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| NEWSLETTER TITLECompanyDateEdition 1, Volume 1 |
| 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. On the Insert tab, the galleries include 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.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.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. On the Insert tab, the galleries include 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 |  | Woman explaining plan to her co-workers |
| Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Format tab to change the formatting of the pull quote text box. |

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|  |  | Two persons busy in discussing a plan on paper with their laptops open on table |
| STORY HEADLINEStory Subtitle or summaryYou 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.  |  |
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