Mastering Document Formatting

Digital tools have revolutionized productivity, making **efficiency** and **creativity** essential for success.

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| Product | Quantity | Unit Price | Total Price |
| Pencil | 50 | $0.25 | $12.50 |
| Eraser | 30 | $0.50 | $15.00 |
| Ruler | 20 | $1.00 | $20.00 |

1. Understand user requirements
2. Apply formatting tools effectively
3. Proofread for errors