



TRAINING FOR IMAGE TO WORD – HOME BASED PROJECT

1. Open Microsoft Word 2007 File
2. Go to Page Layout, Click on Margins, and select Custom Margin 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 then click OK or give Enter
6. In Spacing Column, make before as 0pt and after as 12pt, and give Enter
7. To type the Heading set First Line Indent approximately to center according to the Image file
8. Page Zoom should be 100%
9. Font Size should be 13 for heading
10. Font Color should be black for all pages.
11. Font Style should be Times New Roman for all pages.
12. Press Enter after heading and then press back space
13. Paragraph font size should be 10
14. At the end of every line give Shift Enter.
15. At the end of paragraphs last line give Enter
16. Sub heading size should be 11
17. To type the page Number use a Left Tab.
18. Go to ruler scale, and click you will find “L” kind of symbol.
19. Drag the symbol below the word as in image.
20. Then press Tab key and type the page number without leaving the space thereafter.
21. Then save the file as per the image files name.
22. After Completing all the Files, create New Folder and give Folder Name as the same Image Folder.
23. Put all completed Word files in a Folder.
24. Then right click on folder and Zip the folder.
25. Attach the Zipped folder to mail before dead line mention by the company.

TRAINER NAME:- _____

TRAINEE NAME:- _____