Document title (Style “OMVTitle”)

Subtitle

(Place, Date)

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# Heading 1 (Shortcut: CTRL+SHIFT+1)

Normal Text: Arial, 11 pt, Paragraph spacing: 6 pt.

* Bullet list (first level) **Please use shortcut key: CTRL+SHIFT+L (not “Bullets” button in menu), or use style “List Paragraph”**
  + List (second level)
  + Text
  + …
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    - Text
    - Text

## Heading 2 (Shortcut: CTRL+SHIFT+2)

### Heading 3 (Shortcut: CTRL+SHIFT+3)

#### Heading 4 (Shortcut: CTR+SHIFT+4)

Default table:

|  |  |  |  |
| --- | --- | --- | --- |
| Text head 1 | Text | Text | Text |
| Text cell 1 first column | Text cell 2 |  |  |
| Text second row | Text second row |  |  |

Clean table:

(insert table and change design in menu: Design->Table Styles->Custom:Clean):

|  |  |
| --- | --- |
| Table format “Clean” | No border |
| Second row | Text second row |

Text