the on **the** Ins**ert** tab, **the** galleries include items.

You can easily change [[1]](#footnote-1)the formatting.

To change **the** overall look of your document[[2]](#endnote-1), choose new **theme** elements on the Insert tab. the

1. This is the footnote. [↑](#footnote-ref-1)
2. This is the endnote. [↑](#endnote-ref-1)