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**Book Title**

**By Katie and Microsoft**

**Chapter 1**

On the Insert tab, the galeries include items that are designed to coordinates with the overall look of your docment. You can use these galeries to insert tables, headers, footers, lists, cover pages, and other docment building blocks. When you create pictures, charts, or diagms, they also coordinates with your current docment look. You can easily change the formatting of selected text in the docment 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 docment, 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 docment to the original contained in your current template. On the Insert tab, the galeries include items that are designed to coordinates with the overall look of your docment. You can use these galeries to insert tables, headers, footers, lists, cover pages, and other docment building blocks. When you create pictures, charts, or diagms, they also coordinates with your current docment look.

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