



On the Insert tab, the galleries include items that are designed to coordinate with

the overall look o

f 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 cu

rent document look.

You can easily change the formatting of selected text in the document text by choosing a loo

k for the selecte

d text from the Quick Styles gallery on the Home tab. You can also format text directl

y by using the other controls on the Home tab. Most con

trols offer a choice of using the l

ook from the current theme or using a format that you specify directly.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look o f 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 cu rent document look. You can easily change the formatting of selected text in the document text by choosing a loo k for the selecte d text from the Quick Styles gallery on the Home tab. You can also format text directl y by using the other controls on the Home tab. Most con trols offer a choice of using the l ook from the current theme or using a format that you specify directly.

1



कैसे वर्ड (WORD) में अंतिम का खाली पेज हटाएँ
, तीन अलग अलग तरीके से

by Vishva a

