C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0149887.wmfOn 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.

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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.

Copying and Moving Text and Objects

* Ctrl+C = Copy
* Ctrl+X = Cut
* Ctrl+V = Paste

Cut and paste

* The Cut feature allows you to remove selected text from the document and temporarily place it on the Office Clipboard.
* The clipboard is a temporary storage file in your computer's memory. Items placed on the clipboard will remain there until you exit Word.
* The Paste feature allows you to get text from the clipboard and place it in the same or even another document.

Copy and paste

* The Copy feature allows you to copy selected text from the document and temporarily place it on the clipboard.
* The clipboard can hold up to 25 items. Once you copy the 26th item, the first copied item is deleted.
* The Paste feature allows you to select any of the collected items on the clipboard and place them in the same or another document.

You can copy information from many different sources, including websites, emails, and other Office applications like Excel and PowerPoint.