1. Work with text ................................................................................................................................. 2
  1.1. Drop cap is added into the next paragraph. ................................................................................. 2
  1.2. Next paragraph has a text wrapping ......................................................................................... 2
  1.3. Next paragraph is divided into two columns of the same width ............................................... 2
  1.4. Next paragraph is divided into three columns with a column divider, the first column is narrower than the others.......................................................................................................................... 2
  1.5. Example of picture wrapping ................................................................................................. 3
  1.6. Reviewing documents .............................................................................................................. 3

2. Work with tables ................................................................................................................................... 4
3. Work with equations ............................................................................................................................. 5
4. Work with Text effects .......................................................................................................................... 5
5. Work with Charts ............................................................................................................................... 6
6. Work with autoshapes ........................................................................................................................ 6
7. Work with scheme .............................................................................................................................. 7
8. Work with SmartArt .............................................................................................................................. 7
9. Image support ....................................................................................................................................... 8
1. Work with text

1.1. Drop cap is added into the next paragraph.

On planes, trains, ships, and automobiles, from consumer living rooms to corporate boardrooms, the advent of 30-100 Gbps connectivity via satellite will redefine broadband “access.” Indeed, more than half of the world’s satellite operators have ordered (or plan to order) high-capacity satellites, and 14 million households and 50% of enterprise terminals are predicted to be using high-capacity satellite platforms by 2020. Part of this is due to pure economics associated with the cost of such services.

1.2. Next paragraph has a text wrapping.

For example, some broadcasters have seen the price of satellite news feed slide from more than $100,000 to less than $20,000—an 80% reduction in price. The other driving factor, however, is the desire by various market segments to access any service, any time, anywhere. From this perspective, satellite boasts some significant advantages.

1.3. Next paragraph is divided into two columns of the same width.

Emergency responders have powerful new options to deploy after disasters. Wireless operators are broadening their footprint and tapping markets that were previously unreachable through satellite back haul. And for consumers in particular, this is all good news as well. These days, regardless of proximity to major population centers, affordable broadband connectivity is within reach of everyone.

1.4. Next paragraph is divided into three columns with a column divider, the first column is narrower than the others.

While the future looks bright for HTS, a number of questions remain. We now need to draw on the experiences of those doing it already to find the best way forward. The GVF High Throughput Satellite Conference serves as a forum where these trends, companies, and customers will provide insights into how this exciting new chapter in satellite communications is being written. Suffice it to say that HTS offers an exciting new way for applications to be delivered in the world today. For example, new alternatives for airlines will provide faster, cheaper, and higher quality Internet to customers on long flights. JetBlue announced just such a deal with ViaSat.
1.5. Example of picture wrapping.

Coming back to HTS, like the earlier debut of Digital TV, there has similarly been an expectation that satellite broadband connectivity will be a “last-resort” offering for folks who have no terrestrial broadband service available. However, if you were to talk to some of the satellite operators rolling out consumer DTH broadband, you would discover there was a similar trend starting to play out as occurred for satellite broadcasting. The satellite and terrestrial industries will once again be in a pitched battle for hearts and minds of consumers everywhere.

Double Strikethrough, SMALL CAPS, ALL CAPS, and the possibilities of work with character spacing can be much wider.

1.6. Reviewing documents

When somebody shares a file with you using the review permissions, you need to apply the document Review feature.

Enable the Track Changes feature

To see changes suggested by a reviewer, enable the Track Changes option: click the button in the right lower corner on the status bar, or switch to the Collaboration tab on the top toolbar and press the Track Changes button.

Choose the changes display mode

Click the Display Mode button on the top toolbar and select one of the available modes from the list:

1. **Markup and balloons** - this option is selected by default. It allows both viewing the suggested changes and editing the document. Changes are highlighted in the document text and displayed in balloons.

2. **Final** - this mode is used to display all the changes as if they were accepted. This option does not actually accept all changes, it only allows you to see how the changes would look if accepted.

1 It is not necessary for the reviewer to enable the Track Changes option. It is enabled by default and cannot be disabled when the document is shared with review only access rights.
document will look like after you accept all the changes. In this mode, you cannot edit the document.

3. **Original** - this mode is used to display all the changes as if they were rejected. This option does not actually reject all changes, it only allows you to view the document without changes. **In this mode, you cannot edit the document.**

**Accept or reject changes**

Use the **Previous** and the **Next** buttons on the top toolbar to navigate through the changes.

To accept the **currently selected change** you can:

- click the **Accept** button on the top toolbar, or
- click the downward arrow below the **Accept** button and select the **Accept Current Change** option, or
- click the **Accept** button of the change balloon.

To quickly accept all the changes, click the downward arrow below the **Accept** button and select the **Accept All Changes** option.

### 2. Work with tables

<table>
<thead>
<tr>
<th>Different</th>
<th>table</th>
<th>borders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can</td>
<td>have</td>
<td>various</td>
</tr>
<tr>
<td>Width</td>
<td>and borders</td>
<td>style</td>
</tr>
</tbody>
</table>

► The first line is merged and higher than the other lines. Text in it is aligned by the right side and center of the cell.

<table>
<thead>
<tr>
<th>This</th>
<th>different</th>
<th>intends</th>
<th>on the left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cells of this</td>
<td>line</td>
<td>differ from the others</td>
<td></td>
</tr>
</tbody>
</table>
There can be an interval between the cells and margins in cells.

3. Work with equations

\[ \Gamma(z) = \int_0^\infty t^{z-1} e^{-t} \, dt = e^{-\gamma \frac{z}{2}} \prod_{k=1}^{\infty} \left( 1 + \frac{z}{k} \right)^{-1} e^{\frac{z}{k}}, \quad \gamma \approx 0.577216^2 \]

\[ \mathbf{v} \cdot \nabla = \frac{\partial^2 \psi}{\partial x^2} + \frac{\partial^2 \psi}{\partial y^2} + \frac{\partial^2 \psi}{\partial z^2} = \frac{1}{r^2 \sin \theta} \left[ \sin \theta \frac{\partial}{\partial r} \left( r^2 \frac{\partial \psi}{\partial r} \right) + \frac{\partial}{\partial \theta} \left( \sin \theta \frac{\partial \psi}{\partial \theta} \right) + \frac{1}{\sin \theta \partial \varphi^2} \right]^3 \]

4. Work with Text effects

\[ \text{TEXT-ART} \]

BREND NAME

\[ ^2 \text{Gamma function} \]

\[ ^3 \text{Laplace equation} \]
5. Work with Charts

![Bar chart](image)

- Category 1
- Category 2
- Category 3
- Category 4

Qater 1 | Qater 2 | Qater 3 | Qater 4
---|---|---|---
Row 1 | Row 2 | Row 3

Sales

![Pie chart](image)

- Category 1
- Category 2
- Category 3
- Category 4

Qater 1 | Qater 2 | Qater 3 | Qater 4
---|---|---|---
Row 1 | Row 2 | Row 3

6. Work with autoshapes

The beginning

Final stage

Meeting conditions

Meeting conditions

Meeting conditions

Meeting conditions
7. **Work with scheme**

The beginning

Intermediate stage

Continuation

Continuation

Continuation

Continuation

Intermediate stage

Intermediate stage

Intermediate stage

Continuation

Final stage

8. **Work with SmartArt**

Point 1
The text contains header for the Point 1

Point 2
The text contains header for the Point 2

Point 3
The text contains header for the Point 3

Point 4
The text contains header for the Point 4
9. Image support

- objects
- .svg
- .wmf
- .emf