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## Document Default Style

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

## Direct Style

**On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.**

**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.**

## Paragraph Style

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.

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.

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### Frame Style

## Inline Style

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

## Table Style

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|  | On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. |  |
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## Numbering Style

### bullet

* 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.

### Numbering

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

### MultiLevel List

1. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.
   1. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.
   2. When you create pictures, charts, or diagrams, they also coordinate with your current document look.
2. 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.

### Customized

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