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

To give your document a professional look, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a corresponding cover page, header, and sidebar. Click Insert and choose the desired elements from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new theme, the pictures, graphics, and SmartArt graphics change to match the new theme. When you apply styles, the titles are changed to match the new theme.

Save time in Word with new buttons that are shown where you need them. To change the way an image fits your document, click on it and a layout options button will appear next to it. While working on a table, click where you want to add a row or column, and then click the plus sign.

Reading is also easier in the new Reading view. You can collapse parts of the document and put the focus on the text you want. If you need to stop reading before you reach the end of it, Word will remember where you left off—even on another device.

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