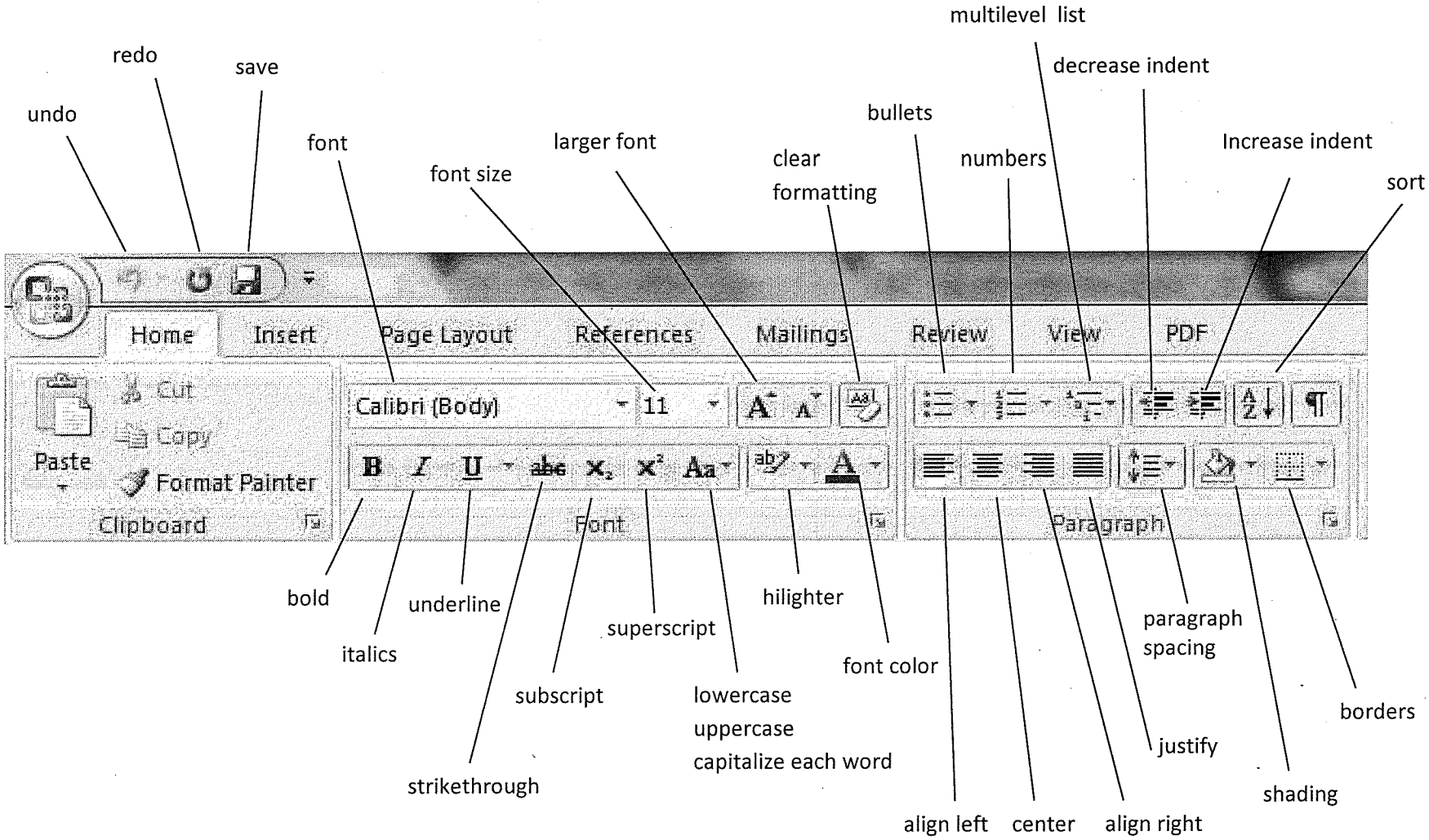
undo
redo
save
font
font size
larger font
clear formatting
bullets
multilevel list
numbers
decrease indent
Increase indent
sort
Home
Insert
Page Layout
References
Mailings
Review
View
PDF
Cut
Copy
Format Painter
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
bold
italics
underline
strikethrough
subscript
superscript
lowercase
uppercase
capitalize each word
hilighter
font color
align left
center
align right
justify
paragraph spacing
shading
borders