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|  | **Bold** | **Makes your letters darker** |
|  | **Italics** | **Makes your letters slant or bend to the right** |
|  | **Underline** | **Puts a line under your words.** |
|  | **Text Highlight Color** | **Puts a color behind your words** |
|  | **Font Color** | **Changes the color of your words** |
|  | **Font** | **Changes the style of your letters** |
|  | **Font Size** | **Changes the size of your letters** |
|  | **Grow and Shrink Font** | **Changes the size of your letters – either bigger or smaller** |
|  | **Bullets** | **Makes a list with bullets or dots.** |
|  | **Numbering** | **Makes a numbered list.** |