Try This! Restructure Using Styles—Solution

# Main H1 title

Ukushintsha indlela isithombe esilingana ngayo kudokhumenti yakho, chofoza kuso bese kuvela inkinobho yezinketho zesakhiwo eduze kwaso. Uma usebenza etafuleni, chofoza lapho ufuna ukufaka khona umugqa noma ikholomu, bese uchofoza uphawu lokuhlanganisa.

## Subhead H2 second

Uma usebenzisa izitayela, izihloko zakho ziyashintsha ukufanisa ingqikithi entsha. Yonga isikhathi ku-Word ngezinkinobho ezintsha ezibonisa lapho uzidinga khona.

Ukufunda kulula futhi, kumbono omusha wokuFunda. Ungawa izingxenye ezithile zedokhumenti bese ugxila embhalweni owufunayo.

### Subhead H3 point B

Ukwenza idokhumenti yakho ibukeke ikhiqizwe ngobungcweti, iZwi linikeza unhlokweni, unyaweni, ikhasi lekhava, nemiklamo yebhokisi lombhalo ehambelana. Isibonelo, ungangeza ikhasi lekhava elihambisanayo, unhlokweni nebha eseceleni.

### Subhead H3 point A

Uma udinga ukuyeka ukufunda ngaphambi kokuthi ufike ekugcineni, iZwi likhumbula lapho ugcine khona - ngisho nakwenye idivayisi. Ividiyo inikeza indlela enamandla yokukusiza ukufakazela iphuzu lakho.

Uma uchofoza ku-Inthanethi Video, unganamathisela ikhodi yokushumeka yevidiyo ofuna ukuyengeza. Futhi ungathayipha igama elingukhiye ukusesha ku-inthanethi ividiyo elingana kahle idokhumenti yakho.

## Subhead H2

Ividiyo inikeza indlela enamandla yokukusiza ukufakazela iphuzu lakho. Uma uchofoza ku-Inthanethi Video, unganamathisela ikhodi yokushumeka yevidiyo ofuna ukuyengeza.

Futhi ungathayipha igama elingukhiye ukusesha ku-inthanethi ividiyo elingana kahle idokhumenti yakho. Ukwenza idokhumenti yakho ibukeke ikhiqizwe ngobungcweti, iZwi linikeza unhlokweni, unyaweni, ikhasi lekhava, nemiklamo yebhokisi lombhalo ehambelana.

### Subhead H3 point

Isibonelo, ungangeza ikhasi lekhava elihambisanayo, unhlokweni nebha eseceleni. Chofoza u-Insert bese ukhetha izinto ozifunayo kumagalari ahlukile.

Izindikimba nezitayela nakho kusiza ekugcineni idokhumenti yakho iqondisiwe. Uma uqhafaza ukwakhiwa bese ukhetha iTimu entsha, izithombe, amashadi, nemidwebo ye-SmartArt iyashintsha ukufanisa itimu yakho entsha.