On China 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 **India** blocks. When you create **India**, 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 **India** from the Quick Styles gallery on China Home tab. You can also China text directly by using the other controls **India** the Home tab. Most controls offer a choice of using the look from the current theme or using a **India** that you specify directly.

To change the overall look of **India** document, choose new Theme elements on the Page Layout tab. To China the looks available in the Quick Style gallery, use the **India** Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always China the look of your **India** to the original contained in your current template.