Name: Sadam Hussain

Sap Id: 73749

Subject: Application

Department: Cyber Security

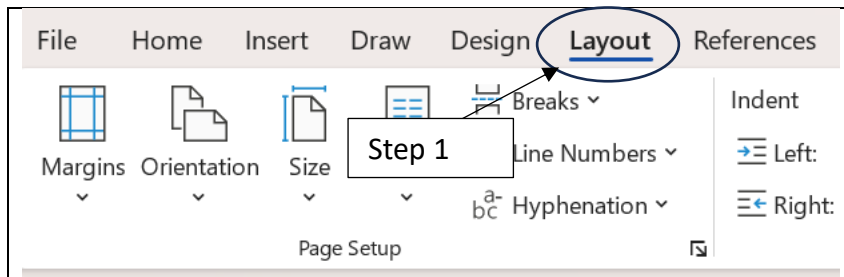**Teacher: Syed Yawar Abbas**

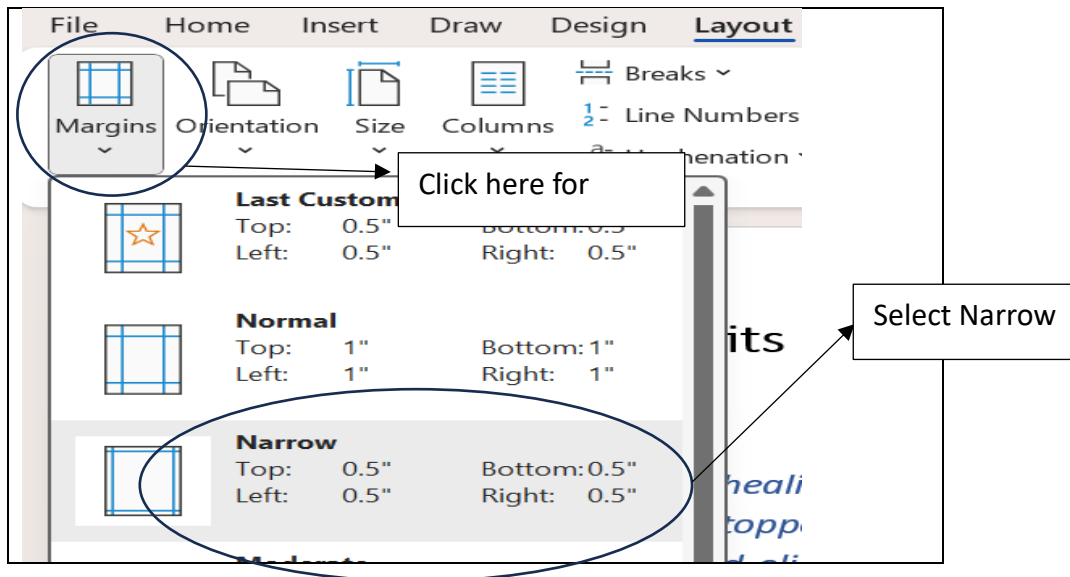## Topic: Research paper creation

