1. Hide text ( ctrl + d ) then choose hidden text ( hide it )
2. Show again it with (show/hide button ¶ )
3. Spike ( ctrl + f3 ) : cut multiple line in separate pard
4. Spike paste (ctrl + shift + f3 )

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.

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1. Shrink one page ( customize ribbon > new tab > name it > all commands > find shirk on one page > add it to new tab) > change format of all indentation to shirking n page to n-1 page
2. Document inspector ( file > info > check for issues> inspect document > no >
3. Advance auto correct ( file > option > proofing > auto correct options > actions )
   1. Click tab to auto correct it
   2. 5 pounds
4. Status bar ( right click it) (Check Characters)
5. Advance find ( ctrl + f > click on icon and select advance > then find numbers with 3 digits)

FEATURES (ribbons … )

1. Screenshot ( insert > screenshots)
   1. Screen clipping
2. Change Case ( Home > Font > Aa icon)
3. Read Aloud (Review Ribbon > read aloud )
4. Compare document (Review > compare )
5. Quick parts (insert > quick parts > save selection …. add card for that text)

References: <https://www.youtube.com/watch?v=MWw7YI_3Pf4>