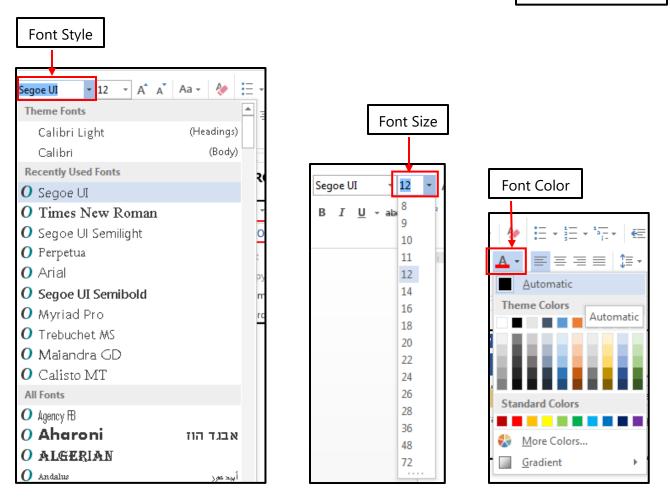
THE FONT GROUP (Located on the Home tab)

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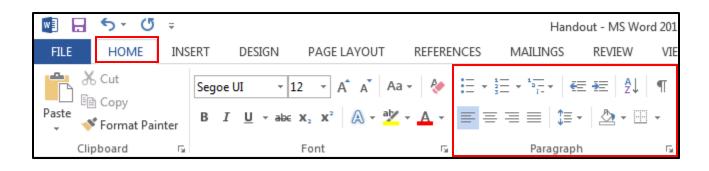
FONT FORMATTING TOOLS

Bold, Italics, Underline, Strikethrough, Subscript, Superscript

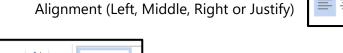
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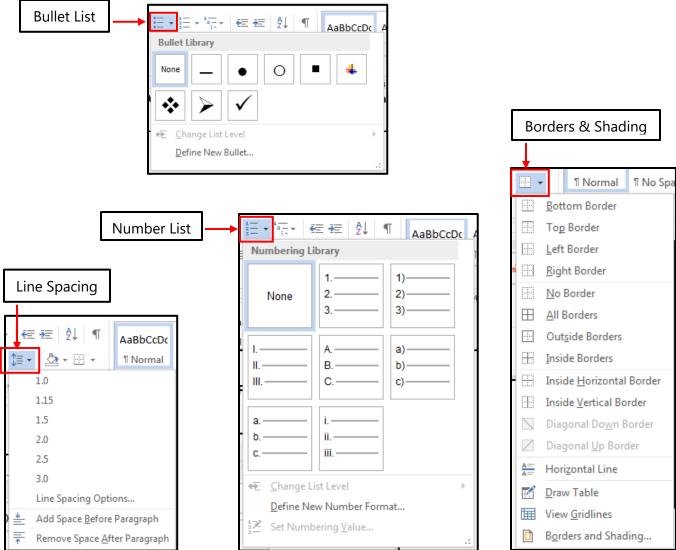
THE PARAGRAPH GROUP (Located on the Home tab)



PARAGRAPH FORMATTING TOOLS



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Courtesy of Gail Borden Public Library and the Public Library Association