**Oefen om rame en/of skakering toe te pas: verander elke paragraaf om soos die voorbeeld daaronder te vertoon. Volg die instruksies wat in geel verhelder is.**

Raam (*Border*): 1½ pt, Red

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.

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Raam: 3 pt, Green

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.

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Raam: 1 pt, kleur Automatic, styl Dashed Line

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.

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Skakering (*Shading*): Light Blue

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.

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Raam: 1½ pt, kleur Grey, styl Wavy; Skakering: Gold, Accent 4, Lighter 60%

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.

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Verwyder die paragraaf se raam (*border*) en skakering (*shading*)

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.