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| **Video Title** | **Fact #** | **Using complete sentence structure, write** **a fact** **you learned or already knew from the video:** |
| [Add and edit text](https://support.office.com/en-us/article/video-add-and-edit-text-ed1e3147-a846-41ca-8087-49e324cb50bd?ui=en-US&rs=en-US&ad=US) | Fact 1 |  |
| [Check spelling, grammar, and clarity](https://support.office.com/en-us/article/video-check-spelling-grammar-and-clarity-6f9aad7c-1c58-40da-a65b-0c1282837aaf?ui=en-US&rs=en-US&ad=US) | Fact 2 |  |
| [Show word count](https://support.office.com/en-us/article/video-show-word-count-in-documents-ab3fdbda-e994-4ff1-9b8a-a8bc81569e05?ui=en-US&rs=en-US&ad=US) | Fact 3 |  |
| [Change line spacing](https://support.office.com/en-us/article/video-change-line-spacing-668fd0d8-7162-4b44-a903-f57750acfeab?ui=en-US&rs=en-US&ad=US) | Fact 4 |  |
| [Apply styles](https://support.office.com/en-us/article/video-apply-styles-b8c7fc22-20b8-456d-bbb3-b82be921f4b1?ui=en-US&rs=en-US&ad=US) | Fact 5 |  |
| [Apply themes](https://support.office.com/en-us/article/video-apply-themes-a2a32660-6abf-4145-89bd-8550b91d8147?ui=en-US&rs=en-US&ad=US) | Fact 6 |  |