Documentation

Page Setup:
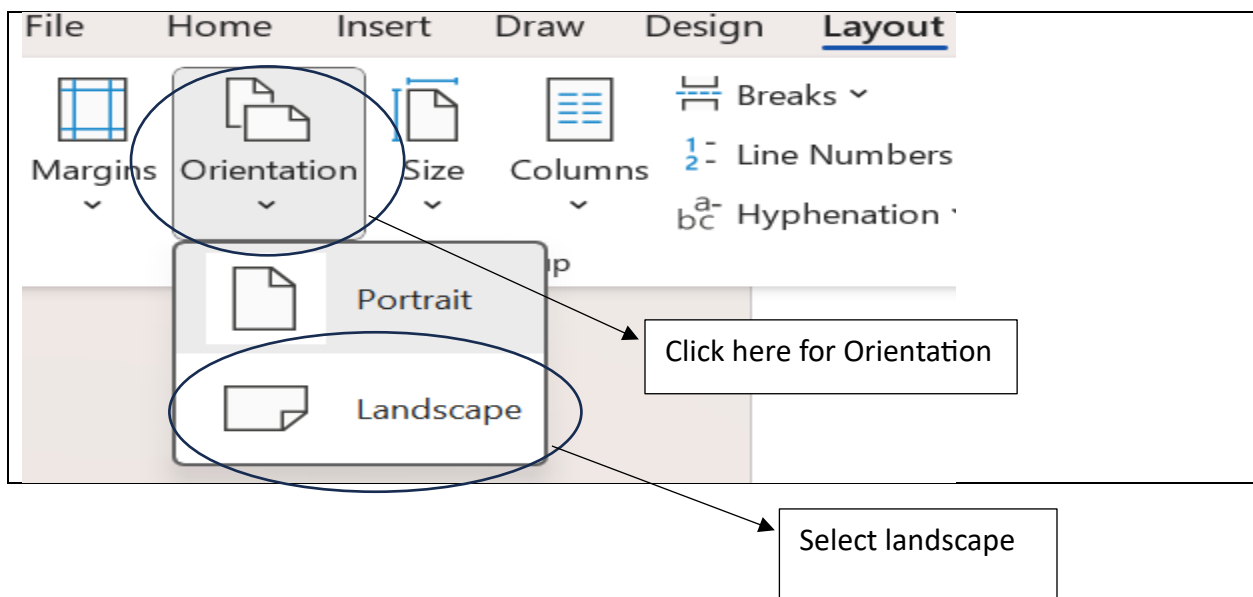
Step 1:

For page setup go to page layout

Step 1

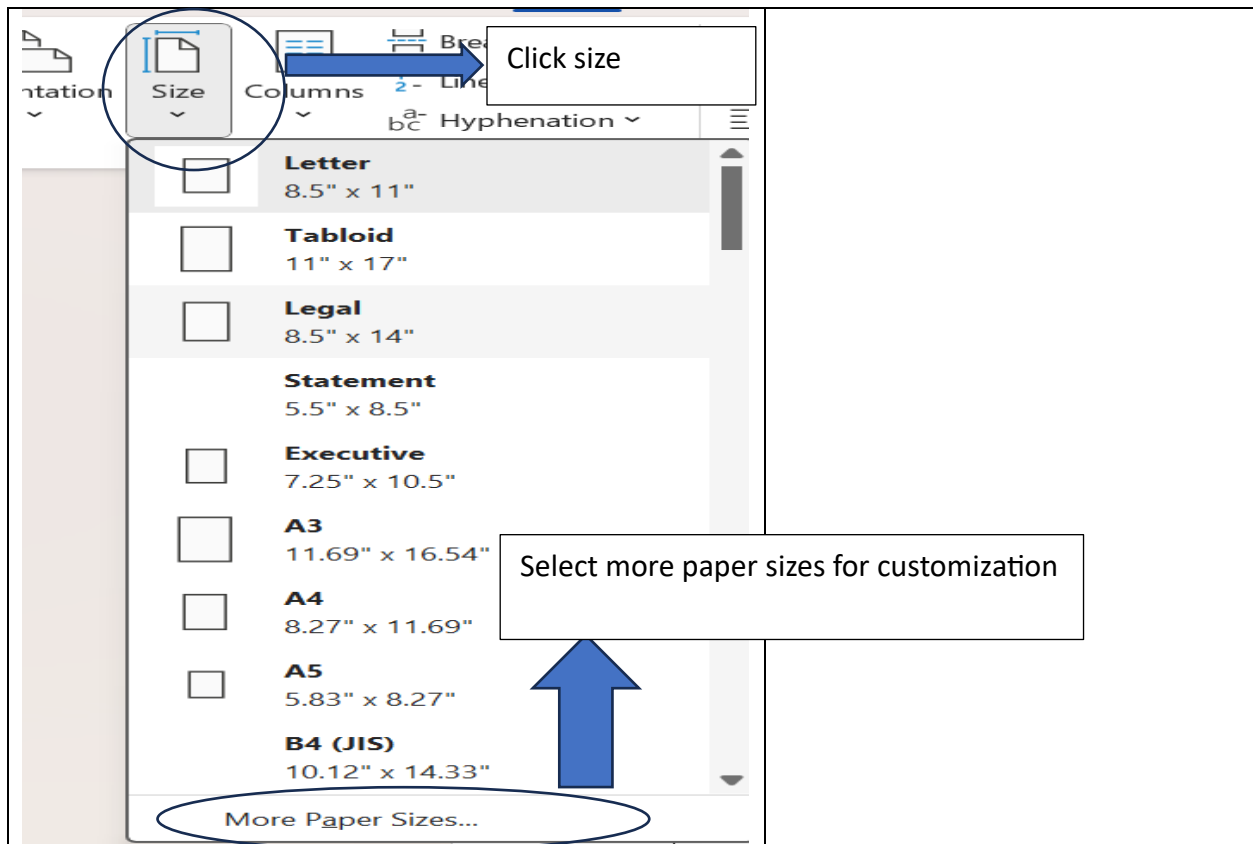## Step 2:

After layout click margins and select Narrow.

