


**Styles:**

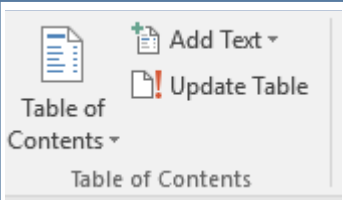
Use styles to assign consistent styling to your documents, as well as create a set of styles that you can customize and change at any time without editing each instance of that formatting. To set a piece of text to a style, highlight that text before clicking on the style you'd like to use (Heading 1, Emphasis, etc.).

Styles can be found in the **Home tab**.



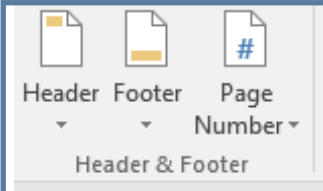
**Design:**

Modify the way your styles appear and even change your personal computer's default document styling using Design Formatting. Document Formatting can be found in the **Design tab**.



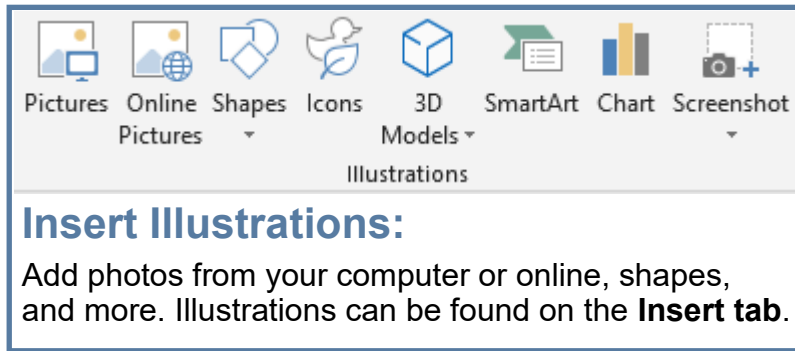
**Table of Contents:**

Choose from a few styles for a Table of Contents, which will be populated by all of the text you've set with the style Heading 1. The Table of Contents can be found in the **References tab**.



**Header & Footer:**

Set up page numbers or any custom text to appear at the top and/or bottom of every page in your document. This text will be lighter and smaller than the text in your main document. Header & Footer can be found in the **Insert tab**.



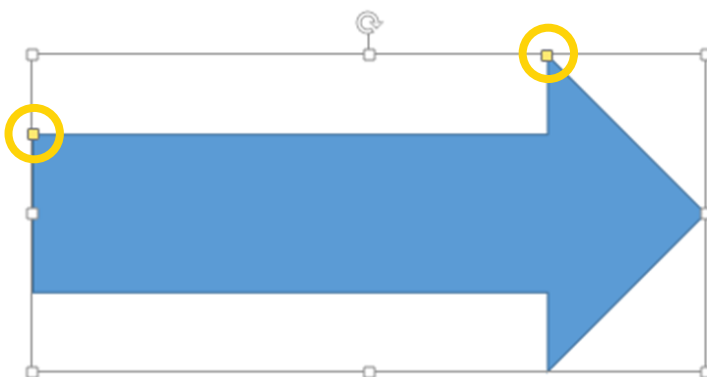
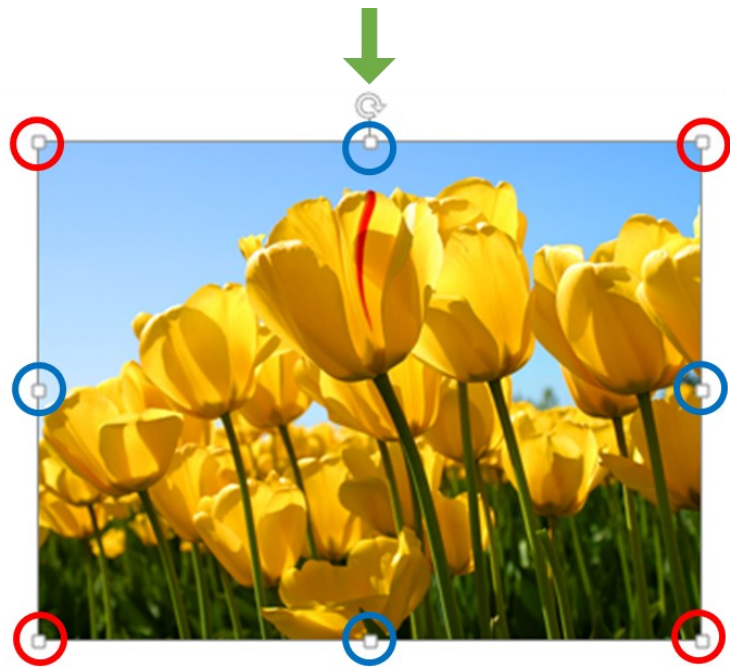
**Insert Illustrations:**  
Add photos from your computer or online, shapes, and more. Illustrations can be found on the **Insert tab**.

