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. 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.

theme.