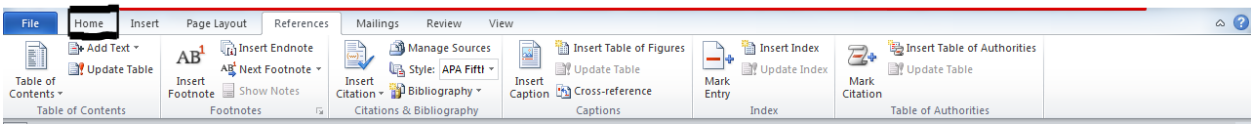

Fig 1. Tabs in MS Word 2010

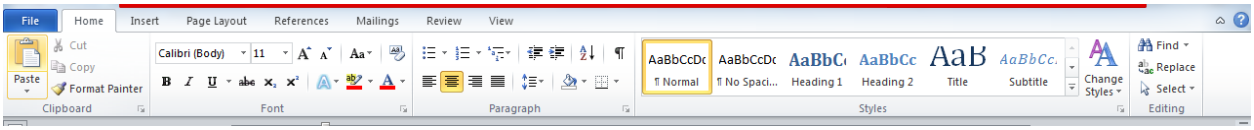

Fig2. Home Tab in MS Word which contains the formatting tools

Fig 3. Toolbars for formatting text in Ooo Writer 4.1.1

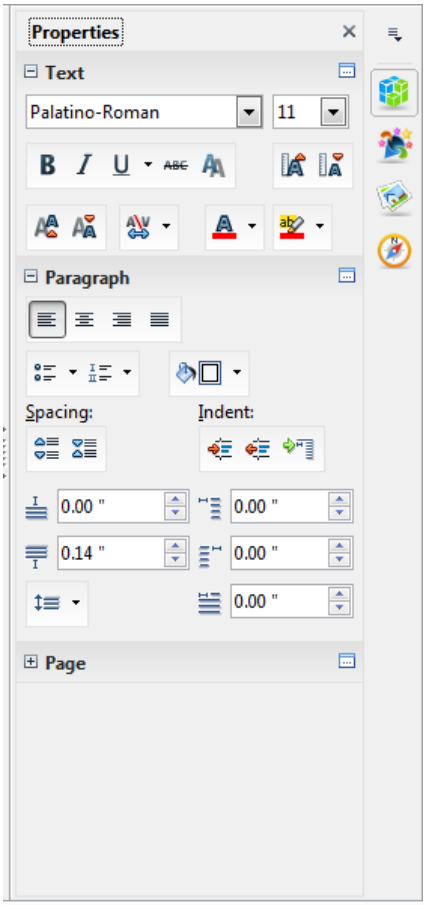

Fig 4. Sidebar with fromatting text tools from Ooo Writer 4.1.1