Illustrations get their own special formatting tabs. You can resize by moving the “handles” at the corners and on the sides of images. Shapes often have one or more yellow handles to alter specific parts of the shape (in the example, you can make the arrowhead bigger or the arrow “stick” different width). You can also change the way text wraps around the images (text wrapping examples on page 4).

Drag to resize the image but maintain the aspect ratio

Drag to “squash” or “stretch” the image

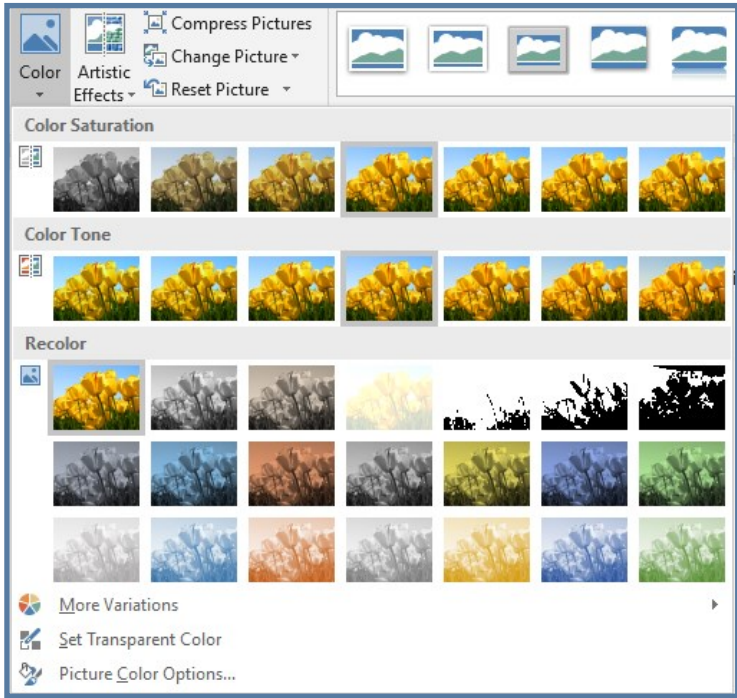
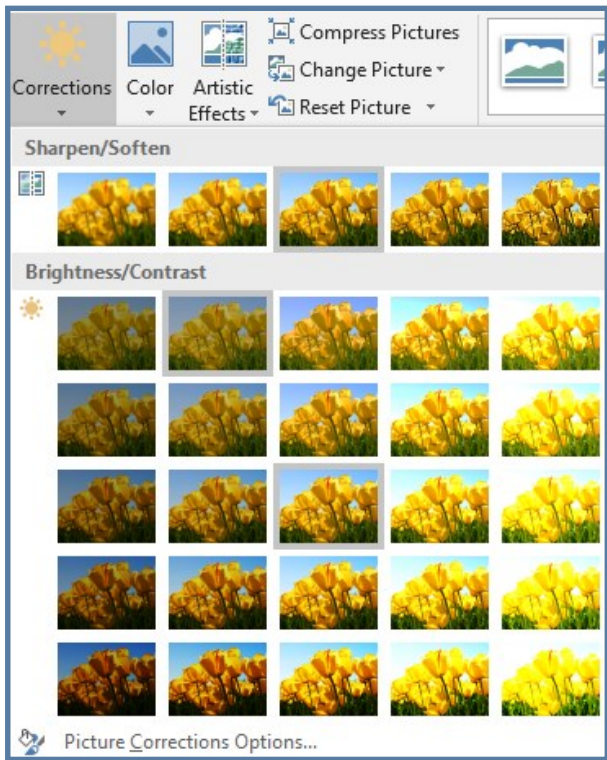
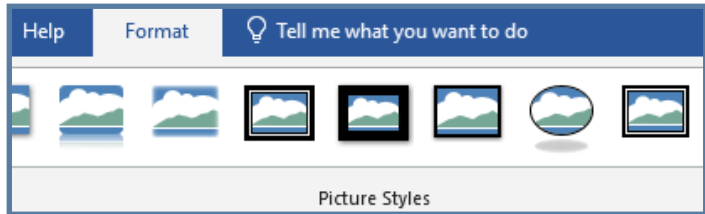
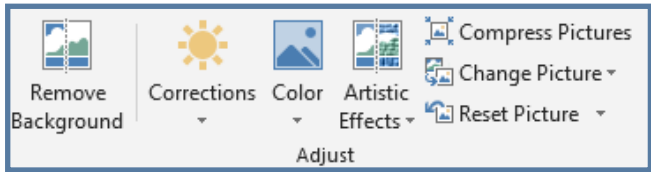
Use the rotate handle at the top to turn the image



