Contents

1.Newspaper Article Design

I. How to insert image in Ms. Word?

STEPS:

1. Select Insert
2. Select Pictures
4. Select This Device for a picture on your PC.
3. Select Insert
4. Select Pictures
5. Stock Images for high quality images or backgrounds.
6. Select Insert
7. Select Pictures > Online Pictures for a picture on the web.
8. Select the picture you want, and then select Insert.

2.Vacancy announcement template

I. How to insert templates in MS. Word?

<u>STEPS</u>

- Open Microsoft Word.
- Click on **"File"** in the top-left corner.
- Select **"New"**.
- Browse or search for a template you want to use.
- Click on the desired template to select it.
- If prompted, choose to **download** or **use** the template.
- Customize the template as needed (edit text, replace images, etc.).
- **Save** your document when you're finished.

3.Resturant Menu Design

I. How to insert Border in MS. Word?

STEPS

1. **Select Text**: Click and drag to highlight the text you want to border. If you want to border the entire page, you can skip this step.
2. **Home Tab**: Go to the "Home" tab at the top of the window.
3. **Borders Button**: Look for a button that has a square divided into smaller squares. It's usually in the "Paragraph" or "Font" group.
4. **Choose Border Style**: Click on the arrow next to the borders button.
5. **Apply Border**: Select the style of border you want from the menu. Click on it.

4.Vacancy Cover Letter

Manager

interestingsite.com
617.555.0123
victoria@example.com

Contact

Phone:9827361549
Urlabari-07, Morang

DEAR RECIPIENT:

I am excited to apply for the Restaurant Manager position at Larkspur West. As a seasoned restaurant professional with over 11+ years of experience in the industry, I am confident that I have the skills and expertise necessary to lead your team to success.

Throughout my career, I have gained extensive experience in all aspects of restaurant management, including staff supervision, inventory control, cost analysis, menu development, and customer service. I am a skilled communicator and leader, with a proven ability to motivate and inspire teams to achieve their goals. Additionally, I have a strong track record of maximizing profits through effective cost management and sales strategies, and I am committed to delivering exceptional dining experiences to every customer.

Thank you for considering my application. I look forward to discussing my qualifications with you further and learning more about the exciting opportunities available at Larkspur West.

Sincerely,
Karan Niroula

I. How to split Ms. Word Document?

STEPS:

1.Open your Word documents.

2.Go to the "view" tab on the ribbon.

3.Click on "Split" in the "window" group. This will split your documents into

two separate panes.

4.Adjust the split bar to your desired position, usually in the middle to split the documents into halves vertically.

5.You can now work on each half of the document independently.

