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

To make your document look professionally produced, Word provides header. footer, cover and text box designs that complement page, 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 Theme, you a new the pictures, charts, When you and SmartArt graphics change to match theme. your new your apply styles, headings change to match the new theme. Save Word with new buttons that show time in up where you need them. To change the way a picture fits in your document, layout options appears click it and a button for next to it. When vou work on a table. click where you want to add а row or a column, and then click the plus sign.

easier, the new Reading view. You Reading is too, in can collapse parts of the document and focus on the text you want. lf you need to stop reading before you reach the end, Word remembers You can collapse vou left off on another device. where even parts of the document and focus.