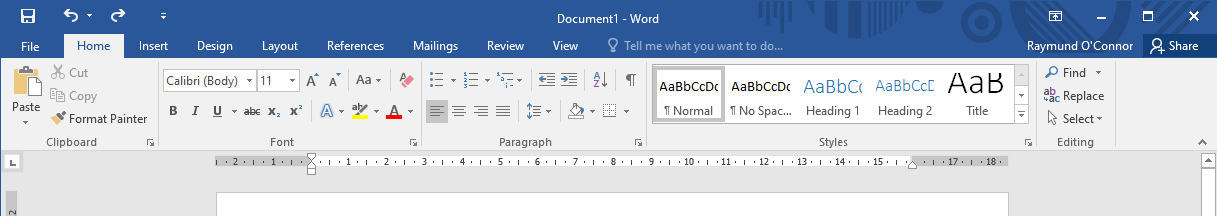
**Word - Home Toolbar**

Font(Type face) Font size Increase decrease font size Unordered List Ordered List Help



B – Embolden Strikethrough Superscript Line spacing Styles Find/Replace

I – italics Subscript

U – underline Left/Centre/Right/Justified

Text colour