





Paragraph

Font settings: Bold, Italic, Underline, Text color, Background color, Paragraph styles (Bulleted list, Numbered list, Decrease indent, Increase indent, Left align, Center, Right align, Justify, Indent left, Indent right, Line and paragraph spacing).

Drawing

Shapes, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects.

Find, Replace, Select, Editing.

Add-ins

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