

1) How you can connect with cloud service on word 2013 ?

First open Microsoft Office 2013.

Then select the "Blank document" template from the available templates:

Now create a document and click on File menu option:

Now click on the Save option:

A window will appear like the following and select the SkyDrive option from it:

Otherwise if you have Windows Live ID then click on the SingIn button as shown below:

Now the following window will appear and now give your id and password and click on the SignIn button:

Now enter the file name and click on the save button to save it:

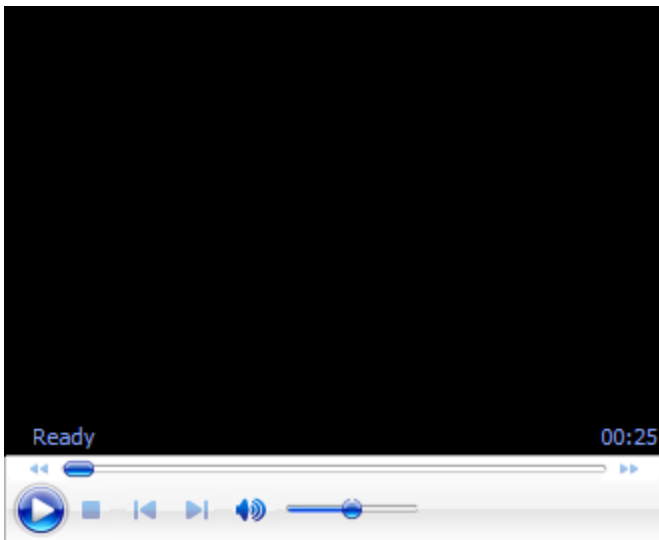
Now your document will be saved in the cloud from where you can access it from anywhere.

2) How you can insert video in Microsoft Word 2013 ?

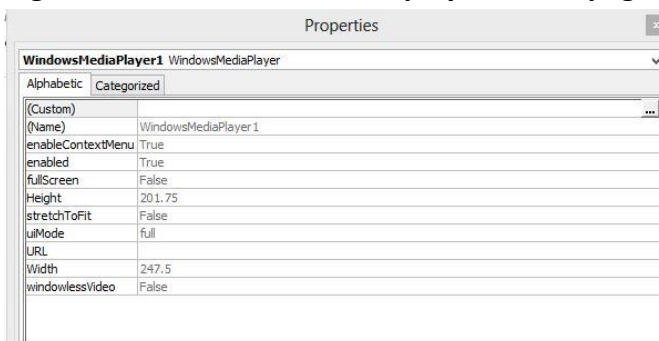
Go to file -> Option -> Customize Ribbon -> Select Developer -> Then Click Ok Button

See Developer Tab created in Tab Bar

Go to Developer tab -> Legacy tool -> Select "Window Media Player"



Right Click On inserted Media player on the page -> Properties -> Custom



Then Browse a video in your computer -> go to advance -> Select Window less video

And click apply And ok button

After that click design mode for play the video.

(or)

Youtube

Go to insert tab -> Go to online video -> Copy the YouTube link from YouTube video -> Past in search bar
Then select video -> insert it

Embed Code

Go to insert tab -> Go to online video -> Copy the embed link from YouTube video -> Past in search bar
Then select video -> insert it

Letter for News Channel

Text:

Hi (ZEE News),
It's (Your Name) from (Your Company Name).
It was great to speak with you about (**a secret video**).
Do you have time next week to set up a call or grab a quick meeting together?
I promise not to take too much of your time. I really appreciate you taking your time to hear me out on this.

Attached Video

X

KSDC

3) How you can collapse or expand parts of a document?

To make readers read or see only the part they are interested in, this function is very useful. To do this you have to first give heading to your topic as heading 1, heading 2from Home Menu. Once this done a small icon will appear on the corner of the heading, on clicking on this icon it will merge the content and on re-clicking on it, it will expand the content back to its normal place

5) How to add foot-node & end note in word?

To add foot node, bring the cursor at the end of page where you want to add the foot node than go to main menu click on Reference Option click on Insert Footnotes. Likewise you can add end note by clicking on "Insert endnote".