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. 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. 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. 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.

Horizontal Centered Page  
Vertical centered Margin

Horizontal Right Page  
Vertical Bottom Margin

Horizontal Centered Page  
Vertical Bottom Margin

Horizontal Left Page  
Vertical Bottom Margin

Horizontal Centered Page  
Vertical Centered Margin

Horizontal Left Page  
Vertical Centered Margin

Horizontal Centered Page  
Vertical Top Margin

Horizontal Right Page  
Vertical Top Margin

Horizontal Left Page  
Vertical Top Margin

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Centered Margin  
Top Margin

Left Margin  
Top Margin

Centered Margin  
Top Margin

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Right Margin  
Top Margin

Left Margin  
Centered Margin

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Right Margin  
Bottom Margin

Centered Margin  
Bottom Margin

Centered Margin  
Centered Margin

Left Margin  
Bottom Margin

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Right Margin  
Bottom Line

Centered Margin  
Centered Line

Left Margin  
Top Line