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THE ANNUAL REPORT FORMAT IN WORD

For Year 2022-23

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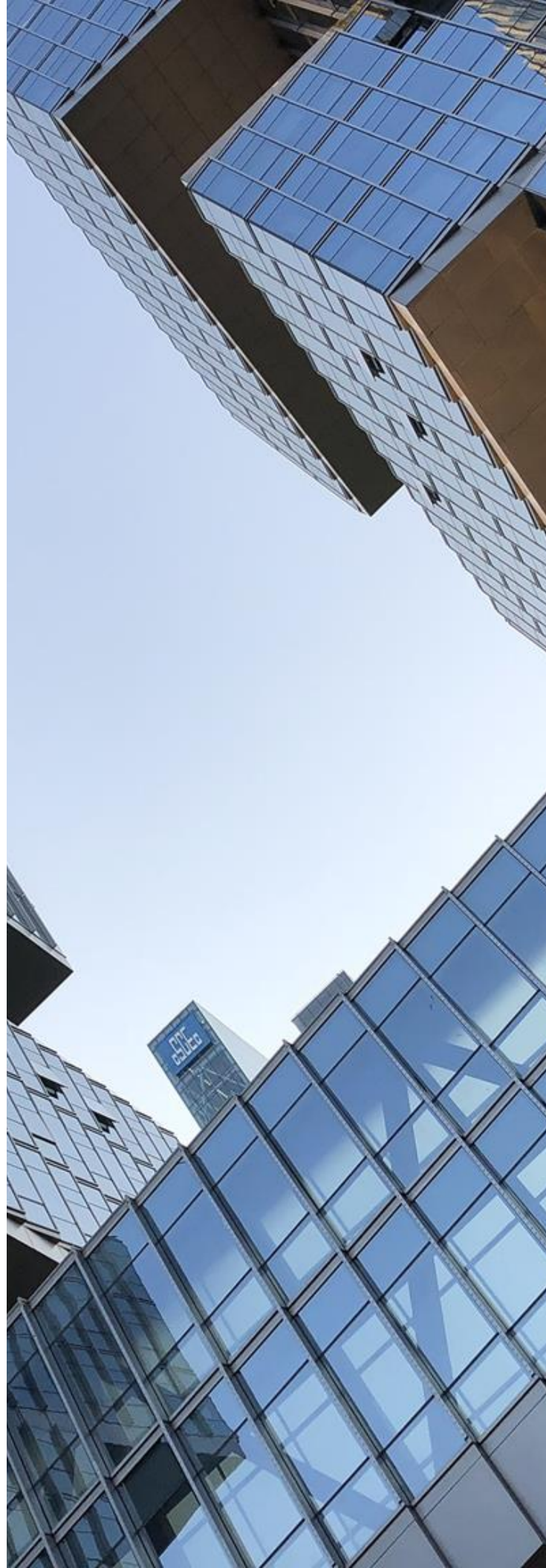
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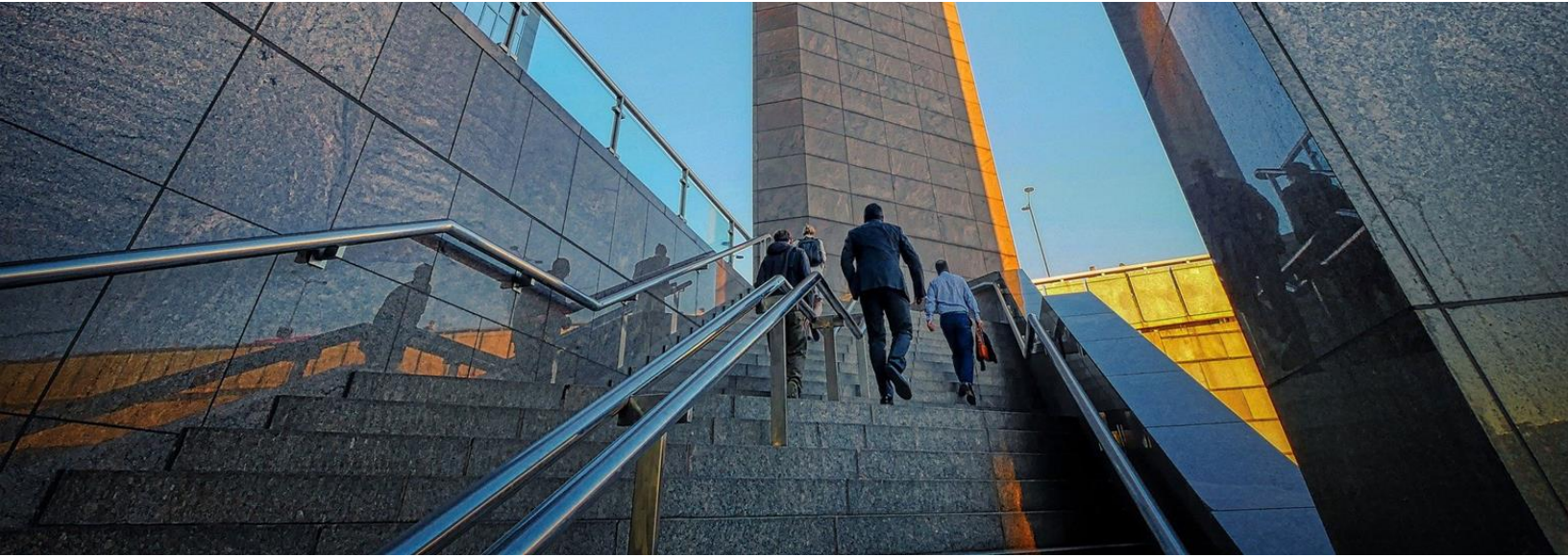
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INTRODUCTION

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

This template consists of the following three sample sections:

Section 1

Add your text here...

Section 2

Add your text here...

Section 3

Add your text here...



SECTION 1: HELP US BY ACCREDITING!

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1. Design & layout

The heading above this paragraph is “**Level 3**” heading. The layout, design, formatting, automatic table of contents – just everything has already been included in the template and this is for your **Personal Use Only**.

2. Easy to modify with clean looking design

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Following is multi-list sample text:

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3. **To change the looks available in the Quick Style gallery**, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.
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CONCLUSION

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