5.Letter for scholarship Application

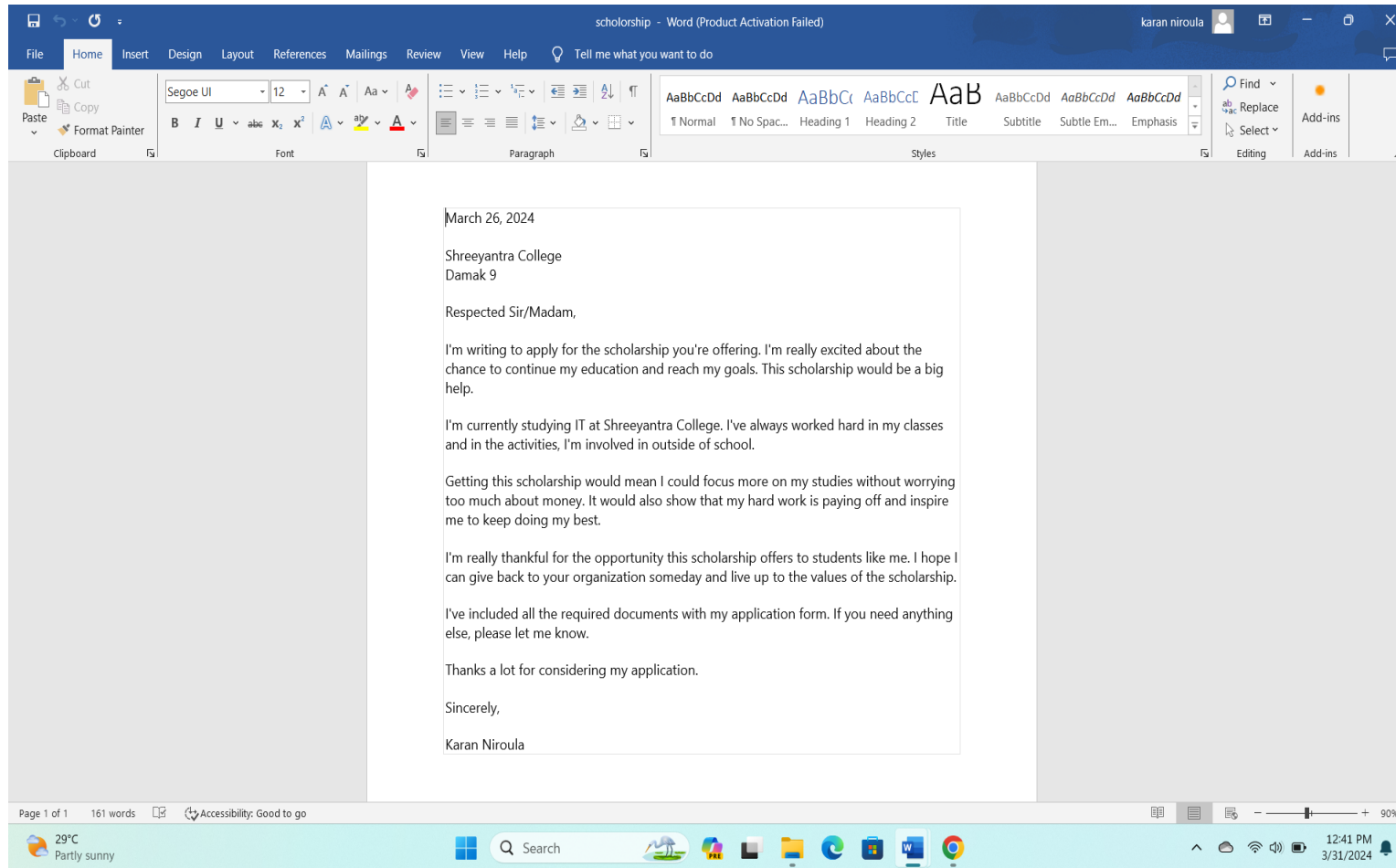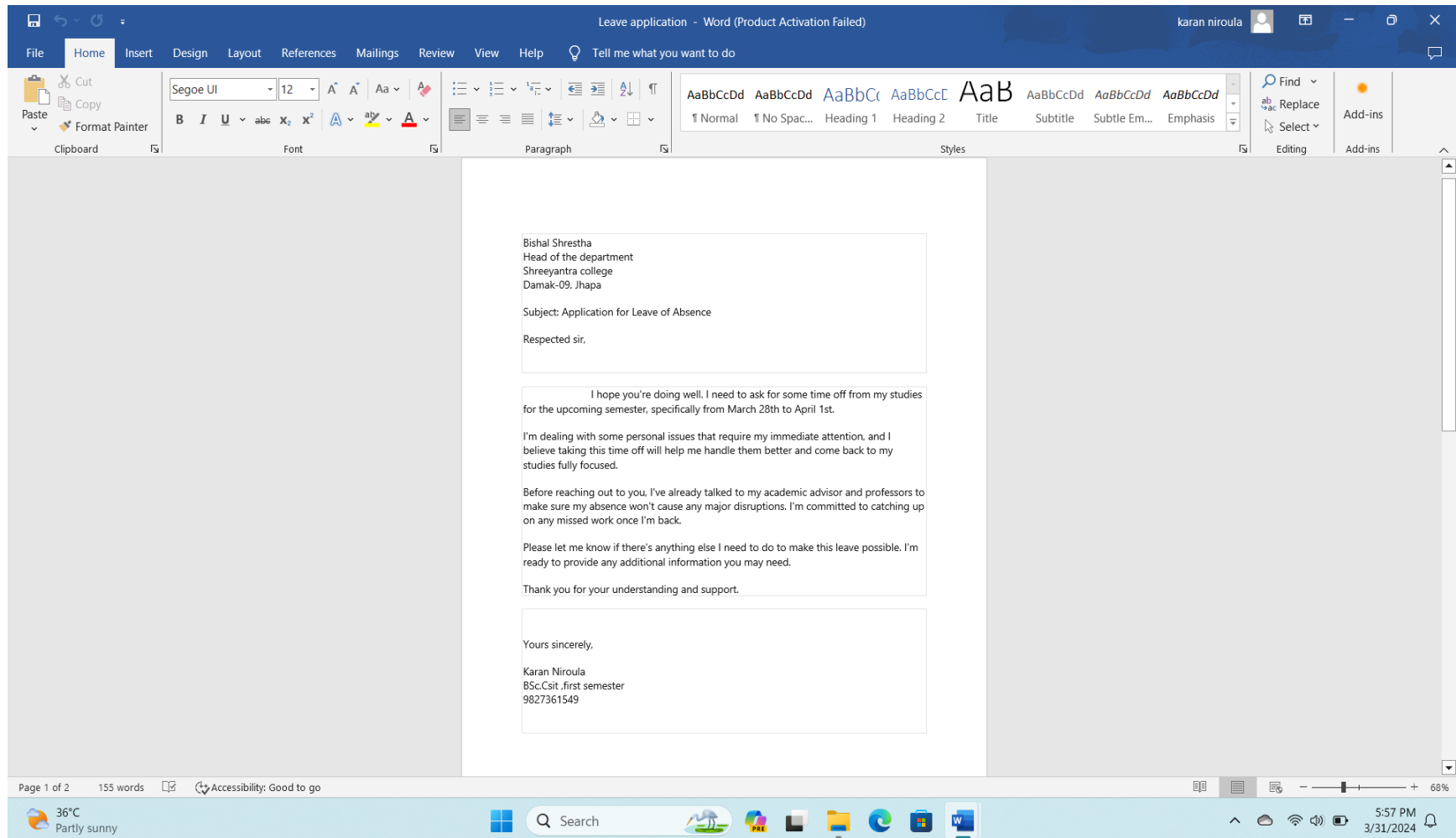March 26, 2024

