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|  |  | Info |

[Teams 123](https://atlastsecurityservices-my.sharepoint.com/personal/laura_atlastsecurityservices_onmicrosoft_com1/Documents/Teams%20123.docx?web=1)

[If you’re ready to write, just select a line of text and start typing to replace it with your own. Or, check out a few quicker tips:]

## [Look Great Every Time]

1. [Need a heading? On the Home tab, in the Styles gallery, just select the heading style you want.]
2. [Notice other styles in that gallery as well, such as for a numbered list like this one.]

### [Heading 3]

* [This style is called List Bullet.]
* [For best results when selecting text to copy or edit, don't include space to the right of the characters in your selection.]