Click here for

Select Narrow

Step 3:

After that click orientation and select landscape.

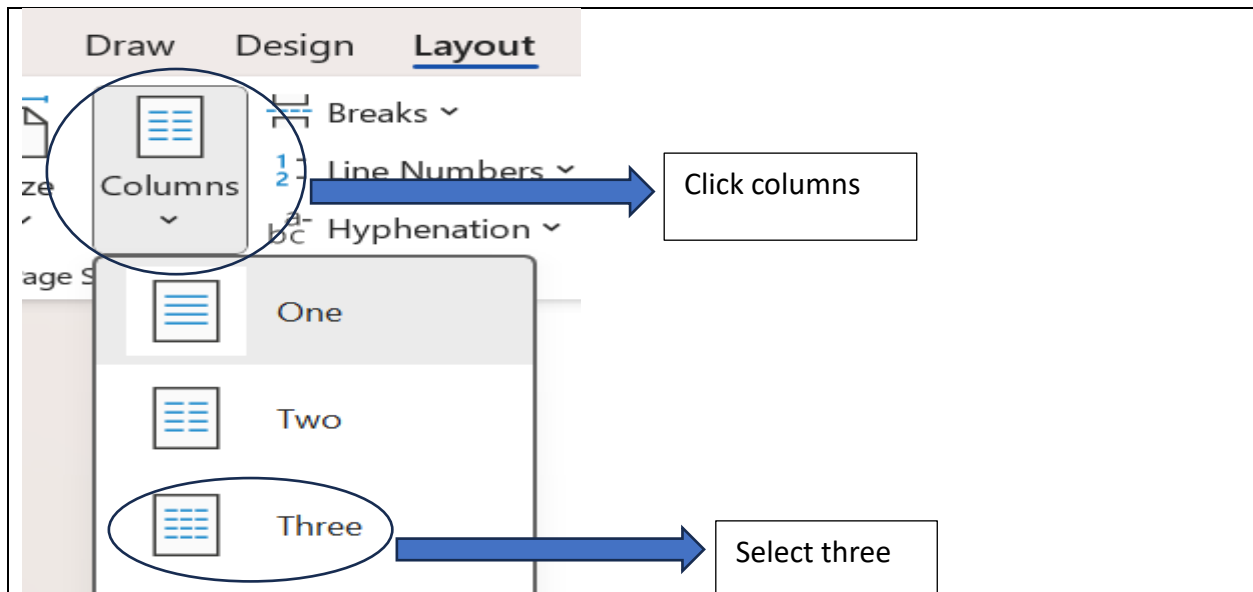Click here for Orientation

Select landscape

Step 4:

After landscape Click Size and select the more option and use 18x18

Step 5:

