**Instruksies**

1. **Dubbelklik in die bladsyboskrif area.**
2. **Let op dat daar reeds ’n gesentreerde tabelstoppunt en ’n regtertabelstoppunt op die liniaal verskyn.**
3. **Druk <Tab> en voeg die teks ‘On each page’ in die middel van die bladsyboskrif in.**
4. **Druk weer <Tab> en voeg jou naam teenaan die regterkantlyn in.**
5. **Gaan na die *Position*-groep in die *Header & Footer* *tab* en gebruik die pyltjies in die *Header from Top*-opdrag om die afstand tussen die bladsyboskrif en die boonste rand van die bladsy meer of minder te maak. Let op hoe die teks in die bladsyboskrif af en op beweeg soos jy die waarde verander.**

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. 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. 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 left off - even on another device. Video provides a powerful way to help you prove your point.

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