Shreeyantra College
Damak 9

Respected Sir/Madam,

I'm writing to apply for the scholarship you're offering. I'm really excited about the chance to continue my education and reach my goals. This scholarship would be a big help.

I'm currently studying IT at Shreeyantra College. I've always worked hard in my classes and in the activities, I'm involved in outside of school.

Getting this scholarship would mean I could focus more on my studies without worrying too much about money. It would also show that my hard work is paying off and inspire me to keep doing my best.

I'm really thankful for the opportunity this scholarship offers to students like me. I hope I can give back to your organization someday and live up to the values of the scholarship.

I've included all the required documents with my application form. If you need anything else, please let me know.

Thanks a lot for considering my application.

Sincerely,

Karan Niroula

6.Letter to leave to Co-Ordinator

Bishal Shrestha
Head of the department
Shreeyantra college
Damak-09, Jhapa

Subject: Application for Leave of Absence

Respected sir,

I hope you're doing well. I need to ask for some time off from my studies for the upcoming semester, specifically from March 28th to April 1st.

I'm dealing with some personal issues that require my immediate attention, and I believe taking this time off will help me handle them better and come back to my studies fully focused.

Before reaching out to you, I've already talked to my academic advisor and professors to make sure my absence won't cause any major disruptions. I'm committed to catching up on any missed work once I'm back.

Please let me know if there's anything else I need to do to make this leave possible. I'm ready to provide any additional information you may need.

Thank you for your understanding and support.

