Video provides a powerful way to help you prove your point. When you tap 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.

You can tap Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you tap design and choose a new Theme, the pictures, charts, and SmartArt graphics alter to match your new theme. When you apply styles, your headings alter to match the new theme. Save time in Word with new buttons that show up where you need them.

To alter the way a picture fits in your document, tap it, and a button for layout options appears next to it. When you work on a table, tap where you want to add a row or a column, and then tap 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.