**醒目的标题十分重要**

**添加表格**

包含很多字的文件肯定会让人感到很无趣。这就是为什么添加表格可以帮助提供一个更好的视觉信息分组。

**添加图标**

图表确实很有效果，因为它们能简明扼要地展示有趣的信息，而且令人难忘。添加图表帮助提高文件的可读性。

语法和拼写

语法错误和不正确的拼写会破坏文件结构。大多数错误都是在手忙脚乱中犯下的，所以内置的拼写检查器可以帮助避免这些错误。

**1**ONLYOFFICE - the future of document processing

We were the first to build online document editors using HTML5 Canvas element. That allows us to keep ahead of our competitors providing customers with the most complete and feature-rich online office suite highly compatible with Microsoft Office and OpenDocument file formats, among others.

ONLYOFFICE - the ONLY thing you need to make your business grow

ONLYOFFICE offers a complete productivity suite with document management, project management, CRM, calendar, mail, and corporate network.

Ascensio System SIA - home of the ONLYOFFICE

NLYOFFICE is a project developed by experienced IT experts from Ascensio System SIA, leading IT company with headquarters in Riga, Latvia.

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**3**

***信息性副标题也承载很多意义。***

完美的文件总是从完美的标题开始的。虽然世界上没有100%完美的东西，但我们希望每一个文件是无限接近完美的。选择一个理想的标题是试图起草一份结构良好、外观漂亮的文件时的第一步。**我们到底还需要注意什么呢？**

**您的表格**

|  |  |
| --- | --- |
|  | **文字描述** |
| 文字描述 | |  |  |  | | --- | --- | --- | | 参数 1 | 45 | 5 | | 参数2 | 70 | 10 | | 参数 3 | 15 | 5 | | 参数 4 | 35 | 5- | |

**文字内容的重要性**

除了所有的文件格式提示、有必要强调文件内容的重要性。这就是为什么在处理文件内容时，做出一些努力是至关重要的。所有的视觉工具（图表，表格，符号和图像）都旨在帮助传达想法。当然，视觉上的文件布局是很重要的，但是还是应该更注意文件的内容。 理想情况下，一个好的文档既需要设计良好，也需要易于阅读和理解。