**Customising bullets and numbers**

**Other sponsors**

Change the bullets to a Dollar Sign, 12 pt, bold, blue.

Paragraph spacing: 3 pt after

* Dr G Phosa
* Exotic Pet Association
* WET NOSE ANIMAL RESCUE
* Mr Caetano
* Ms Johnson
* Tshwane Vet Hospital
* Judith Myburgh
* Sarisha Daya

**School rules**

School rules should:

Change the numbering to Roman numbers, i), ii), iii), etc.

Chiller font, 14 pt

Distance between bullet and text: 0.4 cm

1. Be clear and simple
2. Cover the whole spectrum of the school
3. Serve a specific object
4. Be applicable
5. Be fair and equitable
6. Be dynamic and regularly updated
7. Be negotiated by parents, teachers and learners
8. Be consistently applied

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**Recipe of the day**

**G**

**iant Caterpillar**



***You'll need:***

Ordinary round bullets

* One hot dog vienna
* Bovril
* Cheese

***You need to use:***

Use ✓ as the bullet character

* Knife
* Bread board
* A microwave

Number the steps as 1), 2), etc.

***How to make it:***

* Take one hot dog vienna and cook it in the microwave for 20 seconds. Then use a knife to cut 5 equal slices that go halfway through the vienna.
* Then cut 5 pieces of cheese that are able to go through the slices in the vienna and support the vienna's weight.
* Smear Bovril on the top of the vienna.
* The 'caterpillar' can be eaten by hand if held over bowl.

**Items necessary for outing**

Change numbers to A), B), C)

Multiple line spacing at 1.8

Numbering red, bold, itali

1. R50.00 for travel expenses
2. Own food and drink
3. Completed indemnity form
4. The right attitude
5. Good manners

**The solar system**

Change the paragraph to a bulleted list with the names of the planets (remove he commas).

Use Webdings 252, 16 pt, green.

Paragraph spacing: 3 pt before and after.

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The planets in our solar system are: Pluto, Neptune, Uranus, Saturn, Jupiter, Mars, Earth, Venus, Mercury

**Steps in handling information**

* Define the task.
* Find out where and how information can be found.

This is a list of steps and should be numbered.

Use any applicable numbering system.

* Find sources and extract information.
* Use information.
* Present the information.
* Evaluate the process and the product.