*Let op hoe die inkepingsimbole op die liniaal aandui hoeveel (d.i. waar) die paragraaf ingekeep is. (Indien die liniaal nie vertoon nie, View, Show-groep, merk Ruler.)*

**Klik in hierdie paragraaf en klik dan een keer op die *Increase Indent*-opdrag.** 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.

**Klik in hierdie paragraaf en klik dan twee keer op die *Decrease* *Indent*-opdrag.** 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.

**Keep hierdie paragraaf 1.27 cm in.** 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.

**Keep hierdie paragraaf nog meer in.**  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.

**Plaas hierdie paragraaf teen die linkerkantlyn deur die *Decrease* *Indent*-opdrag te gebruik.** 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.