# Style Heading 1: Generic Accessible Word Document

Copy and paste the text from this document to carry over accessible styles.

Normal body text. This text is tagged with “Normal” from the Style panel to the right.

The text following this sentence has the [hyperlink](https://ansc.illinois.edu/academics/undergraduate-degrees/animal-sciences-major/companion-animal-and-equine-science) style.

## Style Heading 2

Use the column tool under the “Layout” ribbon to assign multiple columns. Use stye bulleted list style from the “Styles” option in the “Home” ribbon, not the bulleted list icon.

* Bulleted list style
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### Style Heading 3

Bachelor of Science in Animal Sciences, 126 hours required to graduate.

#### Style Heading 4

1. Numbered list style
2. Numbered list style
3. Numbered list style

Table Title Style

| Table head style | Table head style |
| --- | --- |
| Table data style | Table data style |
| Table data style | Table data style |
| Table data style | Table data style |

### Important Notes

* Do not use extra returns to create spaces. Use the paragraph spacing options and page/section breaks from the layout ribbon.
  + Toggle the hidden character button in the “Home” Ribbon to see extra returns.
* Use numbered lists when sequential order is necessary, bulleted lists when order does not matter.
* Add contextual alternative text or check that an image is purely decorative.
* Add alt text to tables.