NOTICE

# 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.**