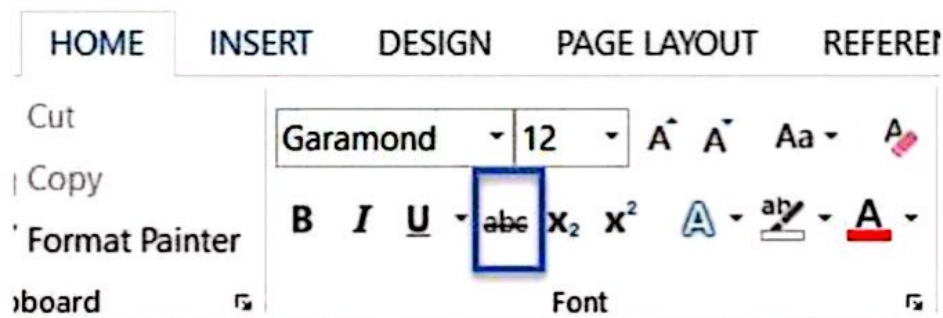
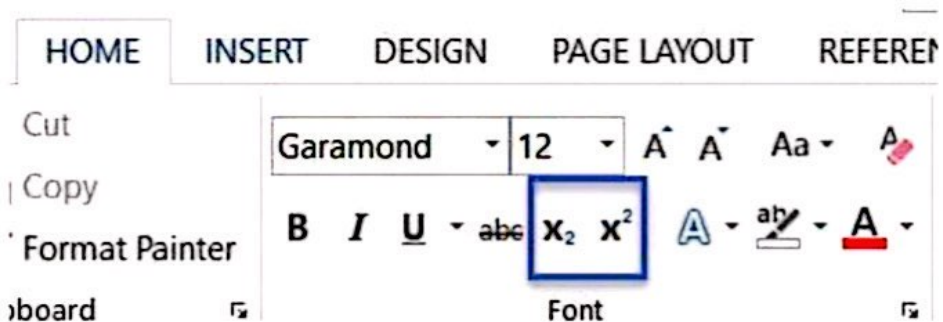




Subscript

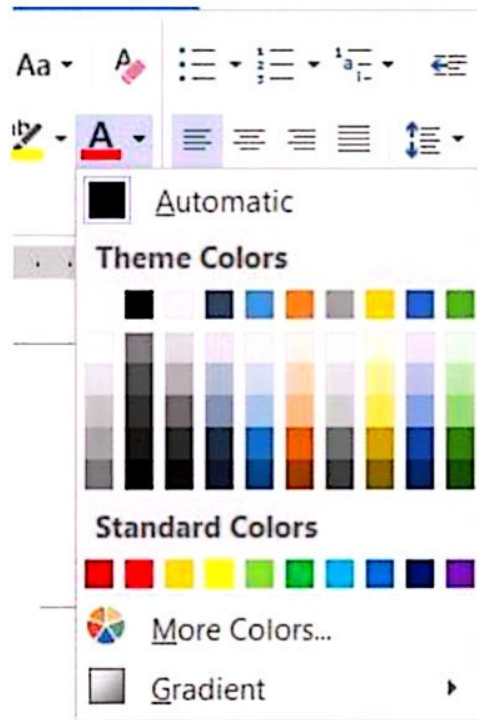
Superscript

These decrease the font size proportionally and lower or raise the baseline.

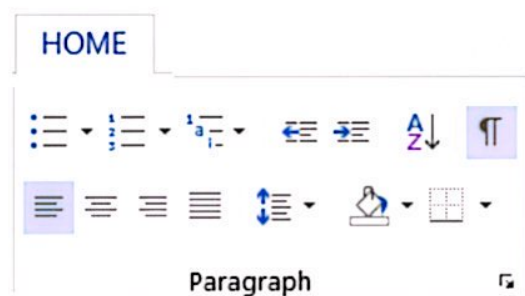


Font Color

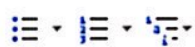
- If you simply click on the font color button, it will give you the color shown. That color will be the last one applied to text in your Word session.
- If you click on the drop-down, it gives you selections and menu choices.



The Paragraph Group



Bullets and Numbering is the top-right section of the paragraph group.



Bullets

The first button is for bullets. Clicking on the bullet button will give you a bullet, the type of bullet will be the last type used by you

- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.
- Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

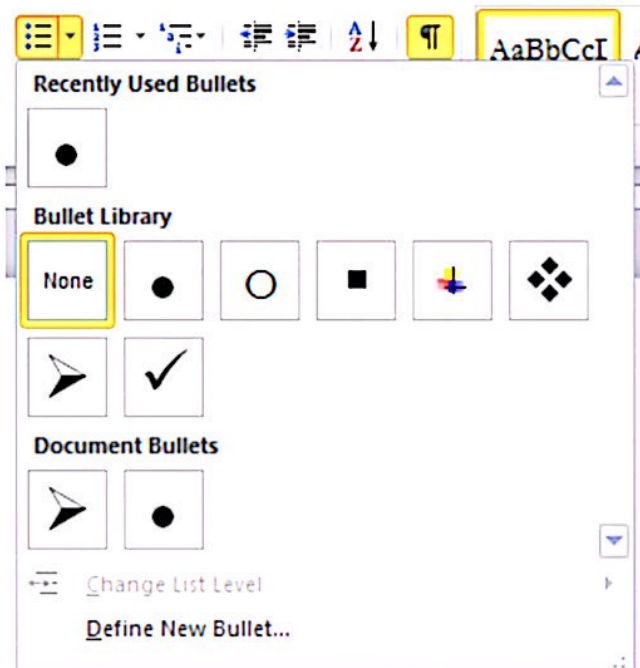
Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Urnonummy.

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.

Clicking on the down-pointing triangle will give you choices.



The second bullet is for simple numbered lists. Clicking on the button will give you a single-level numbered list of the type last used.