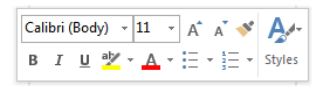
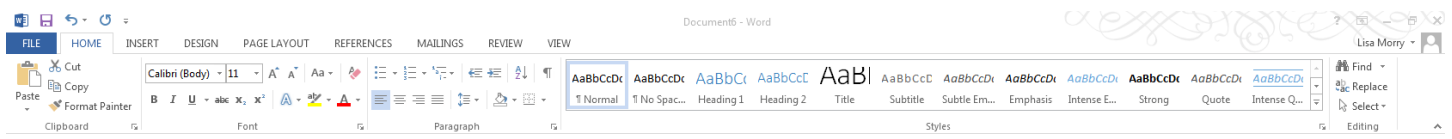


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Use the mini toolbar to change font appearance, size or orientation, change styles, add bullets or add or change indents



The home tab contains commands for formatting text
 Cut, copy and paste: select home tab > clipboard > cut, copy or paste
 Font formatting: select home tab > select bold, italics, size and more
 Paragraphs: select home tab > paragraph > choose alignment, bullets, numbering, bordering, sorting, shading, line spacing and more