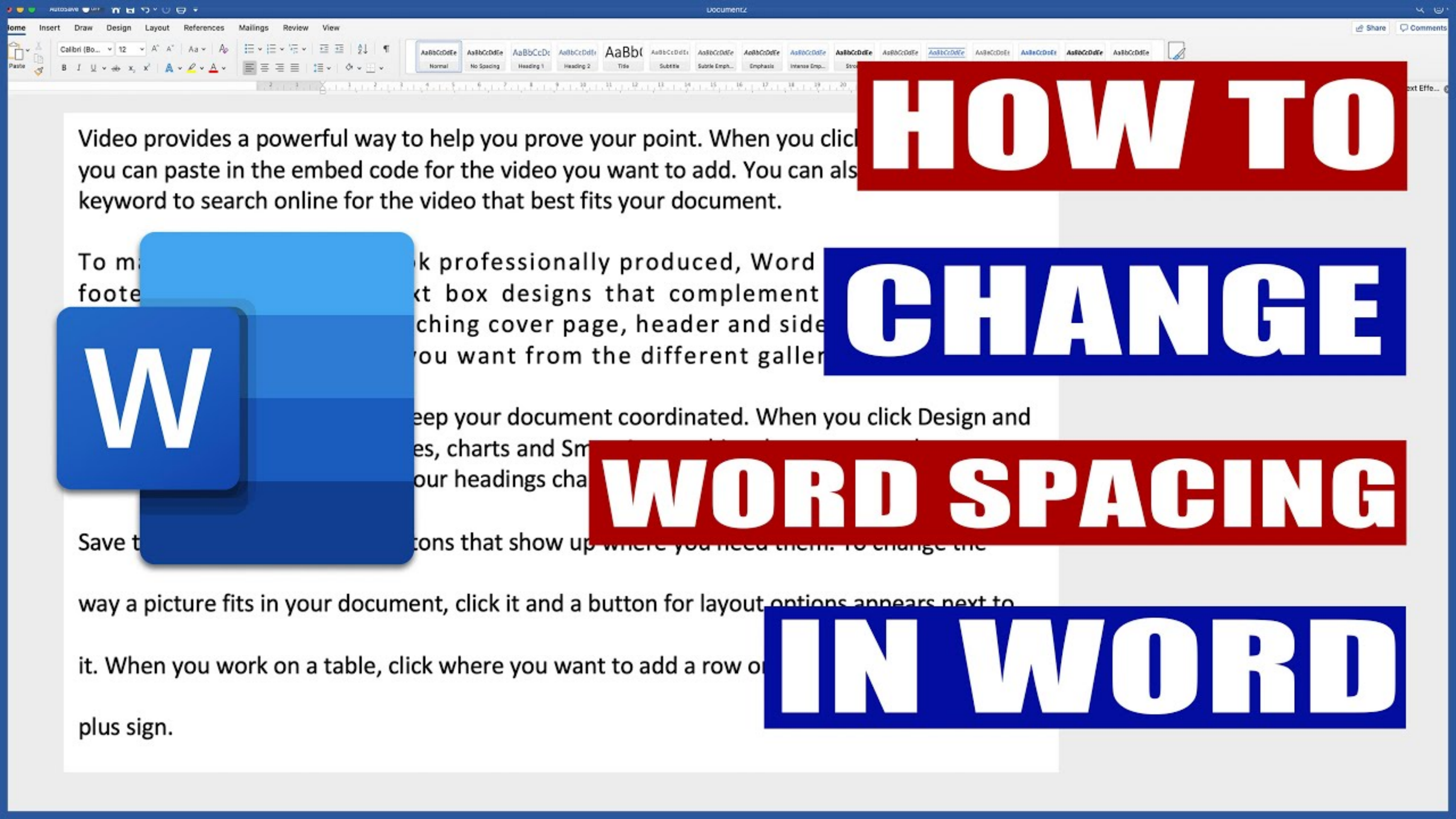




HOW TO

CHANGE

WORD SPACING

IN WORD

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

To make your document look professionally produced, Word offers a variety of text box designs that complement your existing design. Matching cover page, header and sidebars are available. You want from the different galleries.

Keep your document coordinated. When you click Design and Layout, you can change the colors, charts and SmartArt. You can also change your headings and styles.

Save time by using the icons 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 column. The plus sign.