Video provides a powerful way to help you prove your point. When you click an online video, you can paste 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 productive, 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 items you want from the different galleries.

Themes and styles also help preserve the formatting of the document. When you click Design and choose a new theme, the images, layouts, and SmartArt graphics change to match the new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that appear where you want it. To change how an image fits in your document, click it and a button for layout options appears next to it. When 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 focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off – even on another device.