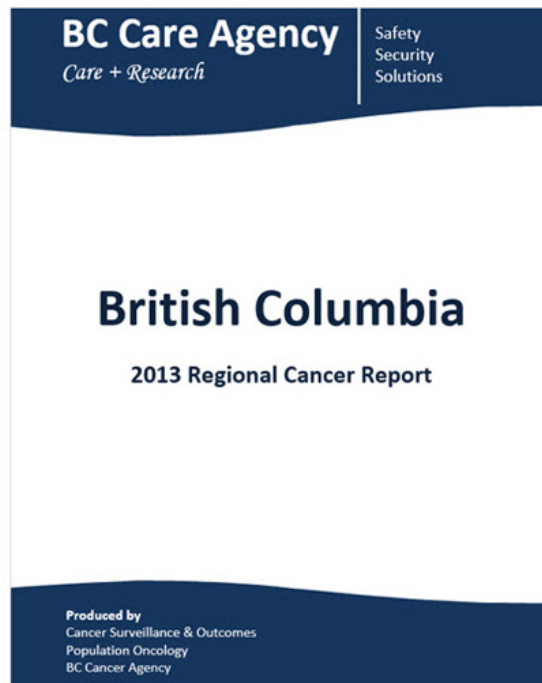
The next page of the template brings together black, white and red tones with a side bar to highlight the main points.

3. Formal report cover with blue stripe design



If you want a report cover without photos, then this basic option from Hloom can match your style. With a simple blue straight line design, the cover also has the main title, subheadings, summaries, dates and names of the author.

4. B the fox shirt with dark blue wavy pattern

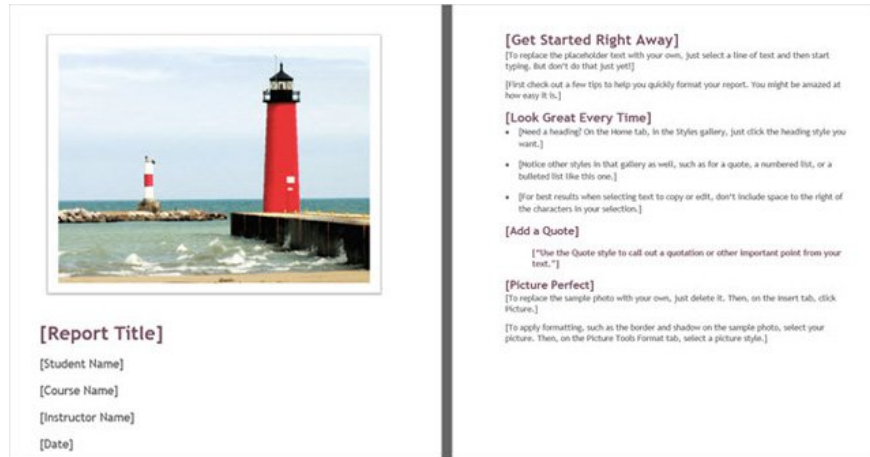


This is another option from Hloom with dark blue tones, highlighting the title of the report with a large font at the center. Other great features of this cover template are additional text areas such as subheadings, dates, or company mottos, at the bottom of which are the names of authors or abstracts.

Cover template for essays, educational research

5. Sample t rang cover for students

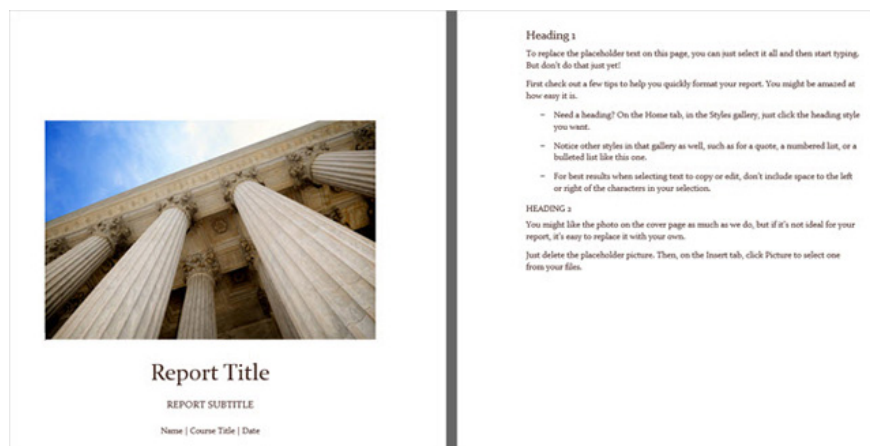
For students who have the flexibility to format the cover to their liking, this Office Microsoft Office cover template is a great choice. You can select an image and then add the report title, student name, course, instructor and date. And of course, it is easy to remove areas that are not needed.



