

Date

TITLE

1. HEADING 1

To get started right away, just tap any placeholder text (such as this) and start typing.

A. Heading 2

- i. To easily apply any text formatting you see in this outline with just a tap, on the Home tab of the ribbon, check out Styles.
- ii. For example, this paragraph uses Heading 3 style.

2. HEADING 1

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.