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| **Basic Tags** |  |

Here are some of the HTML tags that you might use on a regular basis:

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| **Task** | **Tag** |
| Bold | <b>example</b> |
| Bullet point list | <ol>  <li type="disc">example 1</li>  <li type="disc">example 2</li>  </ol> |
| Center | <center>example</center> |
| Font style | <font face="Arial">example</font> |
| Heading | <h1> example</h1> |
| Horizontal rule | <hr /> |
| Hyperlink | <a href="http://mywebsite.com">mywebsite </a> |
| Image | <img src="myimagename.jpg" /> |
| Italic | <i>example </i> |
| Line break | <br> |
| Numbered list | <ol>  <li>example 1</li>  <li>example 2</li>  </ol> |
| Paragraph | <p> |
| Paragraph (left align) | <p align="left"> example <br> |
| Paragraph (right align) | <p align="right"> example <br> |
| Paragraph (centre align) | <p align="center"> example <br> |
| Underline | <u>example</u> |