Just like business introduction letters from Microsoft Office, this cover template includes two cover pages and a report page that includes headlines, subheadings, and bulleted lists. However, if asked to submit an article in a specific format such as MLA or APA, you can only use the cover page.

6. Cover template for student report

Like the other cover for students, the user has a cover page with an area to insert a photo that highlights the topic of the report and then adds the main title, subtitle title, name, course name and date.



The second page has titles and subheadings with bulleted lists that help users start reports, research articles, long-term articles or essays.

7 . Cover page in APA style

If you need an APA cover template, Hloom has several templates to choose from. Each option provides the correct line spacing, font and margin sizes as well as Times New Roman for typography.

The first form is for a simple, author-only article with areas to write your name, title and affiliation or organization name.



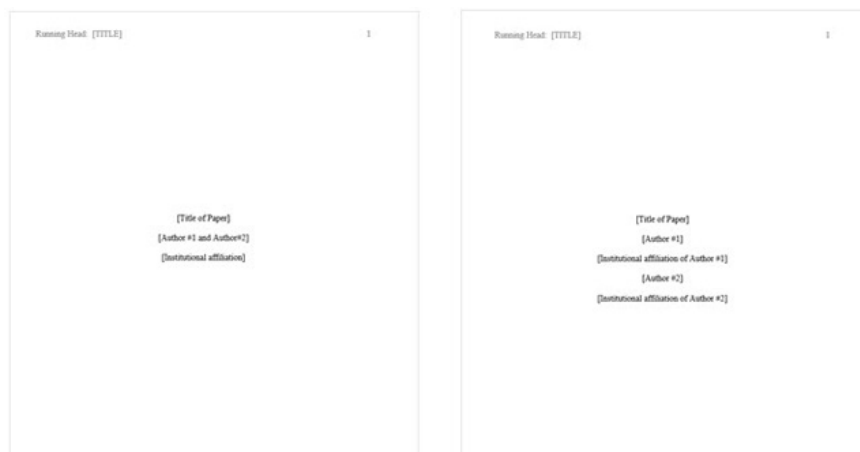
Running Head: [TITLE] 1

[Title of Paper]

[Author]

[Institutional affiliation]

Both options, as shown in the figure below, fit a two-author article. You will notice that the only difference is organization. One is for authors in the same organization and one for authors with different organizations.



Running Head: [TITLE] 1

[Title of Paper]

[Author #1 and Author#2]

[Institutional affiliation]

Running Head: [TITLE] 1

[Title of Paper]

[Author #1]

[Institutional affiliation of Author #1]

[Author #2]

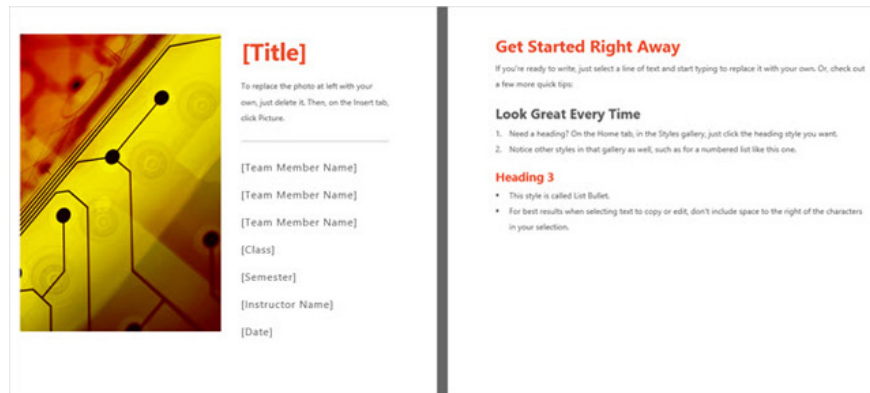
[Institutional affiliation of Author #2]

Download:

1. Cover template for an author's report
2. Cover template for the report of the two authors of the same organization

3. Cover template for reporting to two other authors

8 . Cover template for cooperation



If there is an article with many authors, but not limited to APA format, check out this sample from Microsoft Office. You can add a picture, title, summary, author.

