Group 01

**Proposal: KOOLB**

# **Introduction**

To get started right away, just tap any placeholder text (such as this) and start typing.

Heading 2

To easily apply any text formatting you see in this outline with just a tap, on the Home tab of the ribbon, check out Styles.

For example, this paragraph uses Heading 3 style.

Heading 1

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.