Yours sincerely,

Karan Niroula
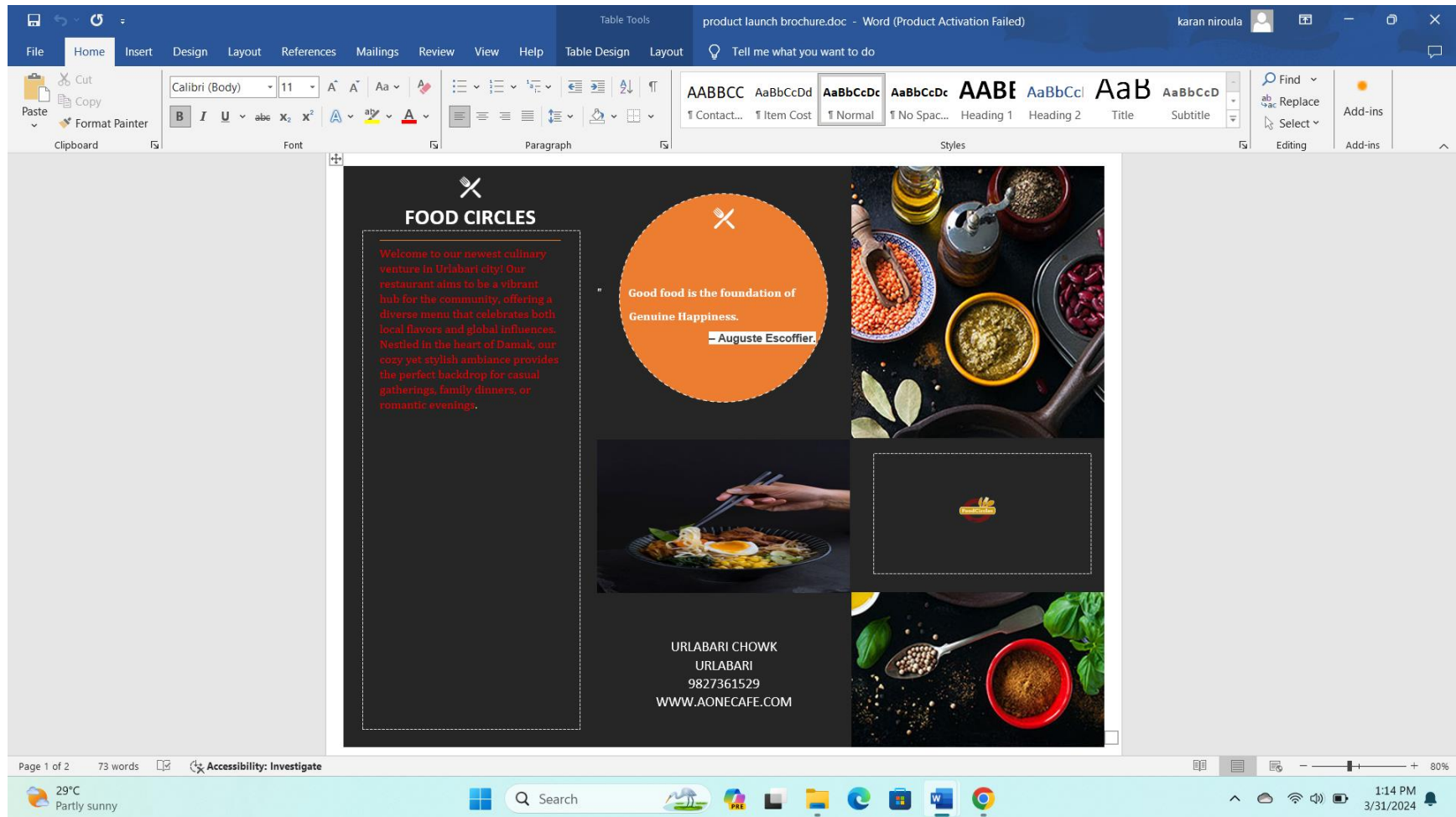BSc.Csit ,first semester
9827361549

7.Magazine Design

I. How to change font style in MS. Word?

STEPS

- **Select Text**: Click and drag to highlight the text you want to change. Or, just place your cursor where you want to start.
- **Font Options**: Look for the font options in the toolbar at the top. It usually has things like font name, size, bold, italic, et.
- **Choose Font Style**: Click on the dropdown menu next to the font name. It'll show you a list of available font styles.
- **Select**: Click on the font style you want to use.

8.Product Launch Brochure

FOOD CIRCLES

Welcome to our newest culinary venture in Urlabari city! Our restaurant aims to be a vibrant hub for the community, offering a diverse menu that celebrates both local flavors and global influences. Nestled in the heart of Damak, our cozy yet stylish ambiance provides the perfect backdrop for casual gatherings, family dinners, or romantic evenings.

Good food is the foundation of Genuine Happiness.

— Auguste Escoffier.

URLABARI CHOWK
URLABARI
9827361529
WWW.AONECAFE.COM

I. How to insert shapes in word?

<u>**STEPS**</u>

1. **Open Microsoft Word**: Launch Microsoft Word on your computer.
2. **Insert Tab**: Click on the "Insert" tab at the top of the window.
3. **Shapes Button**: Look for the "Shapes" button in the toolbar. It's usually a small icon with a square and some lines.
4. **Choose Shape**: Click on the "Shapes" button, then select the shape you want from the dropdown menu.
5. **Draw Shape**: Click and drag on your document to draw the shape. You can resize and move it as needed.

9.curriculum vitae/Resume

Karan Niroula
Urlabari-7, Morang
9827361549
karanniroula98@gmail.com

Education:

- **Completed S.E.E in Pashupati Awasiya ma.vi**
- **Intermediate at Science**
- **Currently on BSc.Csit**

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic knowledge of programming languages such as Python and Java
- Strong communication and interpersonal skills
- Ability to work effectively in a team as well as independently
- Quick learner with a strong work ethic

Extracurricular Activities:

- Member of the Science Club (2022-present)
- Volunteer at local community events
- Participant in school sports teams' football, cricket
- Volunteer at human rights (2023-present)

Achievements:

- Have designed website of **Pashupati Awasiya ma.vi**
- Runner up in interhouse tennis competition.
- Many more to be done.

References: Available upon request.

10.Student ID card Design

11.Company Head Design

Tribhuvan university   regd.no.

SHREEYANTRA COLLEGE

Damak_9.jhapa   date:

12.Certificate of achievement