Video provides a powerful way to help you prove your point. When Online Video, you can paste in the embed code you click for the add. You video keyword you want to can also type a to search the video that best fits online for your document.

To make your document look professionally produced, Word provides complement header. footer, cover page, and text box designs that each other. For example, you can add a matching cover page, sidebar. Click Insert header, and and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When click Design and choose a new Theme, the pictures, charts, you change to match your theme. When you and SmartArt graphics new your headings change to apply styles, match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click and a button for layout options appears it next to it. When work on a table, click where you want to add vou а row or and a column, then click the plus sign.

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