

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in a white, serif font.

BASIC COMPUTER PROCEDURES AND DATA ANALYSIS IN REPORT WRITING

Vital tips on Report format

1. Margin:

- ▶ Top and Bottom - 0.3
- ▶ Left and right - 0.8

Layout - Margin - Custom Margin - Top, button etc - Ok

Vital tips on Report format

2. Font:

- ▶ Type - Book Antiqua
- ▶ Size - 12.5 (for the body of the report *Except otherwise directed*)

Home - Font - Font type - Font size

3. Reports should be justified for body of the report

Home - Paragraph - block justification

Vital tips on Report format

4. Table:

- ▶ Font Size – 10.5
- ▶ *Within the body of the report:* **Bold or thick** lines
- ▶ *Within the appendix:* Normal lines
- ▶ Exporting tables from excel to word

Insert – tables – insert tables – columns & rows – ok

Click on + on the left top of the table – change font

Right click on + – table properties – borders and shading – settings – all – width – 1^{1/2} pt – ok

Vital tips on Report format

5. Graphical representation of Data analysis

Excel table – highlight area from S/No to Amount – click insert – charts – bar or pie chart – copy chart – paste on word document

6. **Bold:**

- ▶ Title(s)
- ▶ Subtitle(s)
- ▶ Figures within the report

Vital tips on Report format

7. Spacing:

- ▶ *Body*: Single line
- ▶ *Paragraph*: Single line

8. Numbering sequence:

- ▶ Unit Report numbering – 2.0, 2.1, 2.1.1....
- ▶ Appendix numbering – 2.1a, 2.2a etc
- ▶ Alphabet – a,b,c etc
- ▶ Roman – i,ii,iii etc

Vital tips on Report format

9. Reference(s) to appendix should be in *italics*
10. Currency (i.e ~~₹~~) should be attached to amount