Office Locations

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# London, UK

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

A large building with a clock tower and Palace of Westminster over a river

Description automatically generated

Figure - London, the UK's capital and home to our HQ

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

# Paris, France

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A tower in the distance

Description automatically generated

Figure - Paris, the capital of France

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# Rome, Italy

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A bridge over a river with a dome and a building

Description automatically generated

Figure - Rome, the capital of Italy

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# Budapest, Hungary

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A building with a dome on top

Description automatically generated

Figure - Budapest, the capital of Hungary

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