

## Add Sample Text

This lesson uses sample text provided by Microsoft for training and demonstration purposes. You can type the text; however, there is a quicker way. You can use the rand function.

Functions are used to obtain information. You tell the function what you want and the function returns that information to you. By default, in Word, when you type the rand function, Word returns three paragraphs. When working with functions, you use arguments to be specific about what you want the function to return. There are two arguments you can use with the rand function. The first one tells Word how many paragraphs you want, and the second one tells Word how many sentences you want in a paragraph. You place arguments between the parentheses and you separate them with a comma. For example, if you type =rand() and then press Enter, word returns three paragraphs. To tell Word you want two paragraphs with three sentences in each paragraph, you type =rand(2,3).

1. Type =rand().
2. Press the Enter key. The following text appears:

**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. When you create pictures, charts, or diagrams, they also coordinate with your current document look. 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. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.**