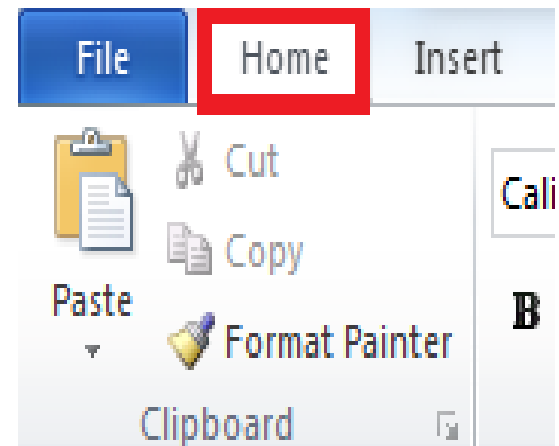
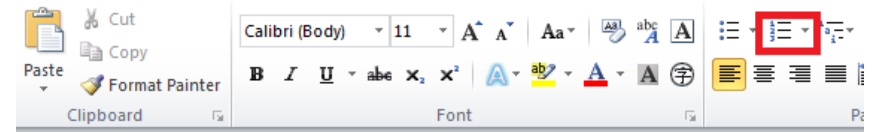


Inserting numbered and bulleted lists

- To create a numbered list left click on **Home**.



- In the toolbar locate the numbered list icon and left click on it.



- Locate the bulleted list and **left click** on it.