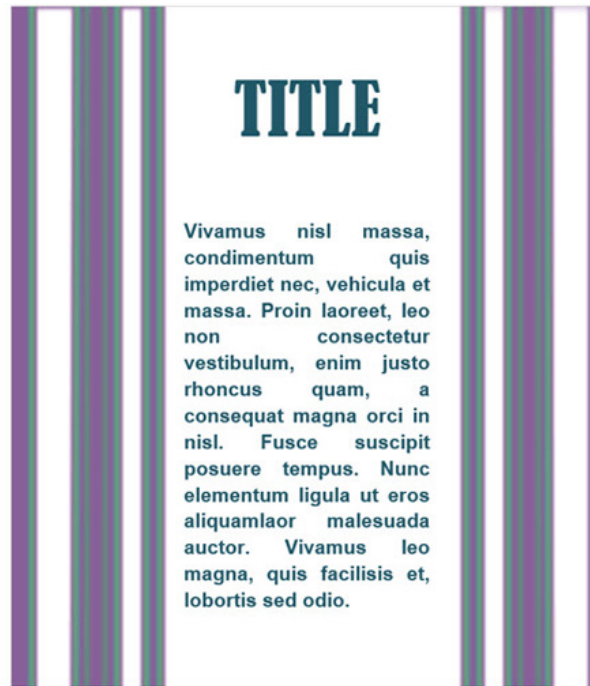
Creative cover template

9 . Sample book page



When you want a book theme for your cover, see this Hloom template. This cover has an ancient 'appearance' with yellow paper. You can add a title and a summary to this cover.

10 . Cover template with purple line

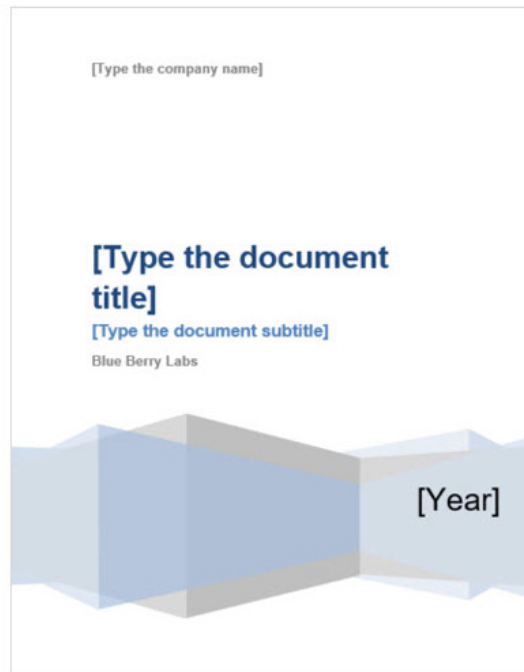


If you like a creative design with a large area for summaries that don't like the book theme, you can look through this option. The cover with this purple vertical stripe from Hloom is very stylish and simple, you just need to add a title and a summary with a bit of harmonious color.

The covers for all purposes

If there is no template above that suits your needs, it is possible that these multi-purpose templates are for you.

1 1 . Template for cover design abstract



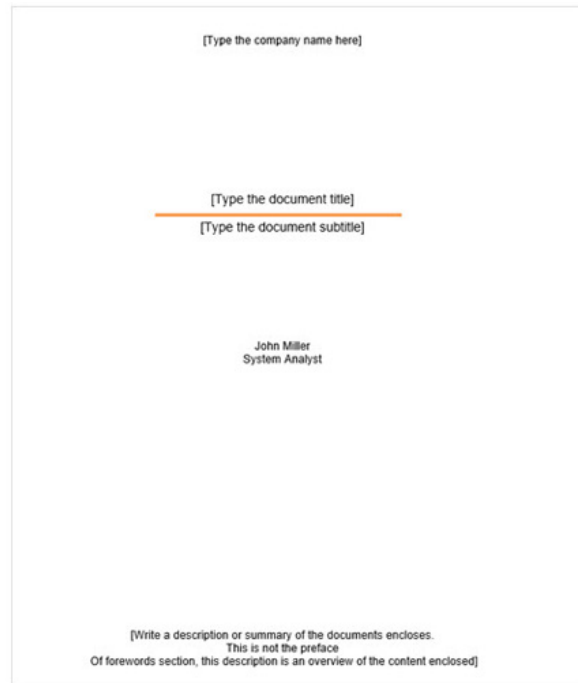
Coming from Template.net, this is a beautiful and professional option. Users can add titles, subtitles and authors to this cover.

1 2 . Cover template with text background



This template also comes from Template.net, you just need to enter the title, subtitle, date and author to have a satisfactory educational cover. The interesting thing about this pattern is that users can completely edit the text background, enter their own words or letters to get a unique look.

13. Basic cover template



Clean and neat is what you want to have in your report cover, choosing this Template.net is very suitable. It has no image, only a straight line dividing the main title and subheading. Like other covers, it has areas for writing company names, authors, and summaries.

Hopefully one or more of these cover templates are what you need for business reports or essays!

See more:

1. Beautiful free PowerPoint slides for teachers
2. Beautiful border frames on Word

You finished reading the article "**Top gorgeous Word cover templates for books, reports, lesson plans**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.