Simple Proofing

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 formating of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. To change the overall look of your document, choose new Theme elemints on the Page Layut 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 includes items that are designed to coordinate with the overall look of your doucment.

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 elemints 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 doucment 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.

En la Insertar ficha, las galerías incluyan elementos que están diseñados para coordinar con el aspecto general de su documento. Puede utilizar estas galerías para insertar tablas, encabezados, pies de página, listas, las portadas y otros bloques de creación de documento. Al crear diagramas, gráficos o imágenes, también coordinará con su aspecto actual del documento. Puede cambiar fácilmente el formato del texto seleccionado en el texto del documento, elija un vistazo para el texto seleccionado en la Galería de estilos rápida de la ficha Inicio. También, puede dar formato a texto directamente mediante los demás controles de la ficha Inicio. Mayoría de los controles ofrece una opción de utilizar la mirada desde el tema actual o usando un formato que se especifica directamente.

To change the overall look of your document, choose new Theme elemints 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.

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 elemints on the Page Layout tab.

Your Word 2010 Training Team:

Raul Morales

Brenda Canales

Brian Jeffries

Pamela Sardeshpande

Janice Pantoja

Marie Hansen

Manny Ballester

J.M. Masakhane