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Main heading 16

Sub heading 14

Normal writing 12

Style times new roman

Base and power

Lower case

Upper case

Font colour

Alligness proper alignment prefer

Margin already lines nah n

Border lines lagi hun

Bullets standard filled black circle

Listing also available

Sorting ascending descending

Line spacing

Find and replace ,put setion ,find next ,cursor say next say start kray ga searching krna ,so cursor ko pahlay la ao

Insert columns inserting krni hya

Use pencil for 1 empty row

Picture insert

Picture alignment via botem right corner use hd

Charts stats

Use header to describe page

And footer for page number

Page numbering must

Watermark mean copyright act illegal hay

Paragraph spacing

Refrences etc etc

Set page number auto automatic table of content

Page numbering jahan say actual data start hota hay.....specific page numbering

Bookmarks,google book etc

Hyperlinks

Document k 7 7 sae kr lain