Align your Text

The text alignment in Microsoft Word documents is pre-set to left alignment

To change the alignment select the text (sentence, paragraph, section) you want to change. **NB:** To **select** the entire document use the **Shortcut Key** << **CTRL+A**

The alignment icons are on the ribbon of the Home tab

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Alignment Types

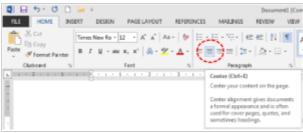
There are four different types of alignment;

Left

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Left aligned text	
Left aligned text	

Centre



Centre aligned text Centre aligned text

Right



Right aligned text
Right aligned text



THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

LIBRARY AND LEARNING SERVICES STUDY GUIDE | ALIGN YOUR TEXT (2013) www.2.eit.ac.nz/library/OnlineGuides/Align your Text 2013.pdf

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