



## **TRAINING FOR IMAGE TO WORD – HOME BASED PROJECT**

- 1. Open Microsoft Word 2003 File**
- 2. Go to File Menu and select Page Set Up option**
- 3. In Margin column make Top, Bottom, Left and Right as 0.3**
- 4. In Paper column make paper size as A4**
- 5. In Layout column, make in section start as New Page, and than click OK or give Enter**
- 6. Go to Format and select the Paragraph option**
- 7. In Indent and Spacing Column, Under the spacing column make before as 0pt and after as 12pt, and click OK or give Enter**
- 8. To type the Heading set First Line Indent approximately to center according to the Image file**
- 9. Page Zoom should be 100%**
- 10. Font Size should be 13 for heading**
- 11. Font Color should be black for all pages.**
- 12. Font Style should be Times New Roman for all pages.**
- 13. Press Enter after heading and then press back apace**
- 14. Paragraph font size should be 10**
- 15. At the end of every line give Shift Enter.**
- 16. At the and of paragraphs last line give Enter**
- 17. Sub heading size should be 11**
- 18. To type the page Number use a Left Tab.**
- 19. Go to ruler scale, and click you will find “L” kind of symbol.**
- 20. Drag the symbol below the word as in image.**
- 21. Then press Tab key and type the page number without living the space thereafter.**
- 22. Then save the file as per the image files name.**
- 23. After Completing all the Files, create New Folder and give Folder Name as the same Image Folder.**
- 24. Put all completed Word files in a Folder.**
- 25. Then right click on folder and Zip the folder.**
- 26. Attach the Zipped folder to mail before dead line mention by the company.**

**TRAINER NAME:-** \_\_\_\_\_

**TRAINEE NAME:-** \_\_\_\_\_