**For the following, create a lead-in punctuated with a colon and followed by four bulleted-list items; do not use end punctuation on any of the list items:**

The following are the major symptoms of asthma:

* Shortness of breath accompanied by wheezing, whistling, and labored breathing, particularly following exercise or exposure to allergens
* Coughing that lingers for weeks
* Night-time wakening with a cough or shortness of breath
* Constriction or a feeling of tightness in the chest

**For the following, create a lead-in punctuated with a colon and followed by at least three numbered-list items:**

The following steps need to be considered before you begin taping:

1. Make a list of songs you wish to record onto a cassette tape from up to six different compact discs. Reference the songs in the order in which you want them to appear on the tape.
2. Label each CD from 1 to 6.
3. Label each song with its corresponding number, such as CD 1, song 5.
4. Estimate the length of each song. If the length of each song is not noted on the CD, use 3.50 minutes as the average length of a song.
5. Check that your cassette tape is long enough to hold your song list and adjust accordingly. There are 30-minute, 60-minute, and 90-minute tapes. A 60-minute cassette can hold approximately 16 songs, for example.

**For the following, create a lead-in punctuated with a colon and followed by four bulleted-list items:**

While compact discs are quite sturdy, the following precautions should be taken when handling discs:

* Avoid fingerprints and smudges on the CD as they can reduce the brightness of the light reflected from the signal surfaces, causing degradation of sound quality.
* Keep discs clean by gently wiping with a soft cloth from the inside of the CD out. If a CD becomes very dirty, use a slightly damp, soft cloth, and gently wipe away the dirt. Remove water drops with a dry, soft cloth.
* Avoid solvents, cleaning sprays, or other related products. These might damage the surface of the disc.
* Always store discs in their cases in a vertical position to avoid high heat and humidity.

**For the following, create a lead-in punctuated with a colon and followed by four bulleted-list items; create two sub-bullets following the second bulleted item:**

The following items should be checked before loading a cassette:

* The tape in the cassette is not loose or hanging out of the cassette. To remove slack in the tape, place a pencil in the reel hole and turn until the slack is removed.
* To prepare the tape for recording, you must make sure of the following:
  + Erasure prevention tabs are intact.
  + Clear leader tape is bypassed by allowing the tape to run for 5 seconds before recording.
* To avoid dust and dirt buildup, keep tapes in their cases.
* To prevent important recordings from being erased, remove the erasure prevention tabs with a screwdriver. The erasure tab for each side is located on the top left when the side that you want to protect is facing you.

**Using the following text, create a lead-in punctuated with a colon and four bulleted items. Experiment with bold and italics for the label and colon at the beginning of each list item. End each list item with a period.**

Generally, all cryptographic processes have four basic parts:

* **Plaintext:** Unscrambled information to be transmitted. It could be a simple text document, a credit card number, a password, a bank account number, or sensitive information such as payroll data, personnel information, or a secret formula being transmitted between organizations.
* **Ciphertext:** Plain text rendered unintelligible by the application of a mathematical algorithm. Ciphertext is the encrypted plain text that is transmitted to the receiver.
* **Cryptographic algorithm:** Mathematical formula used to scramble the plain text to yield ciphertext. Converting plain text to ciphertext using the cryptographic algorithm is called encryption, and converting ciphertext back to plain text using the same cryptographic algorithm is called decryption.
* **Key:** Mathematical value, formula, or process that determines how a plaintext message is encrypted or decrypted. The key is the only way to decipher the scrambled information.

**Using the following text, create a lead-in punctuated with a colon, two main bulleted-list items then a two-item numbered list after each bulleted item:**

Page layout determines how content will appear on your page. You can change the page layout in the following ways:

* Custom document layout
  1. Select Layout Guides in the Arrange menu.
  2. Adjust the Margins, Columns, and Rows using the arrows provided.
* Wizard’s preset layout options
  1. Select Layout in the Quick Publication Wizard. A list should appear.
  2. Select a layout from the list.