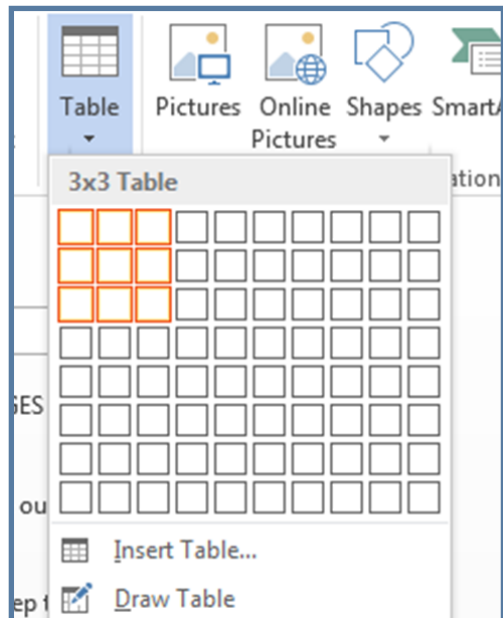
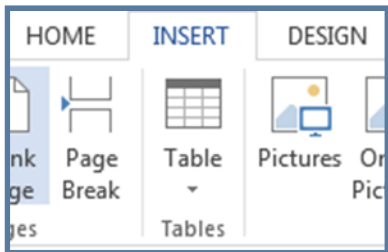
Shapes can be manipulated like pictures and may have one or more **yellow handles** to change some aspect of the shape

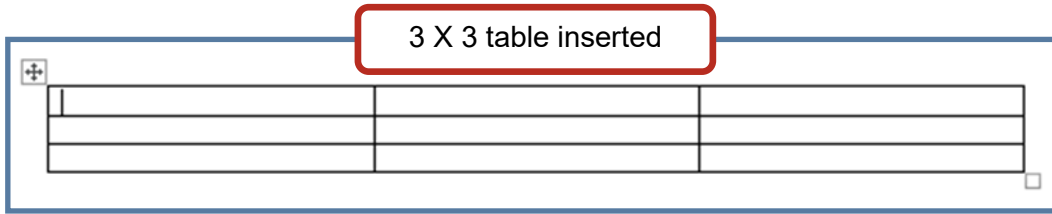
Here, you can adjust the width of the “stick” and the length of the “arrowhead”

Pictures and shapes have their own special set of commands. You can make basic adjustments to color, brightness and contrast, or apply artistic effects. You can also choose from pre-made styles that alter image shape, borders, drop shadow, and more.

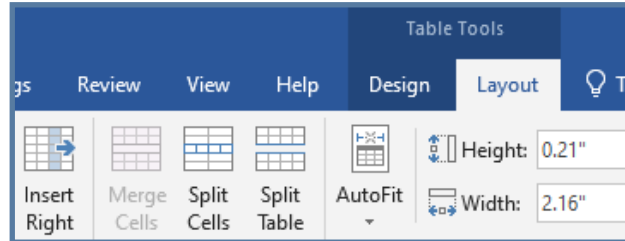
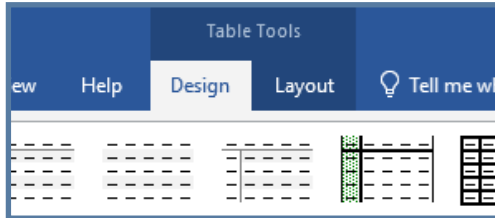


You can add **tables** to your document on the **Insert** tab. Click Table and drag to create a table of the desired rows and columns.





Tables have a **Design tab** and a **Layout tab** to modify the table in your document



**Page Setup:**  
Here you can change margins, paper size, orientation, or divide your text into columns (see the example below). Page setup can be found on the **Layout tab**.

Two column page setup

**Text wrapping options**