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. Document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. You can add a matching cover page, header, and sidebar. I am going to school.

# **Chicago Area**

When you click Design and choose a new Theme, the pictures, charts, 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. I am going to the store.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. Reading is easier, too, in the new Reading view. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

# **Honolulu District**

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# **Tampa Bay Area**

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# **Mexican Baja**

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# **Lahaina Honoapiilani Park**

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## **Hana Beach Resort**

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## **Jaws Paia Beach**

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