## search online for

the embed⇔code

J finished – even on another device.

cover page and text box designs that complement eac r page, header and sidebar. Click add a matchin elements rom the different galleries.

To make your document look professionally produced,

es also help to keep your document coordinated, when you click Them and moose a new Theme, the pictures, charts and SmartArt graphics change 'y styles, your headings change to match

AMBRICORE AMBRICORE

Video provides a powerful way to help you prove you point. When you click Online Video, you can paste in the embed code for the video you ant to add. You can also type a your document. keyword to search online for the video that best f

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, then choose the elements you want from the different galleries.

Themes and styles also help to 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, then click the plus sign.

Reading is easier, too, 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 finished – even on another device.

show up w ment, click MORIS on a table view. You If you nee