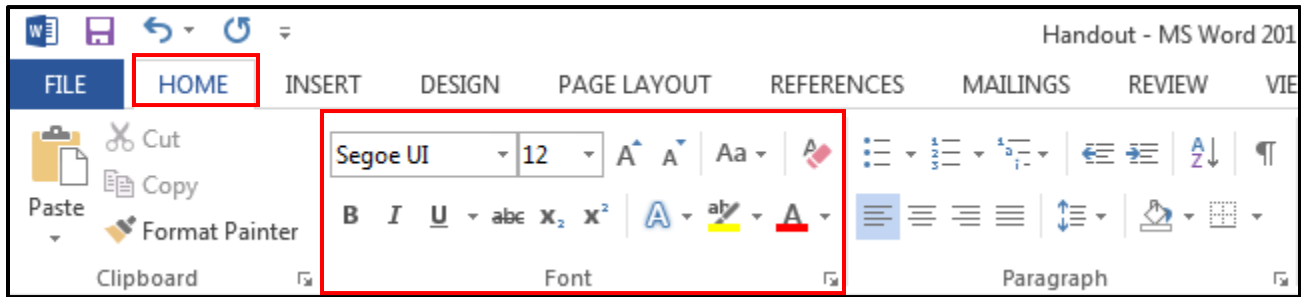


THE FONT GROUP (Located on the Home tab)

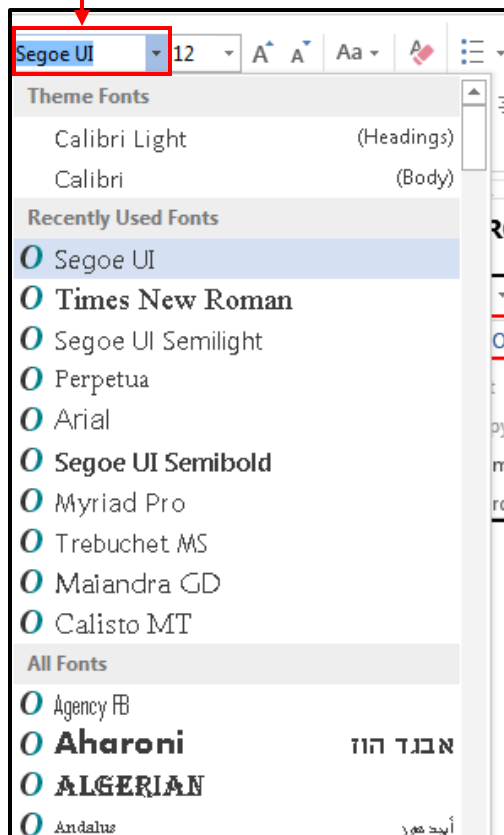


FONT FORMATTING TOOLS

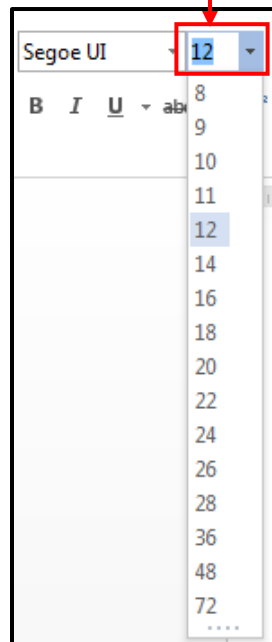
Bold, Italics, Underline, Strikethrough, Subscript, Superscript