For three columns in one page so click columns and select three.
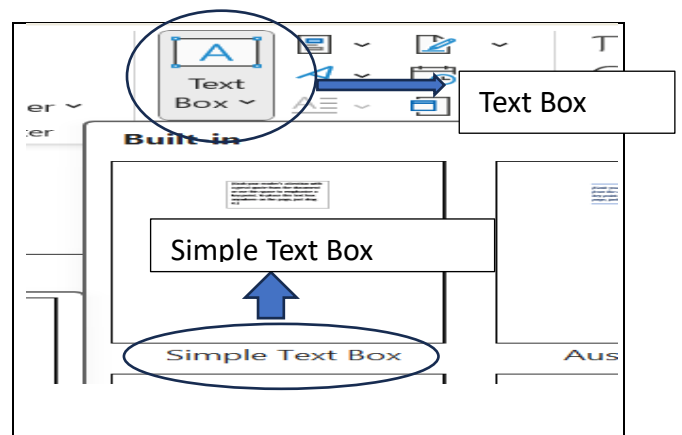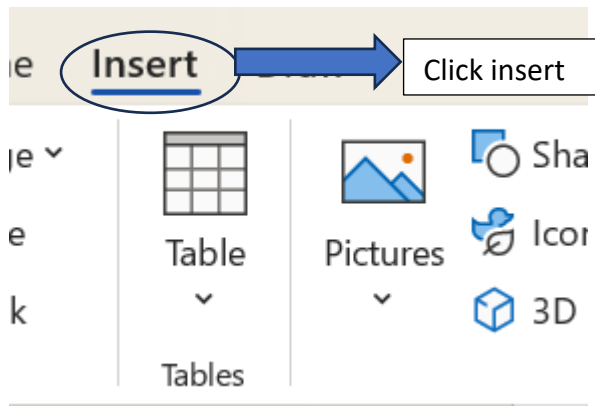
Click columns

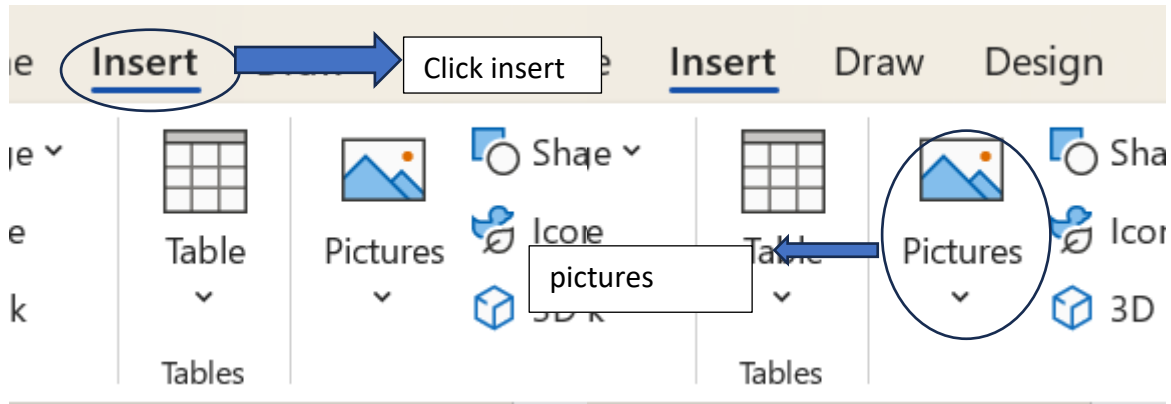Select three

Title setup

Step 1:

For title setup first you have to click **insert option** and go to **Text Box** and select simple text box then set it to title through move the courser.

Click insert

Text Box

Simple Text Box
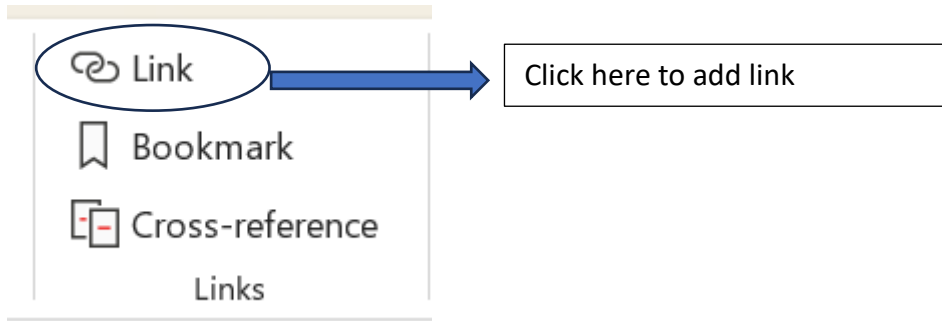
Picture adding

Step 1:

