



## **Section 0: Table of Contents**

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## **Section 1: Bullets and Numbering**

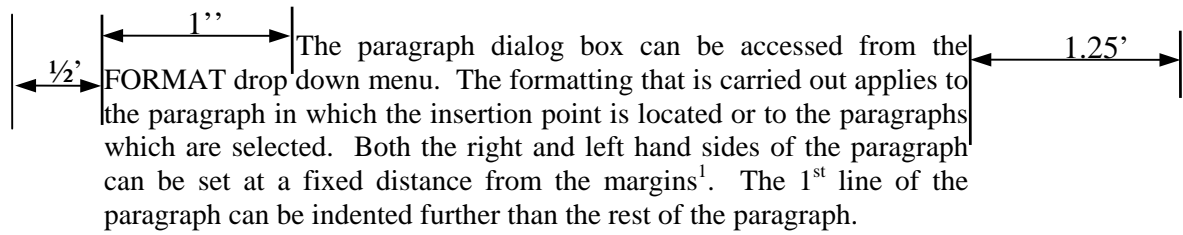
### Bullets

Create a list as shown below.

- A. Each bullet should be indented.
  - B. The hanging indent between the bullet point and the text should be half and inch.
    - 1) Different bullets can be created for Sub-Headings
    - 2) This can be done using the  buttons on the formatting toolbar
-  Bullets can be created from any symbol or picture.
- ⌚ Try and create this bullet with the theme of time.

## Section 2: Paragraph Alignment

### Paragraph alignment



The paragraph dialog box can be accessed from the FORMAT drop down menu. The formatting that is carried out applies to the paragraph in which the insertion point is located or to the paragraphs which are selected. Both the right and left hand sides of the paragraph can be set at a fixed distance from the margins<sup>1</sup>. The 1<sup>st</sup> line of the paragraph can be indented further than the rest of the paragraph.

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<sup>1</sup> This is a Footnote, where extra information or a Note may be inserted regarding a previous sentence on this page.

**Section 3: Inserting Tables**

<b>My Lectures</b>	<b>Lecture Times</b>
Manufacturing Integration	Tuesday 4pm
Communication Graphics	Weekday + Time
Process Technology	Weekday + Time
Technological Maths	Weekday + Time
General Physics	Weekday + Time
Structural Mechanics	Weekday + Time

## Section 4: Inserting Columns

### Who ya gonna call? - Reporting Crime

If you've had an accident in your chemistry lab, do you know whom you should report it to? If your bike is stolen, do you know where to go? If you see someone being mugged, what should you do? If your neighbors won't turn down the music and you have an exam at nine in the morning, whom should you call? Sometimes, if an incident occurs, it can be difficult to know where to go and where to report it. Sometimes it's a case of thinking something isn't serious enough to merit being reported, and sometimes a victim wants to preserve their anonymity. Campus Watch is a University Committee concerned with the security, safety and well-being of the Campus Community. It has been re-formed recently after a break of over a year, and one of the first things it wants to do is to clarify the issue of reporting crime. They want to get an overview of incidents which occur in order to get a clear picture of measures that need to be put in place to protect the campus community, both staff and students. Gardaí: in case of emergencies, the number for

the Gardaí is 999, in other cases; the number for Henry St. Garda station in Limerick is 061 – 212400 Campus Security: You can also ring Campus Security on 061-202249/202006 during the day or 061-202010 at night. In case of emergency in the University, ring extension 3333. If you live in one of the Student Villages, report any incidents to the Village Manager. If you are unwilling to report a crime/incident to the Gardaí, or even if you have already reported it, ULSU and UL would urge you to report it to the college anonymously. All you have to do is ask the welfare officer for a form to fill out. All such forms will be treated in the strictest confidence. Prevention: As the old saying goes, prevention is better than cure.  
Lock your doors and windows.  
Mind your drink.  
Don't walk home alone.  
Report anything suspicious to Campus Security or the Garda.