



Online  
Pictures



Go to  
Header



Go to  
Footer



Previous



Next



Link to Previous

Navigation



Different First Page



Different Odd & Even Pages



Show Document Text

Options



Header from Top: 1.25 cm



Footer from Bottom: 1.25 cm



Insert Alignment Tab

Position



Close Header  
and Footer

Close



## Header -Section 1- ng-Research¶

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. 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. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. ¶

## Conclusion¶

You can collapse parts of the document and focus on the content before you reach the end. Word remembers where you were when you collapse the document and 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. ¶

### Microsoft Word



Do you want to delete this header/footer and connect to the header/footer in the previous section?

Yes

No

Section Break (Next Page) ¶