

MS WORD (size 20)

On the Insert tab, the **galleries** include items that are designed to coordinate **with the overall** look of your document. You can use these galleries to insert tables, headers, footers, **lists**, cover pages, and other document building **blocks**. When you create pictures, charts, or diagrams, they also **coordinate** with your current document look.

you can easily change the **formatting** of selected text in the document text by choosing a look for the selected text from the quick styles gallery on **the home tab**. you can also format text directly by using the **other** controls on the home tab. most controls offer a choice of using the look from the current theme or using a format that you **specify** directly.

TO **CHANGE** THE OVERALL **LOOK** OF YOUR **DOCUMENT**, CHOOSE NEW THEME ELEMENTS ON THE PAGE **LAYOUT** TAB. TO CHANGE THE LOOKS AVAILABLE IN THE QUICK STYLE **GALLERY**, USE THE **CHANGE** CURRENT QUICK STYLE SET **COMMAND**. BOTH THE THEMES **GALLERY** AND THE QUICK STYLES **GALLERY** PROVIDE **RESET** **COMMANDS** SO THAT YOU CAN ALWAYS RESTORE THE LOOK OF YOUR **DOCUMENT** TO THE ORIGINAL CONTAINED IN YOUR CURRENT **TEMPLATE**.

On The Insert Tab, The **Galleries** Include Items That Are **Designed** To **Coordinate** With The Overall Look Of Your **Document**. You Can Use **These** Galleries To Insert Tables, Headers, Footers, Lists, Cover Pages, And Other Document **Building** Blocks. When You Create **Pictures**, Charts, Or Diagrams, They Also Coordinate With Your Current Document Look.

(Arial, 10.5)

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