

## 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**

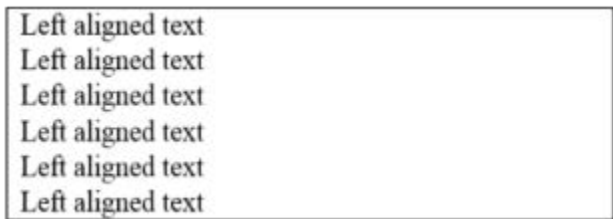
The alignment icons are on the ribbon of the Home tab



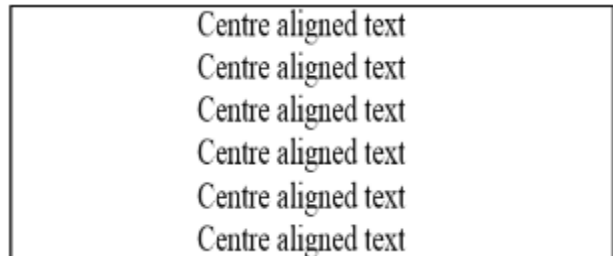
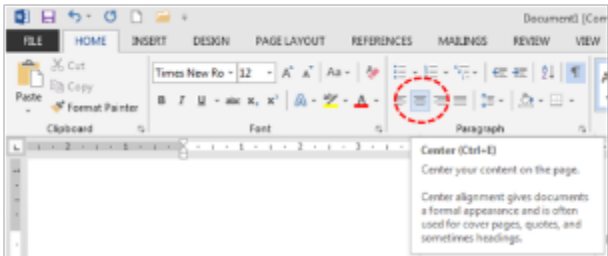
### Alignment Types

There are four different types of alignment;

#### Left



#### Centre



#### Right

