Lists (Bulleted and Numbered)

- This is a bulleted list. Notice how the text that wraps to the next line is indented to line up, along the left, with the text on the previous line.
- This is another line.

1. Word
2. Excel
3. PowerPoint
4. Access
5. Outlook

Tab Stops & Tables

Feature	Shortcut	Description
Copy	Ctrl-C	Copies text to the keyboard.
Paste	Ctrl-V	Pastes text where the cursor is.
Single spacing	Ctrl-1	Sets line spacing to normal spacing.
Double spacing	Ctrl-2	Sets line spacing to twice that of normal.
1.5 Line spacing	Ctrl-5	One-and-a-half that of normal spacing.
New Line	Shift-Enter	Start a new line within the current paragraph.
Undo	Ctrl-Z	Our "savior" command!

Item	Price	Telephone
Utilities	$175.35	(516) 555-1212
Food	$250	444-5555
Rent	$1,375.5	631-777-3434
Test	.123456789	MY4-1111

Project	Status	Comments
Relocation	Underway	Packing in progress; moving Friday.
Computers	Awarded	Vendor selected & PO issued • IBM is the winner • Money allocated • PO signed by County Executive
Telephones	Completed	Installation finished and tested
Training	Pending	To follow move-in.