First step is that we have to go insert option and then you have to click picture option after that you have three options and that is (i) This device (ii) stocks (iii) online
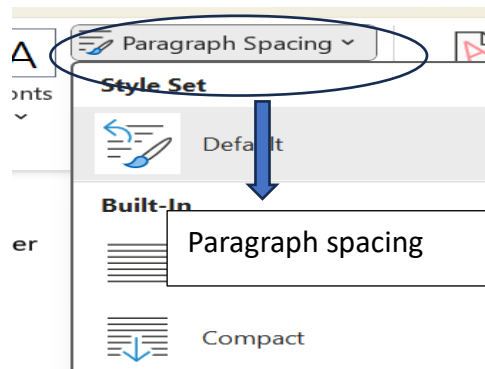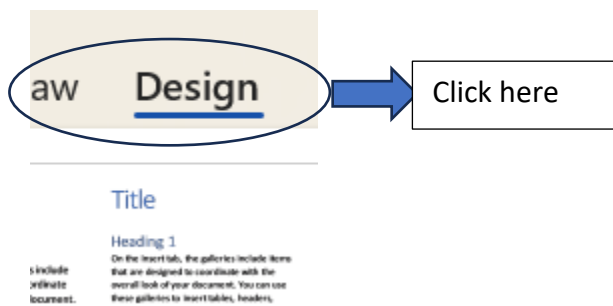

Adding hyper links

As shown above insert option after that you will see link option click link option to add hyper
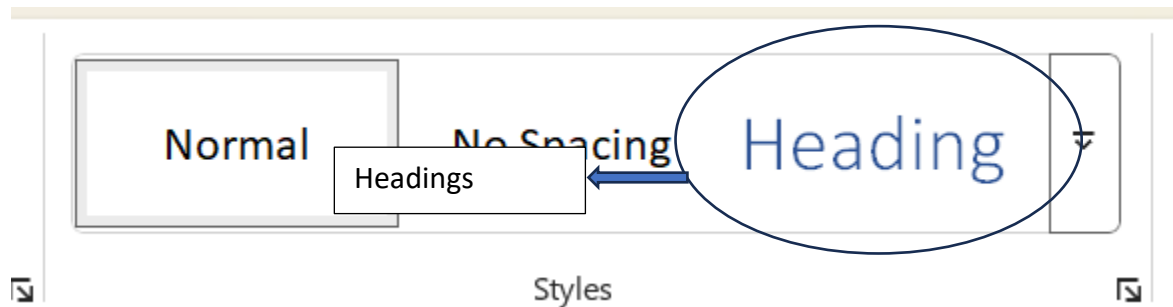

link

Paragraph spacing

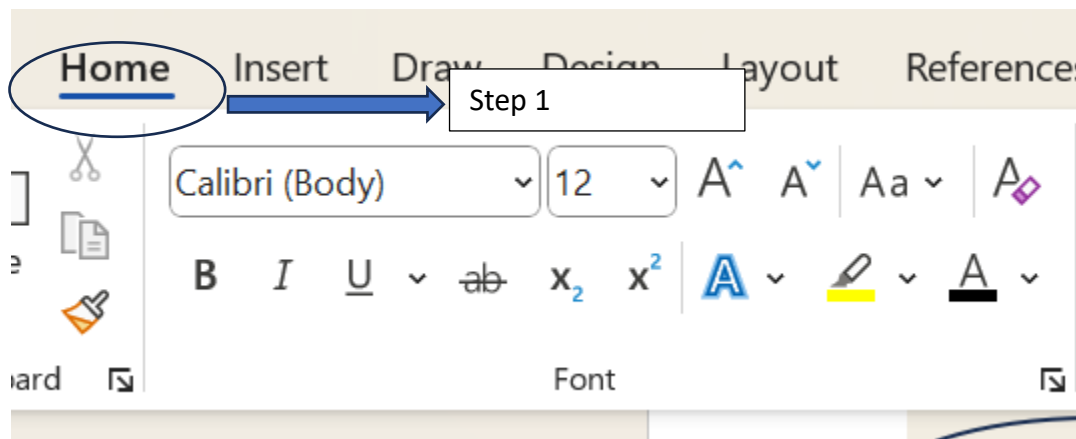For paragraph spacing go to Design option and click Paragraph spacing

Headings selection

For heading in home tab you will see heading option

Text selection

For text you have to enter home tab in font

File Save in Pdf

For file save go to file tab then click save as it and select file location where your file save in pdf

File | **Home**

Step 1

Save As

- Home
- New
- Open

Recent

Personal

Step 2

- Info

Share Options

- Save
- Save As

Share

- History

Copy Link

- Print

Other locations

- Share

This PC

- Export

Add a Place

- Close

Browse

Step 3 location