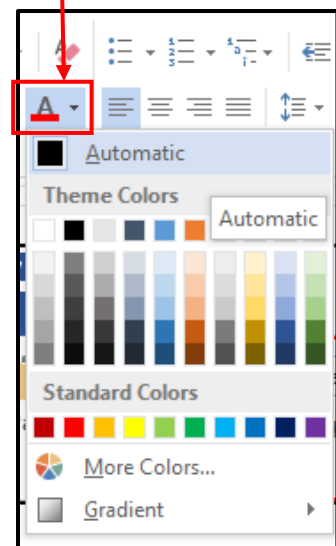
Font Style



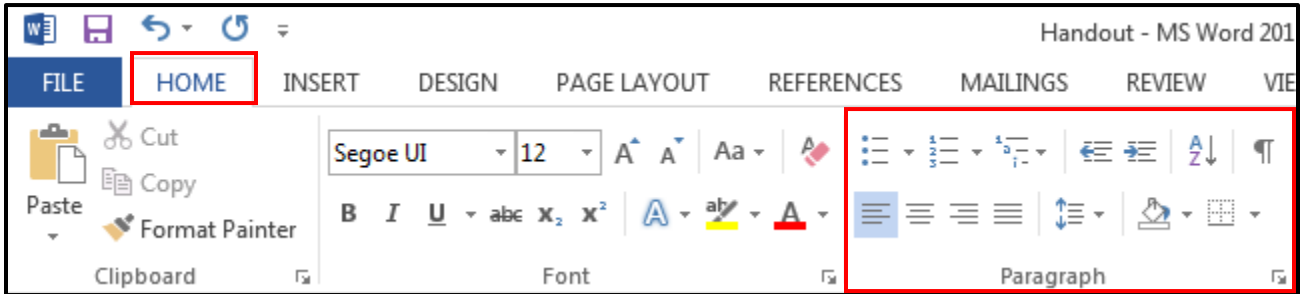
Font Size



Font Color



THE PARAGRAPH GROUP (Located on the Home tab)

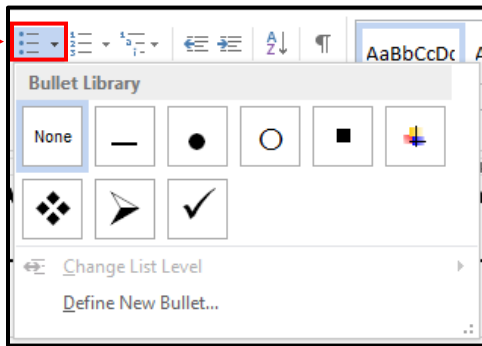


PARAGRAPH FORMATTING TOOLS

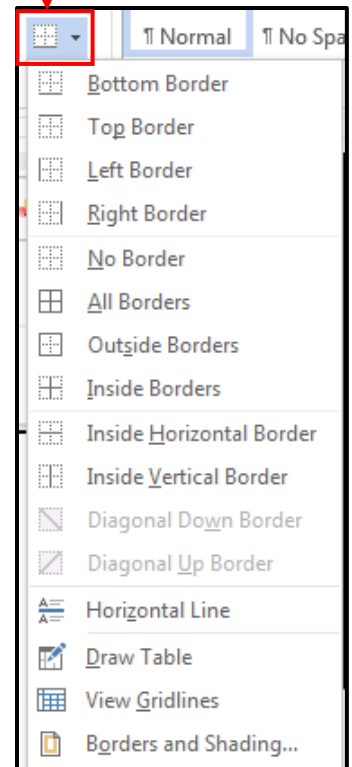
Alignment (Left, Middle, Right or Justify)



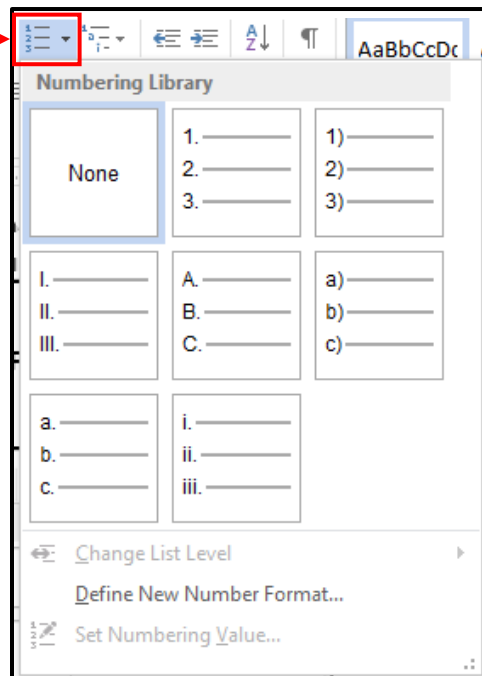
Bullet List



Borders & Shading



Number List



Line Spacing

