

A stylized, light purple illustration of a plant with several leaves and a cluster of small, round buds on a thin stem, positioned on the left side of the slide.

ENHANCING DOCUMENTS

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Enhancing Document

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graph TD; A[Enhancing Document] --> B[Formatting Columns, Borders, and, Shading]; A --> C[Using Building Blocks]; A --> D[Inserting Data Elements]; A --> E[Inserting and Formatting Graphics]; B --> B1[Adding Borders and Shading]; B --> B2[Formatting text in columns]; C --> C1[Inserting page numbers and creating Headers and Footers]; C --> C2[Create your own building blocks]; D --> D1[Inserting the Date and Time]; D --> D2[Inserting Footnotes and Endnotes]; D --> D3[Inserting Symbols and creating Hyperlinks]; E --> E1[Inserting Clip Art And Images];
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Formatting Columns, Borders, and, Shading

Adding Borders and Shading

Formatting text in columns

Using Building Blocks

Inserting page numbers and creating Headers and Footers

Create your own building blocks

Inserting Data Elements

Inserting the Date and Time

Inserting Footnotes and Endnotes

Inserting Symbols and creating Hyperlinks

Inserting and Formatting Graphics

Inserting Clip Art And Images