[Title]

# Get Started Right Away

To replace the placeholder text on this page, just select a line of text and start typing. But don’t do that just yet!

First check out a few tips to help you quickly format your report. You might be amazed at how easy it is.

* Need a heading? On the Home tab, in the Styles gallery, just tap the heading style you want.
* Get other styles for text such as bullets or quotes, including this style–List Bullet.

“This is the Quote style.”

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Column Head] | [Column Head] | [Column Head] |
| [Row head] | [Table text] |  |  |
| [Row head] |  |  |  |

# Look Great Every Time

For best results when selecting text to copy or edit, don’t include space to the right of the characters in your selection.