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Pull Quote

Use pull quotes to frame a part of text that should be emphasized.

1. Click the **Insert** tab.
2. Click **Page Parts**.
3. Select a style you like under the **Pull Quotes** section.
4. For more options, click **More Page Parts** at the bottom of the dropdown menu and click the **All Pull Quotes** folder.

Bar

Use bars as accents or frames for your document.

1. Click the **Insert** tab.
2. Under the **Building Blocks** section, click **Borders & Accents**.
3. Select the bar you would like to add to your document.
4. For more options, click **More Borders and Accents** at the bottom of the dropdown menu.

## Color Scheme

Through Microsoft Office, you can choose your own color scheme.

1. Navigate to the **Page Design** tab.
2. Under the **Schemes** section, click the down arrow to reveal all color schemes.
3. Select the color scheme you would like to use, or click **Create New Color Scheme**... to create your own.

## Drop Cap

Using drop cap creates a large capital letter at the beginning of the paragraph.

1. Select the text box to which you would like to add a drop cap.
2. Click the **Text Box Tools Format** tab.

3. In the *Typography* section, click **Drop Cap**.

4. Select either a premade drop cap or create your own by clicking **Custom Drop Cap**.