Date

Title

# **Heading 1**

To get started right away, just tap any placeholder text (such as this) and start typing.

## Heading 2

### To easily apply any text formatting you see in this outline with just a tap, on the Home tab of the ribbon, check out Styles.

### For example, this paragraph uses Heading 3 style.

# **Heading 1**

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.

**Reference:**