***Job details***

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Salary | Bonus |
| **Robert** | CEO | 800000 | 8% |
| **Newton** | Director | 600000 | 9% |
| **John** | Managing Director | 400000 | 10% |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Salary | Bonus |
| Isaac | HR Manager | 300000 | 12% |
| Daniel | IT Manager | 200000 | 14% |
| Charles | Clerk | 100000 |
| Alex | Clerk | 100000 |

**7. Create the following multilevel list using the list provided.**

1. Video provides a powerful way to help you prove your point.
   1. When you click online video, you can paste in the embed code for the video you want to add.
      1. You can also type a keyword to search online for the video that best fits you document.
2. To make your document look professionally produced.
   1. For Example, you can add a matching cover page, header, and sidebar.
      1. Click insert and then choose the elements you want from the different galleries.
      2. Themes and styles also help keep your document coordinated.
      3. When you click design and choose a new theme, the pictures, Charts.
3. You can also type a keyword to search online for the video that fits you document.
   1. To make your document look professionally produced.
4. For Example, you can add a matching cover page, header, and sidebar.
   1. Click insert and then choose the elements you want from the different galleries.
   2. Themes and styles also help keep your document coordinated.
   3. When you click design and choose a new theme, the pictures, Charts.
      1. When you apply styles, your heading change to match the new theme. Save Time in the word with new buttons that show up where you need them.
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            1. When you click design and choose a new theme, the pictures, Charts.
            2. When you apply styles, your heading change to match the new theme.
            3. Save Time in the word with new buttons that show up where you need them. To change the way a picture fits your document, click it and a button for layout options appears next to it.